

APPROVED



## Sage Oak Charter Schools

### Minutes

#### Regular Meeting of the Board of Directors

Virtual/Zoom Conferencing

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#### Date and Time

Thursday December 8, 2022 at 11:30 AM

#### Location

The meeting will be held virtually.

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

ID: 93077196219

Passcode: 417657

#### [\(US\) +1 646-931-3860](#)

Passcode: 417657

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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.

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*Steve Fraire*

Signed by Steve Fraire on 7/11/2023

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

W. Hall called a meeting of the board of directors of Sage Oak Charter Schools to order on Thursday Dec 8, 2022 at 11:30 AM.

### **B. Record Attendance**

## **II. Pledge of Allegiance**

### **A. Led by Board President or Designee**

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

## **III. Board Governance**

### **A. Approval of Resolution No. 2022-12-8 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. 2022-12-8. Option II was selected by the voting members.

*Steve Fraire*

Signed by Steve Fraire on 7/11/2023

S. Houle seconded the motion.

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

#### **IV. Approve/Adopt Agenda**

##### **A. December 8, 2022 Regular Meeting of the Board of Directors**

P. Matz made a motion to W. Hall, Board President, to approve the agenda as presented.

M. Humphrey seconded the motion.

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

#### **V. Approve Minutes**

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

S. Fraire made a motion to W. Hall, Board President, to approve the minutes from the Regular Meeting of the Board of Directors on 11-10-22.

S. Houle seconded the motion.

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

#### **VI. Public Comment - Closed Session**

##### **A. Closed Session**

There was no public comment regarding Closed Session.

#### **VII. Adjourn to Closed Session**

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

P. Matz made a motion to W. Hall, Board President, to adjourn to Closed Session at 11:32 am.

M. Humphrey seconded the motion.

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

#### **VIII. Reconvene Regular Meeting**

##### **A. Report Out from Closed Session**

There was no report out from Closed Session.

#### **IX. Public Comments/Recognition/Reports**

##### **A. Recognition and Reports**

There were no public comments regarding recognition and reports.

#### **X. Correspondence/Proposals/Reports**

*Steve Fraire*

Signed by Steve Fraire on 7/11/2023

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

The School Highlights were presented by Krista Woodgrift.

**B. Principal Updates- Presented by Traci King, Chelsey Anema, Lana Beshara**

The principals provided an update to the Board.

**XI. Consent**

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

1. Sage Oak Charter Schools Check Register- November 2022
2. Ratification of Memorandum of Understanding (MOU) with the San Diego County Superintendent of Schools (SDCOE) for Phishing Simulation Software and Services

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

1. Ratification of Paper Education Company Inc. Service Agreement
2. Revisions to Sage Oak Charter Schools English Learner (EL) Master Plan 2022-23

**C. Consent- Personnel Services**

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

**D. Consent- Policy Development**

1. Approval of Existing Board Policies Revised by Staff

Board Policies: REVISED

**1000 Series - Community Relations**

SO-1025 Uniform Complaint Policy

**5000 Series - Student Services**

SO-5000 Concepts and Roles

SO-5050 Academic Integrity Policy

SO-5060 Grade Acceleration Policy

SO-5075 Transcripts From Non-Accredited Schools Policy

SO-5085 Communicable, Contagious, or Infectious Disease Prevention Policy

SO-5095 Grade Retention Policy

SO-5120 Transitional Kindergarten/ Kindergarten Enrollment Policy

**E.**

*Steve Fraire*

Signed by Steve Fraire on 7/11/2023

### **Consent Items A through D**

M. Humphrey made a motion to W. Hall, Board President, to approve all items, A through D, in the Consent Section.

S. Houle seconded the motion.

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

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

## **XII. Organizational Structure of the Board**

### **A. Full Board Audit Committee, Fiscal Year 2022-23**

P. Matz made a motion to W. Hall, Board President, to approve the audit committee for the 2022-23 fiscal year.

S. Houle seconded the motion.

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

## **XIII. Business/Financial Services**

### **A. Approval of 2022-23 Sage Oak Charter Schools First Interim Financial Report**

M. Humphrey made a motion to W. Hall, Board President, to approve the 2022-23 First Interim Financial Report.

S. Fraire seconded the motion.

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

### **B. Approval of Independent Auditors' Report for Sage Oak Charter Schools - Presented by CliftonLarsonAllen (CLA)**

S. Houle made a motion to W. Hall, Board President, to approve the Independent Auditors' Report.

S. Fraire seconded the motion.

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

## **XIV. Policy Development**

### **A. Approval of New Board Policy**

S. Fraire made a motion to W. Hall, Board President, to approve new Board Policy SO-3020 Purchasing Card Fiscal Policy.

M. Humphrey seconded the motion.

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

## **XV. Comments**

### **A. Board Comments**

*Steve Fraire*

Signed by Steve Fraire on 7/11/2023

The Board of Directors commended the efficient administration and thoroughness of the Sage Oak team. The presentations were stellar and depicted a solid representation of Sage Oak, with exceptional fiscal strength. Superintendent Woodgrift's vision has created leaders and a unity of purpose. The Board wished everyone a happy holiday.

## **B. Superintendent Comments**

Superintendent Woodgrift reminded the Board that the Annual Organizational Meeting and Bylaws review had moved to the January meeting. Updates from the Special Education and Multi-Tiered System of Supports teams will also be part of the agenda for January. Ms. Woodgrift thanked the Business Services team for all their hard work on the First Interim Budget and audit. Ms. Woodgrift applauded the principals for showcasing each school's fantastic work through their presentations. They are the heart of our schools, and their passion and commitment to the students and staff are contagious. Superintendent Woodgrift wished everyone a peaceful and relaxing holiday season.

## **XVI. Closing Items**

### **A. Adjourn Meeting**

P. Matz made a motion to W. Hall, Board President, to adjourn the Board of Directors Regular Meeting.

S. Fraire 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 12:47 PM.

Respectfully Submitted,  
W. Hall

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## **Documents used during the meeting**

- AMENDED-SOCS Resolution-re-authorizing-AB-361\_12.8.22.pdf
- November 2022 - Board Updates Newsletter.pdf
- Principal Updates.pdf
- Sage Oak Charter Schools Check Register, November 2022.pdf
- MOU with SDCOE\_Phishing Simulation Software and Services.pdf
- Paper Education Company Inc. Service Agreement.pdf
- Sage Oak EL Master Plan 2022-23\_Redline\_12.8.22.pdf
- 12.8.2022 BUS Personnel Services\_Job Descriptions.pdf
- Sage Oak 2022-23 Employee Handbook Revisions.pdf
- 12.8.2022 BUS Consent- Policy Development.pdf

*Steve Fraire*

Signed by Steve Fraire on 7/11/2023

- 1000 Series- Community Relations.pdf
  - 5000 Series- Student Services.pdf
  - Sage Oak Charter Schools 22-23 First Interim Budget (FIB) Presentation.pdf
  - Sage Oak Charter Schools 22-23 First Interim Budget (FIB) Report, FINAL 120222.pdf
  - Sage Oak Charter Schools\_Independent Auditors' Report\_Draft v12-02.pdf
  - SO-3020 Purchasing Card Fiscal Policy.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