

APPROVED



Sage Oak Charter Schools

Minutes

Regular Meeting of the Board of Directors

Date and Time

Thursday May 11, 2023 at 12:50 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: 95362006950
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Passcode: 764993

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

Steve Fraire

Signed by Steve Fraire on 7/11/2023

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.

Directors Present

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

Directors Absent

None

Guests Present

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

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 May 11, 2023 at 1:04 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. May 11, 2023 Regular Meeting of the Board of Directors

Steve Fraire

Signed by Steve Fraire on 7/11/2023

M. Humphrey made a motion to W. Hall, Board President, to approve the Regular Meeting of the Board of Directors agenda for May 11, 2023, as presented.

S. Houle seconded the motion.

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

IV. Approve Minutes

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

P. Matz made a motion to W. Hall, Board President, to approve the minutes from the Regular Meeting of the Board of Directors on 03-09-23.

M. Humphrey seconded the motion.

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

B. April 6, 2023 Special Meeting of the Board of Directors

M. Humphrey made a motion to W. Hall, Board President, to approve the minutes from the Special Meeting of the Board of Directors on 04-06-23.

S. Fraire seconded the motion.

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

C. April 6, 2023 Board of Directors Study Session

S. Fraire made a motion to W. Hall, Board President, to approve the minutes from the Board of Directors Study Session on 04-06-23.

S. Houle seconded the motion.

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

V. Public Comment - Closed Session

A. Closed Session

There was no public comment regarding Closed Session.

VI. Adjourn to Closed Session

A. The Board will consider and may act on any of the Closed Session matters

M. Humphrey made a motion to W. Hall, Board President, to adjourn to Closed Session at 1:06 pm.

S. Houle seconded the motion.

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

VII. Closed Session

A. Closed Session Agenda

1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Steve Fraire

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

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

2. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

(Gov. Code section 54956.9)

- a. Office of Administrative Hearings Case No. 2023010751

3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Gov. Code 54957

- a. Annual Performance Evaluation, Superintendent of Schools/CEO

VIII. Reconvene Regular Meeting

A. Report Out Any Action Taken in Closed Session

S. Houle made a motion to W. Hall, Board President, in the matter of item no. VII.A.2. on the Closed Session agenda, Conference with Legal Counsel - Existing Litigation (Government Code section 54956.9), to settle OAH Case No. 2023010751.

M. Humphrey seconded the motion.

No further action was taken in Closed Session.

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

Roll Call

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

IX. Public Comments/Recognition/Reports

A. Public Comment

There was no request for public comment.

X. Correspondence/Proposals/Reports

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

Krista Woodgrift presented the school highlights.

B. Year in Review, Teacher Highlight and Student Showcase - Presented by Student Services Department

Chelsey Anema, Lana Beshara, and Traci King presented the year in review, teacher highlight, and student showcase.

Steve Fraire

Signed by Steve Fraire on 7/11/2023

XI. Consent

A. Consent- Business/Financial Services

1. Check Register- March 2023
2. Check Register- April 2023
3. Ratification of 2023-2024 Parsec Go+ Service Agreement (Renewal)
4. Ratification of 2023-2024 Online Purchasing System (OPS) Services Agreement (Renewal)
5. Ratification of 2023-2024 BoardOnTrack Membership Agreement (Renewal)
6. Ratification of Adventures Associates Contract
7. Ratification of Sage Intacct, Inc. Services Agreement (Renewal)

B. Consent- Education/Student Services

1. Approval of Catalina Island Marine Institute Overnight Field Trip for the 2023-2024 School Year, Grades 9th-12th

C. Consent- Personnel Services

1. Approval of Certificated Personnel Report
2. Approval of Classified Personnel Report
3. Approval of Job Descriptions
4. Ratification of Cigna Healthcare Financial Proposal
5. Ratification of CODESP Joint Powers Agreement
6. Approval of 2023-2024 Certificated Employee Work Year Calendars
7. Approval of 2023-2024 Classified Employee Work Year Calendars

D. Consent Items A through C

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

P. Matz seconded the motion.

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

XII. Business/Financial Services

A. Approval of Sage Oak Charter Schools Federal Tax Form 990 Return (Draft) and California Tax Form 199 Return (Draft) - Year Ended June 30, 2022, as prepared by CliftonLarsonAllen (CLA).

S. Fraire made a motion to W. Hall, Board President, to approve the Sage Oak Charter Schools Federal Tax Form 990 Return (Draft) and California Tax Form 199 Return (Draft) - year ended June 30, 2022, as presented.

S. Houle seconded the motion.

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

Steve Fraire

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B. Approval of Edwards, Stevens & Tucker LLP Legal Services Agreement

P. Matz made a motion to M. Humphrey, Board Vice President, to approve the Edwards, Stevens & Tucker LLP agreement as presented.

S. Fraire seconded the motion.

W. Hall, Board President, left the meeting at 2:26 pm.

M. Humphrey, Board Vice President, presided as chair over the remainder of the meeting.

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

Roll Call

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

C. Approval of Industrial/Commercial Single Tenant Lease - Net with The Richard B. Eshleman Separate Property Trust

S. Fraire made a motion to M. Humphrey, Board Vice President, to approve the Industrial/Commercial Single Tenant Lease - Net with The Richard B. Eshleman Separate Property Trust as presented.

P. Matz seconded the motion.

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

Roll Call

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

XIII. Education Services

A. Approval of Parent Advisory Committee for Sage Oak Charter Schools

S. Fraire made a motion to M. Humphrey, Board Vice President, to approve the establishment of a Parent Advisory Committee for Sage Oak Charter Schools.

S. Houle seconded the motion.

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

Roll Call

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

Steve Fraire

Signed by Steve Fraire on 7/11/2023

XIV. Personnel Services

A. Approval of Revisions to the Superintendent of Schools/CEO Job Description

S. Fraire made a motion to M. Humphrey, Board Vice President, to approve the revisions to the Superintendent of Schools/CEO job description as presented.

P. Matz seconded the motion.

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

Roll Call

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

B. Approval of Revisions to the Superintendent of Schools/CEO Contract Language

S. Fraire made a motion to M. Humphrey, Board Vice President, to approve the revisions to the Superintendent of Schools/CEO contract language as presented.

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

Roll Call

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

XV. Calendar

A. Future Meetings

The next scheduled Regular Board Meeting will be held on June 15, 2023.

XVI. Comments

A. Board Comments

The Board commended the quality and value of the presentations Sage Oak brings forth to each meeting. The insights of parents and students are enriching. The preparation and engagement demonstrated by the Sage Oak team showcase the dedication and commitment of such an exceptional organization.

B. Superintendent Comments

Superintendent Woodgrift invited the members of the Board to attend the upcoming graduation ceremony scheduled for June 6, 2023. Ms. Woodgrift acknowledged and

Steve Fraire

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commended the exceptional contributions of Ms. LeAnn Snee. Her behind-the-scenes efforts have been invaluable to the organization, and her exemplary integrity inspires us all. She organized a Support Staff summit that was a success. Ms. Woodgrift expressed her appreciation to the principals for being the heart and soul of the Sage Oak organization.

XVII. Closing Items

A. Adjourn Meeting

P. Matz made a motion to M. Humphrey, Board Vice President, to adjourn the Regular Meeting of the Board of Directors for May 11, 2023.

S. Fraire seconded the motion.

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

Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 2:44 PM.

Respectfully Submitted,
M. Humphrey

FOR MORE INFORMATION

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

Steve Fraire

Signed by Steve Fraire on 7/11/2023