



Sage Oak Charter Schools

Regular Meeting of the Board of Directors

Published on March 8, 2024 at 5:14 PM PST

Date and Time

Thursday March 14, 2024 at 10:45 AM PDT

Location

Sage Oak Charter Schools

1473 Ford Street, Suite #105

Redlands, CA 92373

Regus- Gateway Chula Vista

333 H Street, Suite 5000

Chula Vista, CA 91910

[Join Zoom Meeting](#)

ID: 95123959891

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MISSION STATEMENT

Educating students through a personalized and collaborative learning approach, empowering them to lead purposeful and productive lives.

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Governing Board’s presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Sage Oak Charter Schools.

Agenda

| | Purpose | Presenter | Time |
|---|---------|-----------------|-----------------|
| I. Opening Items | | | 10:45 AM |
| A. Call the Meeting to Order | | Board President | 1 m |
| B. Record Attendance | | Board President | 1 m |
| Roll Call: | | | |
| William Hall, President | | | |
| Michael Humphrey, Vice President | | | |
| Steve Fraire, Clerk | | | |
| Susan Houle, Member | | | |
| Peter Matz, Member | | | |
| II. Pledge of Allegiance | | | 10:47 AM |
| A. Led by Board President or designee | | Board President | 1 m |
| III. Approve/Adopt Agenda | | | 10:48 AM |
| A. March 14, 2024 Regular Meeting of the Board of Directors | Vote | Board President | 1 m |
| It is recommended the Board of Directors adopt the agenda as presented. | | | |
| Roll Call Vote: | | | |
| William Hall | | | |

| | Purpose | Presenter | Time |
|------------------|-------------------|------------|-------------------------|
| Michael Humphrey | | | |
| Steve Fraire | | | |
| Susan Houle | | | |
| Peter Matz | | | |
| Moved by _____ | Seconded by _____ | Ayes _____ | Nays _____ Absent _____ |

IV. Approve Minutes

10:49 AM

- | | | | | |
|-----------|--|-----------------|-----------------|-----|
| A. | February 8, 2024 Regular Meeting of the Board of Directors | Approve Minutes | Board President | 1 m |
|-----------|--|-----------------|-----------------|-----|

It is recommended the Board approve the minutes from the February 8, 2024, Regular Meeting of the Board of Directors as presented.

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

- | | | | | |
|-----------|---|-----------------|-----------------|-----|
| B. | February 12, 2024 Special Meeting of the Board of Directors | Approve Minutes | Board President | 1 m |
|-----------|---|-----------------|-----------------|-----|

It is recommended the Board approve the minutes from the February 12, 2024, Special Meeting of the Board of Directors as presented.

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

V. Public Comment - Closed Session

The public has a right to comment on any items of the Closed Session agenda. Members of the public will be permitted to comment on any other item within the Board's jurisdiction under the section Public Comments/Recognition/Reports.

| | | | |
|--------------------------------------|--|--|-----------------|
| VI. Adjourn to Closed Session | | | 10:51 AM |
|--------------------------------------|--|--|-----------------|

- | | | | |
|--|------|-----------------|-----|
| A. The Board Will Consider and May Act on Any of the Closed Session Matters | Vote | Board President | 1 m |
|--|------|-----------------|-----|

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

| | | | |
|----------------------------|--|--|-----------------|
| VII. Closed Session | | | 10:52 AM |
|----------------------------|--|--|-----------------|

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|---------------------------------|--|-----------------|------|
| A. Closed Session Agenda | | Board President | 10 m |
|---------------------------------|--|-----------------|------|

1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

(Gov. Code Section 54956.9(d)(1))

- a. YL v. The Collaborative Charter Services Organization, et al.

| | | | |
|--|--|--|-----------------|
| VIII. Reconvene Regular Meeting | | | 11:02 AM |
|--|--|--|-----------------|

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|---|--|-----------------|-----|
| A. Report Out Any Action Taken in Closed Session | | Board President | 1 m |
|---|--|-----------------|-----|

IX. Public Comments/Recognition/Reports

Please submit a Request to Speak to the Board of Directors using the chat feature on the right-hand side of the Zoom platform. Please state the agenda item number that you wish to address prior to the agenda item being called by the Board President. Not more than three (3) minutes are to be allotted to any one (1) speaker, and no more than twenty (20) minutes on the same subject. This portion of the agenda is for comments, recognitions, and reports to the Board and is not intended to be a question-and-answer period. If you have questions for the Board, please provide the Board President with a written statement, and an administrator will provide answers at a later date.

| | | | |
|--|--|--|-----------------|
| X. Correspondence/Proposals/Reports | | | 11:03 AM |
|--|--|--|-----------------|

| | Purpose | Presenter | Time |
|-----------|---|------------------|------|
| A. | School Highlights - Presented by Krista Woodgrift, Superintendent of Schools and CEO | Krista Woodgrift | 12 m |
| B. | Student Showcase - Presented by Traci King, High School Principal Student Name: Maryam Mahboob | Traci King | 12 m |

XI. Consent Agenda

11:27 AM

Items listed under Consent are considered routine and will be approved/adopted by a single motion. There will be no separate discussion of these items; however, any item may be removed from the Consent Agenda upon the request of any member of the Board, discussed, and acted upon separately.

The items below form our Consent Agenda. The last item in this section is a single vote to approve them en masse.

- | | | | |
|-----------|--|--|-----|
| A. | Consent - Business/Financial Services | | 1 m |
| | <ul style="list-style-type: none"> 1. Check Register - February 2024 2. Ratification of 2023-2024 Special Education Contracted Vendors 3. Ratification of Parsec Education, Inc. Service Order (Renewal) 4. Ratification of Document Tracking Services Licensing Agreement 5. Ratification of Encore Quote 6. Ratification of Sage Intacct, Inc. Renewal Order 7. Ratification of CDW Education Estimate 8. Ratification of Clever Order Form 9. Ratification of Revised Fiscal Year 2020-2021 Annual Audit Report 10. Ratification of Revised Fiscal Year 2021-2022 Annual Audit Report | | |
| B. | Consent - Operations and Accountability Services | | 1 m |
| | <ul style="list-style-type: none"> 1. Approval of 2024-2025 Master Agreement for Independent Study and Acknowledgement of Responsibilities | | |
| C. | Consent - Personnel Services | | 1 m |
| | <ul style="list-style-type: none"> 1. Approval of Certificated Personnel Report 2. Approval of Classified Personnel Report | | |

| | Purpose | Presenter | Time |
|---|-----------------------------|-----------|------|
| 3. Approval of Job Descriptions | | | |
| D. | Consent- Policy Development | | 1 m |
| Approval of Changes to Existing Board Policies Revised/Reviewed/Rescinded | | | |
| 3000 Series- Business/Non-Instructional: Revised | | | |
| 3010 Sage Oak Fiscal Control Policy | | | |
| 3020-SO Purchasing Card Policy | | | |
| 3100-SO Community Provider Code of Conduct | | | |
| 3115-SO General Terms & Conditions of the Purchase Order | | | |
| 3120-SO Name & Logo Use Policy | | | |
| 3130-SO Document Retention Policy | | | |
| 4000 Series- Personnel Services: Revised | | | |
| 4000-SO Personnel Concepts and Roles | | | |
| 4015-SO Equal Employment Opportunity | | | |
| 4020-SO Background Check Policy | | | |
| 4060-SO Prohibiting Unlawful Harassment, Discrimination, and Retaliation | | | |
| 4125-SO Victims of Crime Policy | | | |
| 4130-SO Remote Work Policy | | | |
| 4135-SO Teachers and EAs Mileage Reimbursement Policy | | | |
| 4175-SO Salary Advancement Policy | | | |
| 5000 Series - Student Services: Revised | | | |
| 5065-SO Enrollment Policy | | | |
| 4000 Series- Personnel Services: Reviewed (No changes but annual review required.) | | | |
| 4010-SO At-Will Policy | | | |
| 4025-SO TB Risk Assessment and Examination Policy | | | |
| 4030-SO Immigration Compliance Policy | | | |
| 4035-SO Mandated Reporter - Child Abuse Policy | | | |
| 4040-SO Corporal Punishment Policy | | | |
| 4050-SO Whistleblower Policy | | | |
| 4065-SO Meal Period and Rest Break Policy | | | |
| 4140-SO Mileage Reimbursement Policy | | | |
| 4145-SO Professional Development Reimbursement Policy & 4145E-SO Exhibit | | | |
| 4160-SO Children of Teachers Policy | | | |

| | Purpose | Presenter | Time |
|--|--|-----------|------|
| 4000 Series - Personnel Services: Rescinded | | | |
| | 4075-SO Drug, Alcohol, and Tobacco-Free Workplace Policy | | |
| | 4080-SO Personnel Acceptable Use of Technology Policy | | |
| | 4085-SO Payroll Withholdings Policy | | |
| | 4105-SO Paid Sick Leave Policy | | |
| | 4165-SO Employee Driving Policy | | |

E. Consent- Student Services 1 m

1. Approval of Catalina Island Marine Institute Overnight Field Trip, Grades 9-12, for the 2024-2025 School Year
2. Approval of Pali Institute Outdoor Science Camp Overnight Field Trip, Grades 4-12, for the 2024-2025 School Year

F. Approve Consent Agenda Vote Board President 1 m

Items listed under the Consent Agenda are considered routine and will be approved/adopted by a single motion.

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

XII. Business/Financial Services **11:33 AM**

A. (Action) Approval of 2023-2024 Sage Oak Vote Tim O'Brien 13 m
 Charter Schools Second Interim Budget (SIB)
 Report

It is recommended the Board approve the Second Interim Budget (SIB) Report for the 2023-2024 fiscal year, as presented for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051).

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

| | Purpose | Presenter | Time |
|----------------|--|------------------------------------|------|
| Peter Matz | | | |
| Moved by _____ | Seconded by _____ | Ayes _____ Nays _____ Absent _____ | |
| B. | Approval of 2024-2025 Strategic Budget, Staffing Plan, and Salary Schedules for Sage Oak Charter Schools | Vote Tim O'Brien | 10 m |

It is recommended the Board approve the 2024-2025 Strategic Budget, Staffing Plan, and Salary Schedules as presented for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051).

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

| | | | |
|-----------|---|---------------------|-----|
| C. | (Action) Approval of Annual Audit Engagement Services between CliftonLarsonAllen LLP and Sage Oak Charter Schools | Vote Tim O'Brien | 1 m |
|-----------|---|---------------------|-----|

It is recommended the Board approve the Annual Audit Engagement Services between CliftonLarsonAllen LLP and Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051), for the year ending June 30, 2024.

Fiscal Impact: \$41,320

Sage Oak Charter Schools - Helendale (#1885) \$33,056

Sage Oak Charter Schools - Keppel (#1886) \$4,752

Sage Oak Charter Schools - Warner (#2051) \$3,512

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

| | Purpose | Presenter | Time |
|--|---------|-------------|------|
| D. (Action) Approval to Close Sage Oak Charter Schools Chase Debit Card Account | Vote | Tim O'Brien | 2 m |

It is recommended the Board approve the closing of Chase Account No. 297289172 and the associated debit card for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051).

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

| | | | |
|---|------|-------------|-----|
| E. (Action) Approval of Chase Bank Authorization | Vote | Tim O'Brien | 2 m |
|---|------|-------------|-----|

It is recommended the Board issue a letter to Chase Bank to maintain the creation of new accounts and changes to signature authority for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051).

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

XIII. Policy Development

12:01 PM

| | | | |
|--|------|-------------|-----|
| A. (Action) Approval of New 3015-SO Investment Policy | Vote | Tim O'Brien | 5 m |
|--|------|-------------|-----|

It is recommended the Board approve the **3015-SO Investment Policy** as presented for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051).

Fiscal Impact: N/A

Roll Call Vote:

William Hall

| | Purpose | Presenter | Time |
|------------------|-------------------|------------|-------------------------|
| Michael Humphrey | | | |
| Steve Fraire | | | |
| Susan Houle | | | |
| Peter Matz | | | |
| Moved by _____ | Seconded by _____ | Ayes _____ | Nays _____ Absent _____ |

XIV. Calendar

The next scheduled meeting will be a Board of Directors Study Session held on April 11, 2024.

XV. Comments

12:06 PM

- A.** Board Comments 3 m
- B.** Superintendent Comments 3 m

XVI. Closing Items

12:12 PM

- A.** Adjourn Meeting Vote Board President 1 m
- Roll Call Vote:
- William Hall
- Michael Humphrey
- Steve Fraire
- Susan Houle
- Peter Matz
- Moved by _____
- Seconded by _____
- Ayes _____
- Nays _____
- Absent _____

FOR MORE INFORMATION

For more information concerning this agenda, contact
Sage Oak Charter Schools.