

APPROVED



## Sage Oak Charter Schools

### Minutes

#### Regular Meeting of the Board of Directors

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**Date and Time**

Monday August 8, 2022 at 1:30 PM

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**MISSION STATEMENT**

Sage Oak, in collaboration with parents, teachers, students, and the school's leadership team, cultivates lifelong learners by recognizing students' and parents' needs for educational options. Sage Oak balances flexibility with accountability and high academic excellence for families seeking a non-traditional, personalized educational experience. Sage Oak understands the need for partnership in order for students to attain their personal academic goals.

**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.

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*Steve Fraire*

Signed by Steve Fraire on 7/11/2023

### **Directors Present**

M. Humphrey (remote), P. Matz (remote), S. Fraire (remote), S. Houle (remote), W. Hall (remote)

### **Directors Absent**

None

### **Guests Present**

E. Horta (remote), K. Madden (remote), K. Woodgrift (remote), L. Hath (remote), L. Snee (remote)

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## **I. Opening Items**

### **A. Record Attendance**

### **B. Call the Meeting to Order**

W. Hall called a meeting of the board of directors of Sage Oak Charter Schools to order on Monday Aug 8, 2022 at 1:30 PM.

### **C. Approve Minutes**

S. Houle made a motion to approve minutes by W. Hall, President.

S. Fraire seconded the motion.

1. Minutes of the Regular Board meeting that was held on June 23, 2022
2. Minutes of the Special Board meeting that was held on July 21, 2022

The board **VOTED** unanimously to approve the motion.

## **II. Board Governance**

### **A. Approval of Resolution No. 2022-8-8 Recognizing a State of Emergency and Re-Authorizing Teleconferenced Meetings Pursuant to AB 361**

M. Humphrey made a motion to approve Resolution No. 2022-8-8, by W. Hall, President.

S. Fraire seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **III. Reconvene Regular Meeting**

### **A. Report out any action taken in Closed Session.**

Reconvene time: 2:00 p.m.

William Hall, President reported out there was no action taken during the closed session.

*Steve Fraire*

Signed by Steve Fraire on 7/11/2023

#### **IV. Correspondence/Proposals/Reports**

##### **A. School Highlights, Presented by Krista Woodgrift, Superintendent of Schools and CEO**

##### **B. Board Meeting Start Times for 2022-23, Presented by Kurt Madden, Board Consultant**

The Board Members agreed to schedule the 2022-23 Board meeting times to begin at 11:30 a.m. for the school year.

#### **V. Consent**

##### **A. Consent - Business Financial/Services**

1. Check Register - June 2022
2. Check Register - July 2022
3. Ratification of Renewal of Property and Casualty Insurance Policies Provided by Bolton & Company
4. Ratification of Managed Methods Renewal Quote
5. Ratification of 2022-23 School Pathways Canvas Bridge Quotes for Helendale (#1885), Warner (#2051), and Keppel (#1886)
6. Ratification of Online Purchasing System (OPS) Change Order-OPS 22, Staples Customization 2022-23 for Helendale (#1885), Warner (#2051), and Keppel (#1886)
7. Approval of Community Provider (CP) and/or Education Material Resource Provider (EMRP) Agreement Revisions

##### **B. Consent - Education Student/Services**

1. Approval of Sage Oak Charter Schools Parent and Student Handbook Revisions
2. Approval of Sage Oak Overnight Field Trip: Catalina Island Marine Institute
3. Approval of Title I School Parent Compact 2022-23 Revisions

##### **C. Consent - Personnel Services**

1. Approval of Certificated Personnel Report
2. Approval of Classified Personnel Report
3. Approval of Job Descriptions
4. Approval of 2022-23 Employee Handbook Revisions

##### **D. Consent - Policy Development**

P. Matz made a motion to approve consent items A through D, by W. Hall, President.

*Steve Fraire*

Signed by Steve Fraire on 7/11/2023

M. Humphrey seconded the motion.

The board **VOTED** unanimously to approve the motion.

Approval of existing board policies revised, reviewed, and eliminated by staff for the 2022-23 school year.

**Board Policies: Revised**

The following are current policies that have been revised to provide clarity or alignment with changes in law or procedures.

1000 Series - Educational Services

SO-1010 Civility Policy

SO-1020 Field Trip Policy

SO-1035 Access to Public Records

5000 Series - Student Services

SO-5015 Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy

6000 Series - Instruction

SO-6005 Parent and Family Engagement Policy

SO-6010 Independent Study Policy

SO-6025 504 Policy

SO-6030 Education for Foster and Mobile Youth Policy

SO-6040 Local Assessment Policy

SO-6050 Virtual Proctoring Policy

SO-6055 Educational Activity Policy

SO-6060 Formal Assessments Policy

SO-6070 SPED Independent Educational Evaluations

SO-6075 SPED Certificate of Completion

SO-6115 Attendance, Support, and Involuntary Removal Policy

SO-6120 Virtual Meeting Policy

SO-6125 Report Card Policy

SO-6150 Intervention Policy

**Board Policies: Revoked**

The following are current policies which are no longer applicable and should therefore be revoked.

6000 Series - Instruction

SO-6065 SPED Pin Process for Missed Services

**VI. Education Student/Services**

**A. Approval of Sage Oak Charter Schools English Learner (EL) Master Plan 2022-23**

*Steve Fraire*

Signed by Steve Fraire on 7/11/2023

S. Fraire made a motion to approve Sage Oak Charter Schools English Learner (EL) Master Plan 2022-23, by W. Hall, President.

S. Houle seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **B. Approval of Sage Oak Charter Schools Local Indicator Reports**

M. Humphrey made a motion to approve Sage Oak Charters Schools Local Indicator Reports, by W. Hall, President.

P. Matz seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **VII. Personnel Services**

#### **A. Approval of Revision to Salary Schedules for 2022-23**

P. Matz made a motion to approve revision to salary schedules for 2022-23, by W. Hall, President.

S. Houle seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **VIII. Policy Development**

#### **A. Approval to Amend Board Policy 9250-SO Remuneration, Reimbursement and Other Benefits - Monthly Compensation Rate for 2022-23**

M. Humphrey made a motion to amend Board Policy 9250, by W. Hall, President.

S. Fraire seconded the motion.

Approved the amendment to paragraph two.

Moved by: MHumphrey      Seconded by: SFraire

The Board made a recommendation to increase the annual monthly compensation rate by \$100 to a monthly compensation rate of \$600, retroactive to July 1, 2022. All Board Members agreed to approve.

The board **VOTED** unanimously to approve the motion.

### **IX. Comments**

#### **A. Board Comments**

The Board thanked the staff for their hard work.

#### **B. CEO/Superintendent Comments**

The CEO, Krista Woodgrift said she is excited for a great year ahead. Thank you all for your support.

*Steve Fraire*

Signed by Steve Fraire on 7/11/2023

## X. Closing Items

### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 2:46 PM.

Respectfully Submitted,  
W. Hall

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### Documents used during the meeting

- Minutes - SAGE OAK 6.23.22.pdf
- Minutes - SOCS Special Board Meeting 7.21.22 (1).pdf
- AMENDED-SOCS Resolution-re-authorizing-AB-361\_8.8.22.docx (1).pdf
- July 2022 - Board Updates Newsletter pdf.pdf
- Sage Oak Check Register, June 2022.pdf
- Sage Oak Check Register, July 2022.pdf
- BUS 8.8.22 Ratification of Renewal of Property and Casualty Insurance Policies Provided by Bolton & Company pdf.pdf
- Bolton Sage\_Oak\_2022\_Proposal.pdf
- BUS 8.8.22 Approval of Managed Methods Renewal Quote pdf.pdf
- Manage Methods Revised Sage Oak Charter School (CA)- 12 Month Renewal - July22 (copy)signed.pdf
- BUS 8.8.22 OPS Change Order-OPS 22 Customization 2022-23 pdf.pdf
- OPS Change Order- OPS 22 Staples Customization 2022-23.pdf
- BUS 8.8.22 Approval of 2022-23 School Pathways Canvas Bridge Quotes pdf.pdf
- Sage Oak SB Canvas Bridge SP Quote (9.1.2022-8.31.2023) - signed 7.6.2022 (2).pdf
- Sage Oak South Canvas Bridge SP Quote (9.1.2022-8.31.2023) - signed 7.6.2022 (2).pdf
- Sage Oak Keppel Canvas Bridge SP Quote (9.1.2022-8.31.2023) - signed 7.6.2022 (2).pdf
- BUS 8.8.22 Community Provider (CP) and Educational Material Resource Provider (EMRP)Agreementpdf.pdf
- Community Provider (CP) and Educational Material Resource Provider (EMRP)Agreement.pdf.pdf
- Redline Community Provider (CP) and Educational Material Resource Provider(EMRP) Agreement..pdf
- BUS 8.8.22 Approval of Parent Student Handbook Revisions pdf.pdf

*Steve Fraire*

Signed by Steve Fraire on 7/11/2023

- Sage Oak Parent and Student Handbook Manual pdf.pdf
- Redline 7\_21\_22- Sage Oak Parent and Student Handbook Manual pdf.pdf
- BUS 8.8.22 Approval of Sage Oak Overnight Field Trip\_ Catalina Island Marine Institute pdf.pdf
- Catalina\_\_Overnight\_Field\_Trip\_Request\_Form\_2022\_23.pdf
- Redline\_Version\_for\_8\_2022-\_Title\_I\_School-Parent\_Compact\_-\_Google\_Docs.pdf
- Title\_I\_School-Parent\_Compact\_-\_Google\_Docs.pdf
- BUS SOCS Job Descriptions - August 2022.pdf
- Assistant Director of Curriculum and Instruction JD (2022\_23).pdf
- Assistant Director of Educational Planning and Reporting JD (2022\_23).pdf
- High School AVID Support Instructor SJD (2022\_23).pdf
- Events Manager JD (2022\_23).pdf
- Middle School\_High School ELD Instructor SJD (2022\_23).pdf
- Executive Assistant JD (2022\_23) - Google Docs.pdf
- Lead Coordinator, Personalized Learning TK-8 Academy 2022\_23 (3).pdf
- Elementary AVID Support Instructor SJD (2022\_23).pdf
- Mild\_Moderate and Moderate\_Severe Dual Credential SJD (2022\_23) (2).pdf
- Outdoor Classroom Coordinator JD (2022\_23).pdf
- Senior Specialist, Digital Media & Communication JD (2022\_23).pdf
- Special Education Lead Assessment Coordinator JD (2022\_23).pdf
- Special Education Assessment Coordinator JD (2022\_23) (1).pdf
- Employee Handbook - SOCS (August 8, 2022) (1).pdf
- 2022-23 Employee Handbook Revisions (Board Meeting 8.8.2022).pdf
- Sage Oak BUS Revised Board Policies August 8, 2022.pdf
- SO - 1010 Civility Policy - Google Docs.pdf
- SO - 1010 Civility Policy - Redline Version 8\_8\_2022.pdf
- SO - 1020 Field Trip Policy - Google Docs.pdf
- SO - 1020 Field Trip Policy - Redline Version 8-8-22.pdf
- SO - 1035 Access to Public Records Policy .docx - Google Docs.pdf
- SO - 1035 Access to Public Records Policy .docx - Redline Version 8\_8\_2022.pdf
- SO - 5015 Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy - Google Docs.pdf
- redline SO - 5015 Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy - Google Docs.pdf
- SO- 6005 Sage Oak Parent and Family Engagement Policy - Google Docs.pdf

*Steve Fraire*

Signed by Steve Fraire on 7/11/2023

- SO- 6005 Sage Oak Parent and Family Engagement Policy - Redline Version 8\_8\_2022.pdf
- SO - 6010 Independent Study Policy - Google Docs.pdf
- SO - 6010 Independent Study Policy - Redline Version 8\_8\_2022.pdf
- SO - 6025 Section 504 Policy - Google Docs.pdf
- SO - 6025 Section 504 Policy - Redline Version 8\_8\_2022.pdf
- SO - 6030 Education for Foster and Mobile Youth Policy - Google Docs.pdf
- SO - 6030 Education for Foster and Mobile Youth Policy - Redline Version 8\_8\_2022.pdf
- SO - 6040 Local Assessment Policy - Google Docs.pdf
- SO - 6040 Local Assessment Policy - Redline Version 8\_8\_2022.pdf
- SO - 6050 Virtual Proctoring Policy - Google Docs.pdf
- SO - 6050 Virtual Proctoring Policy - Redline Version 8\_8\_2022.pdf
- SO - 6055 Educational Activity Policy - Google Docs.pdf
- SO - 6055 Educational Activity Policy - Redline Version 8\_8\_2022.pdf
- SO- 6060 Special Education Assessment Request Policy - Google Docs.pdf
- redline SO- 6060 Special Education Assessment Request Policy - Google Docs.pdf
- SO - 6070 Special Education Independent Educational Evaluation Policy - Google Docs.pdf
- redline SO- 6060 Special Education Assessment Request Policy - Google Docs (1).pdf
- SO - 6075 Special Education Certificate of Completion Policy - Google Docs.pdf
- redline SO - 6075 Special Education Certificate of Completion Policy - Google Docs.pdf
- SO - 6115 Attendance, Support, and Involuntary Removal Policy - Google Docs.pdf
- SO - 6115 Attendance, Support, and Involuntary Removal Policy - Redline Version 8\_8\_2022.pdf
- SO- 6115 - E.1 Student Re-Engagement- First Notification - Google Docs.pdf
- SO- 6115 - E.1 Student Re-Engagement- First Notification - Redline Version 8\_8\_2022.pdf
- SO-6115-E.2 Student Re-Engagement - Second Notification - Google Docs.pdf
- SO- 6115 - E.2 Student Re-Engagement - Second Notification - Redline Version 8\_8\_2022.pdf
- SO- 6115 - E.3 Student Re-engagement - Third Notification - Google Docs.pdf
- SO- 6115 - E.3 Student Re-engagement - Third Notification - Redline Version 8\_8\_2022.pdf
- SO- 6115 - E.4 Student Re-Engagment - Evaluation Determination Letter - Google Docs.pdf
- SO- 6115 - E.4 Student Re-Engagment - Evaluation Determination Letter - Redline Version 8\_8-2022.pdf

*Steve Fraire*

Signed by Steve Fraire on 7/11/2023



- SO- 6115 - E.5 Student Re-Engagement Notification- Withdrawal Notification - Google Docs.pdf
- SO- 6115 - E.5 Student Re-Engagement Notification- Withdrawal Notification - Redline Version 8\_8\_2022.pdf
- SO- 6115 E.6 - Student Re-Engagment Evaluation Determination Non-Removal - Google Docs (1).pdf
- SO- 6115 E.6 - Student Re-Engagment Evaluation Determination Non-Removal - Google Docs (2).pdf
- SO - 6120 Virtual Meeting Policy - Google Docs.pdf
- SO - 6120 Virtual Meeting Policy - Redline Version 8\_8\_2022.pdf
- SO - 6125 Report Card Policy - Google Docs (1).pdf
- SO - 6125 Report Card Policy - Google Docs (2).pdf
- SO - 6150 Intervention Policy - Google Docs.pdf
- SO - 6150 Intervention Policy - Redline Version 8\_8\_2022.pdf
- ARCHIVE\_ SO - 6065 Special Education PIN Process for Missed Services - Google Docs.pdf
- Sage Oak EL Master Plan 2022-23 (2)pdf.pdf
- ELD Program 2022-23 Board Presentation pdf.pdf
- 2022\_LCAP\_Local\_Performance\_Indicator\_Self-Reflection\_Sage\_Oak\_Charter\_School\_-\_Keppel\_20220722.pdf
- 2022\_LCAP\_Local\_Performance\_Indicator\_Self-Reflection\_Sage\_Oak\_Charter\_School\_20220722.pdf
- 2022\_LCAP\_Local\_Performance\_Indicator\_Self-Reflection\_Sage\_Oak\_Charter\_School\_-\_South\_20220722.pdf
- Local Indicators\_ Board Presentation August 2022.pdf
- SOCS BUS Revision to Salary Schedules for 2022-2023 - August 8 Board Meeting.pdf
- 2022-23 Salary Schedule & Positions (PENDING Board Approval 8.8.22.pdf
- August 8, 2022 Requested Revision to 2022\_23 Salary Schedules presentation.pdf
- SO\_BB\_9250\_Remuneration\_\_Reimbursement\_and\_Other\_Benefits\_.pdf
- SO\_BB\_9250\_Remuneration\_\_Reimbursement\_and\_Other\_Benefits\_-\_Google\_Docs\_\_2\_.pdf

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**FOR MORE INFORMATION**

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

*Steve Fraire*

Signed by Steve Fraire on 7/11/2023