

APPROVED



## Sage Oak Charter Schools

### Minutes

#### Regular Meeting of the Board of Directors

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**Date and Time**

Thursday March 9, 2023 at 12:30 PM

**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: 97797576030

Passcode: 261582

**[\(US\) +1 253-205-0468](#)**

Passcode: 261582

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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**

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*Steve Fraire*

Signed by Steve Fraire on 8/8/2023

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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**Directors Present**

M. Humphrey, P. Matz, S. Fraire, S. Houle, W. Hall

**Directors Absent**

*None*

**Guests Present**

E. Horta, K. Woodgrift, L. Hath (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 Mar 9, 2023 at 1:05 PM.

**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. Approve/Adopt Agenda**

**A. March 9, 2023 Regular Meeting of the Board of Directors**

M. Humphrey made a motion to W. Hall, Board President, to approve the Regular Meeting of the Board of Directors agenda for March 9, 2023, as presented.

*Steve Fraire*

Signed by Steve Fraire on 8/8/2023

S. Fraire seconded the motion.  
The board **VOTED** unanimously to approve the motion.

#### **IV. Approve Minutes**

##### **A. February 9, 2023 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 02-09-23.  
S. Houle seconded the motion.  
The board **VOTED** unanimously to approve the motion.

#### **V. Board Governance**

##### **A. Approval of 2023-2024 Sage Oak Charter Schools Board Meeting Calendar and Schedule**

S. Houle made a motion to W. Hall, Board President, to approve the 2023-2024 Sage Oak Charter Schools Board Meeting calendar and schedule as presented.  
M. Humphrey 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**

S. Houle made a motion to W. Hall, Board President, to adjourn to Closed Session at 1:07 pm.  
P. Matz seconded the motion.  
The board **VOTED** unanimously to approve the motion.

#### **VIII. Closed Session**

##### **A. Agenda**

**A.** Conference with Legal Counsel - Existing Litigation  
(Government Code Section 54956.9(d)(1))

**B.** Conference with Legal Counsel - Anticipated Litigation/Initiation of Litigation  
(Government Code section 54956.9(d)(4))

*Steve Fraire*

Signed by Steve Fraire on 8/8/2023

- C. Conference with Legal Counsel - Existing Litigation  
(Government Code section 54956.9, OAH Case No. 2022120479)

## IX. Reconvene Regular Meeting

### A. Report Out from Closed Session

The Regular Meeting of the Board of Directors reconvened at 1:34 pm.

W. Hall, Board President, reported the following action was taken during the Closed Session.

S. Fraire made a motion to W. Hall, Board President, in the matter of Item B. on the Closed Session Agenda, Anticipated Litigation/Initiation of Litigation (Government Code section 54956.9(d)(4)), to direct legal counsel to initiate an action, and the details, once formally commenced, will be disclosed to any person upon inquiry, unless to do so would jeopardize the charter school's ability to effectuate service of process on one or more unserved parties, or that to do so would jeopardize its ability to conclude existing settlement negotiations to its advantage.

P. Matz seconded the motion.

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

#### Roll Call

P. Matz        Aye  
M. Humphrey Aye  
S. Fraire       Aye  
W. Hall        Aye  
S. Houle       Aye

M. Humphrey made a motion to W. Hall, Board President, in the matter of Item C. on the Closed Session agenda, Conference with Legal Counsel - Existing Litigation (Government Code section 54956.9), to settle OAH Case No.2022120479.

S. Houle seconded the motion.

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

#### Roll Call

S. Fraire       Aye  
S. Houle       Aye  
M. Humphrey Aye  
W. Hall        Aye  
P. Matz        Aye

## X. Public Comments/Recognition/Reports

### A. Public Comment

There was no request for public comment.

## XI. Correspondence/Proposals/Reports

*Steve Fraire*

Signed by Steve Fraire on 8/8/2023

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

Krista Woodgrift presented the School Highlights.

**B. Student Showcase - Presented by Traci King, High School Principal**

Traci King and Tara Edwards (High School Education Advisor and Art Academy Photography Teacher), presented the student showcase.

**XII. Consent**

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

1. Check Register- February 2023
2. Ratification of Hyatt Regency John Wayne Airport, Newport Beach Group Sales Agreement
3. Ratification of Thrive Agreement for Consulting Services
4. Ratification of Hyatt Regency Huntington Beach Group Sales Agreement
5. Ratification of College and Career Access Pathways Partnership Agreement (CCAP) 2022-2025
6. Approval of Educator Effectiveness Block Grant (EEBG) Allocations Plan Revisions

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

1. Approval of 2023-2024 Sage Oak Charter Schools Master Agreement for Independent Study and Acknowledgement of Responsibilities

**C. Consent- Personnel Services**

1. Approval of Certificated Personnel Report
2. Approval of Classified Personnel Report
3. Approval of Job Descriptions
4. Approval of Revised Injury and Illness Prevention Plan

**D. Consent- Policy Development**

1. Approval of Changes to Existing Board Policies Revised/Rescinded

**3000 Series - Business/Non-instructional: Revised**

3010-SO Fiscal Control Policy

3120-SO Name & Logo Use Policy

3125-SO Intra-Organizational Loan Policy

3145-SO Disposal of Surplus, Obsolete, or Unneeded Books, Equipment, and Supplies Policy

**4000 Series - Personnel Services: Revised**

*Steve Fraire*

Signed by Steve Fraire on 8/8/2023

4000-SO Personnel Concepts and Roles Policies  
4015-SO Equal Employment Opportunity Policy  
4055-SO Internal Complaint Policy  
4060-SO Prohibiting Unlawful Harassment, Discrimination, and Retaliation  
4070-SO Lactation Accommodation Policy  
4075-SO Drug, Alcohol, and Tobacco-Free Workplace Policy  
4080-SO Acceptable Use of Technology Policy  
4085-SO Payroll Withholdings  
4130-SO Remote Work Policy  
4175-SO Salary Advancement Policy

**6000 Series - Instruction: Revised**

6040-SO Local Assessment Policy

**4000 Series - Personnel Services: Rescinded (Integrated into Sage Oak Charter Schools Staff Handbook)**

4090-SO Cobra Benefits Policy  
4110-SO Pregnancy Disability Leave Policy  
4115-SO Family Care and Medical Leave Policy

**Other: Rescinded (Integrated into Illness and Injury Prevention Plan)**

Covid-19 Prevention Plan

**E. Consent Items A through D**

M. Humphrey made a motion to W. Hall, Board President, to approve Consent Items A through D as presented.

P. Matz seconded the motion.

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

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

**XIII. Business/Financial Services**

**A. Approval of Lending Library Expansion Plan for Sage Oak Charter Schools**

S. Fraire made a motion to W. Hall, Board President, to approve the Lending Library Expansion Plan for Sage Oak Charter Schools, as presented.

S. Houle seconded the motion.

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

**B. Approval of 2022-2023 Second Interim Budget (SIB) Financial Report for Sage Oak Charter Schools**

S. Houle made a motion to W. Hall, Board President, to approve the 2022-2023 Second Interim Budget (SIB) Financial Report for Sage Oak Charter Schools, as presented.

*Steve Fraire*

Signed by Steve Fraire on 8/8/2023

S. Fraire seconded the motion.

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

**C. Approval of 2023-2024 Strategic Budget, Staffing Plan, and Salary Schedules for Sage Oak Charter Schools**

S. Houle made a motion to W. Hall, Board President, to approve the 2023-2024 Strategic Budget, Staffing Plan, and Salary Schedules for Sage Oak Charter Schools, as presented.

S. Fraire seconded the motion.

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

**XIV. Calendar**

**A. Upcoming Board Events**

The next scheduled Board Study Session will be held on April 6, 2023.

The next scheduled Regular Board Meeting will be held on May 11, 2023.

**XV. Comments**

**A. Board Comments**

The Board of Directors appreciated the student showcase presentation and acknowledged Sage Oak's crucial role in supporting students to reach their full potential. The Board commended Superintendent Woodgrift for her shared leadership approach and the invaluable contributions of her team. The staff's commitment to taking ownership and actively participating in the decision-making process that prioritizes the best interests of the students was noted.

**B. Superintendent Comments**

Superintendent Woodgrift honored Habib Thomas, the Director of Fiscal Services, and Tim O'Brien, the Director of Business Services. Ms. Woodgrift praised Habib's exceptional attention to detail and strong ethical principles while commending Tim's innovative approach and dedicated department ownership. Superintendent Woodgrift thanked the Board for taking the time to travel and attend the Board meeting in person.

**XVI. Closing Items**

**A. Adjourn Meeting**

P. Matz made a motion to W. Hall, Board President, to adjourn the Regular Meeting of the Board of Directors for March 9, 2023.

S. Fraire seconded the motion.

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

*Steve Fraire*

Signed by Steve Fraire on 8/8/2023

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 2:34 PM.

Respectfully Submitted,  
W. Hall

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### Documents used during the meeting

- 2023-2024 Sage Oak Charter Schools Board Meeting Calendar and Schedule\_3.9.2023.pdf
- February 2023 - Board Updates Newsletter\_3.9.2023.pdf
- Student Showcase\_Azharian Flagg.pdf
- BUS Consent- Business Financial Services\_3.9.2023.pdf
- Check Register- February 2023.pdf
- Hyatt Regency John Wayne Airport, Newport Beach Group Sales Agreement\_3.9.2023.pdf
- Thrive Agreement for Consulting Services\_3.9.2023.pdf
- Hyatt Regency Huntington Beach Group Sales Agreement\_3.9.2023.pdf
- College and Career Access Pathways Partnership Agreement (CCAP) 2022-2025\_3.9.2023.pdf
- Educator Effectiveness Block Grant (EEBG) Allocations Plan Revisions\_3.9.2023.pdf
- BUS Consent- Education Student Services\_3.9.2023.pdf
- 2023-2024 Sage Oak Charter Schools Master Agreement for Independent Study and Acknowledgement of Responsibilities\_3.9.2023.pdf
- BUS Consent- Personnel Services\_3.9.2023.pdf
- Job Descriptions\_3.9.2023.pdf
- Revised Injury and Illness Prevention Plan\_3.9.2023.pdf
- BUS Consent- Policy Development\_3.9.2023.pdf
- Lending Library Expansion Plan\_Presentation\_3.9.2023.pdf
- 2022-2023 Second Interim Budget (SIB) Financial Report\_3.9.2023.pdf
- 2022-2023 Second Interim Budget (SIB) Presentation\_3.9.2023.pdf
- 2023-2024 Strategic Budget Plan Presentation\_3.9.2023.pdf
- 2023-2024 Salary Schedules\_Sage Oak Charter Schools\_3.9.2023.pdf
- 2023-2024 Assistant Superintendent Salary Schedule\_Sage Oak Charter Schools\_3.9.2023.pdf
- 2023-2024 Superintendent of Schools Salary Schedule\_Sage Oak Charter Schools\_3.9.2023.pdf

*Steve Fraire*

Signed by Steve Fraire on 8/8/2023



- 2023-2024 School Positions\_Sage Oak Charter Schools\_3.9.2023.pdf
  - 2023-2024 Job Descriptions\_Sage Oak Charter Schools\_3.9.2023.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 8/8/2023