

APPROVED



## Sage Oak Charter Schools

### Minutes

#### Regular Meeting of the Board of Directors

Virtual/Zoom Conferencing

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#### Date and Time

Thursday November 10, 2022 at 11:30 AM

#### Location

The meeting will be held virtually.

#### [Join Zoom Meeting](#)

ID: 95540477798

Passcode: 375435

#### [\(US\) +1 507-473-4847](#)

Passcode: 375435

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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

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*Steve Fraire*

Signed by Steve Fraire on 7/11/2023

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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**Directors Present**

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

**Directors Absent**

*None*

**Directors who arrived after the meeting opened**

P. Matz

**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. Call the Meeting to Order**

W. Hall called a meeting of the board of directors of Sage Oak Charter Schools to order on Thursday Nov 10, 2022 at 11:31 AM.

**B. Record Attendance**

**II. Approve/Adopt Agenda**

**A. November 10, 2022 Regular Meeting of the Board of Directors**

S. Houle made a motion to W. Hall, Board President, to approve the agenda as presented.

S. Fraire seconded the motion.

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

**Roll Call**

S. Fraire	Aye
S. Houle	Aye
P. Matz	Absent
W. Hall	Aye

*Steve Fraire*

Signed by Steve Fraire on 7/11/2023

**Roll Call**

M. Humphrey Aye

**III. Approve Minutes**

**A. October 13, 2022 Regular Meeting of the Board of Directors**

M. Humphrey made a motion to W. Hall, Board President, to approve the minutes from the Regular Meeting of the Board of Directors on 10-13-22.

S. Houle seconded the motion.

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

P. Matz arrived at 11:36 AM.

P. Matz arrived late due to technical difficulties.

**IV. Board Governance**

**A. Approval of Resolution No. 2022-11-10 Recognizing a State of Emergency and Re-Authorizing Teleconferenced Meetings Pursuant to AB 361**

P. Matz made a motion to W. Hall, Board President, to approve Resolution No. 2022-11-10. Option II was selected by the voting members.

M. Humphrey seconded the motion.

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

**V. Pledge of Allegiance**

**A. Led by Board President or designee.**

W. Hall, Board President, led the meeting in the Pledge of Allegiance.

**VI. Public Comments/Recognition/Reports**

**A. Recognition and Reports**

There was no public comment regarding recognition and reports.

**VII. Correspondence/Proposals/Reports**

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

The school highlights were presented by Krista Woodgrift.

**B. CliftonLarsonAllen LLP (CLA) Governance Entrance Letter - Presented by Tim O'Brien, Director of Business Services**

The Governance Entrance Letter was presented by Tim O'Brien.

*Steve Fraire*

Signed by Steve Fraire on 7/11/2023

## VIII. Consent

### A. Consent- Business Financial/Services

1. Check Register- October 2022
2. Ratification of Swank Motion Pictures, Inc. K-12 Streaming Agreement

### B. Consent- Personnel Services

1. Approval of Certificated Personnel Report
2. Approval of Classified Personnel Report
3. Approval of Job Descriptions

### C. Consent- Policy Development

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

#### **Board Policy: Revised**

The following current policy has been revised to provide clarity and alignment with changes in law or procedures.

#### **6000 Series- Instruction**

SO-6115 Attendance, Support, and Involuntary Removal Policy

### D. Consent Items A through C

M. Humphrey made a motion to W. Hall, Board President, to approve all items, A through C, in the Consent section. Items listed under Consent are considered routine and will be approved by a single motion.

S. Houle seconded the motion.

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

## IX. Business Financial/Services

### A. Approval of Chase Ink Business Premier Credit Card

P. Matz made a motion to W. Hall, Board President, to approve the Chase Ink Business Premier credit card application.

S. Houle seconded the motion.

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

## X. Personnel Services

### A. Approval of 2022-25 Memorandum Of Understanding (MOU) - Center for Teacher Innovation (CTI) Induction Program

*Steve Fraire*

Signed by Steve Fraire on 7/11/2023

S. Houle made a motion to W. Hall, Board President, to approve the 2022-25 MOU for the CTI Induction Program.

S. Fraire seconded the motion.

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

**B. Approval of Ultimate Kronos Group (UKG), a New Human Resources Information System (HRIS), Three-Year Contract**

S. Houle made a motion to W. Hall, Board President, to approve UKG, a new HRIS, three-year contract.

S. Fraire seconded the motion.

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

**C. Approval of UKG Pro Client-Side Implementation Services Agreement with HRMS Solutions, Inc.**

P. Matz made a motion to W. Hall, Board President, to approve the UKG Pro Client-Side Implementation Services Agreement with HRMS Solutions, Inc.

S. Houle seconded the motion.

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

**XI. Calendar**

**A. The next scheduled Regular Board of Directors Meeting, held virtually, will be on December 8, 2022.**

Future agenda items will include the school budget's First Interim Report, a financial audit, and the Board's Annual Organizational meeting.

**XII. Comments**

**A. Board Comments**

The Board of Directors expressed their appreciation for the leadership team's effectiveness and continued improvements to everything Sage Oak is doing. The thoroughness by which processes are deliberated and implemented is very evident. A forward-thinking approach, permeated by the staff directly contributes to the positivity and impactfulness Sage Oak exudes.

**B. Superintendent Comments**

Looking ahead to the December Board meeting, Superintendent Woodgrift shared that the agenda will address several topics, such as the financial audit, the first interim budget report, and the annual organizational meeting. Ms. Woodgrift informed the Board of Directors of the possibility of in-person meetings returning once the California State of Emergency ends in March 2023. She plans to do additional research and attend a governance workshop at the Charter Schools Development Center Conference next week

*Steve Fraire*

Signed by Steve Fraire on 7/11/2023

to gather further clarification regarding this new development. Superintendent Woodgrift thanked Candice Coffey and the Human Resources team for taking on a massive new systems project. Candice's leadership exemplifies the growth mindset that brings tremendous value to the organization. Ms. Woodgrift was happy to announce that Larry King and the Human Resources team will present at the Charter Schools Development Center Conference next week for the first time on behalf of Sage Oak. Superintendent Woodgrift appreciates the confidence the Board of Directors has in the leadership team and believes that effectiveness starts with the support of the Board. She wished everyone a Happy Thanksgiving holiday!

### **XIII. Closing Items**

#### **A. Adjourn Meeting**

S. Fraire made a motion to W. Hall, Board President, to adjourn November 10, 2022, Regular Meeting of the Board of Directors.

S. Houle seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:17 PM.

Respectfully Submitted,

W. Hall

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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