

APPROVED



Sage Oak Charter Schools

Minutes

Regular Meeting of the Board of Directors

Date and Time

Thursday September 14, 2023 at 11:45 AM

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](#)

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MISSION STATEMENT

Educating students through a personalized and collaborative learning approach, empowering them to lead purposeful and productive lives.

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.

Steve Fraire

Signed by Steve Fraire on 10/31/2023

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.

Directors Present

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

Directors Absent

M. Humphrey

Guests Present

Brad Bookser, E. Horta, K. Woodgrift

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 Sep 14, 2023 at 12:05 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. September 14, 2023 Regular Meeting of the Board of Directors

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

P. Matz seconded the motion.

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

Steve Fraire

Signed by Steve Fraire on 10/31/2023

Roll Call

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

IV. Approve Minutes

A. June 15, 2023 Regular Meeting of the Board of Directors

S. Fraire made a motion to approve the minutes from Regular Meeting of the Board of Directors on 06-15-23.

S. Houle seconded the motion.

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

Roll Call

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

B. June 22, 2023 Regular Meeting of the Board of Directors

S. Fraire made a motion to approve the minutes from Regular Meeting of the Board of Directors on 06-22-23.

S. Houle seconded the motion.

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

Roll Call

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

C. August 17, 2023 Board of Directors Study Session

P. Matz made a motion to approve the minutes from Board of Directors Study Session on 08-17-23.

S. Fraire seconded the motion.

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

Roll Call

P. Matz Aye
S. Fraire Aye
M. Humphrey Absent

Steve Fraire

Signed by Steve Fraire on 10/31/2023

Roll Call

W. Hall Aye
S. Houle Aye

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

P. Matz made a motion to W. Hall, Board President, to adjourn to Closed Session at 12:24 pm.

S. Houle seconded the motion.

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

Roll Call

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

VII. Closed Session

A. Closed Session Agenda

1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

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

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

2. CONSIDERATION OF PREVIOUSLY EXPELLED STUDENT'S REQUEST TO ENROLL

VIII. Reconvene Regular Meeting

A. Report Out Any Action Taken in Closed Session

The Regular Meeting of the Board of Directors reconvened at 12:25 pm.

W. Hall, Board President, reported there was no action taken in Closed Session.

IX. Public Comments/Recognition/Reports

A. Public Comment

Steve Fraire

Signed by Steve Fraire on 10/31/2023

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. Budget/Fiscal Update, Presented by Tim O'Brien, Director of Business Services

Tim O'Brien presented a budget/fiscal update.

C. 2022-2023 Student Achievement Data, Presented by Poppy Perfect, Operations and Accountability Coordinator

Poppy Perfect presented the 2022-2023 student achievement data.

XI. Consent Agenda

A. Consent- Business Financial/Services

1. Check Register - June 2023
2. Check Register - July 2023
3. Check Register - August 2023
4. Ratification of Instructure Services Order Form
5. Ratification of itopia, Inc. Service Order Form
6. Ratification of Class Technologies, Inc. Order Form
7. Ratification of ASPIREDU, Inc. Subscription Agreement
8. Ratification of Tech & Mortar, LLC Agreement
9. Ratification of 2023-2024 School Pathways LLC, Clever Bridge Annual Subscription Quotes
10. Ratification of 2023-2024 School Pathways LLC, API Annual Subscription Quotes
11. Ratification of 20223-2024 School Pathways LLC, Canvas Bridge Annual Subscription Quotes
12. Ratification of 2023-2024 Parsec Academy LLC, Service Agreement
13. Ratification of CliftonLarsonAllen LLP Statement of Work
14. Ratification of Managed Methods Renewal Quote
15. Ratification of CIMI Toyon Bay Agreement, by Guided Discoveries, Inc.
16. Ratification of 2023-2024 Nonpublic, Nonsectarian School/Agency Services, Master Contract and Individual Service Agreement
17. Ratification of 2023-2024 Special Education Contracted Vendors

B. Consent- Personnel Services

1. Approval of Certificated Personnel Report
2. Approval of Classified Personnel Report

Steve Fraire

Signed by Steve Fraire on 10/31/2023

3. Approval of Job Descriptions
4. Approval of 2023-2024 Sage Oak Charter Schools Employee Handbook Revisions

C. Consent- Policy Development

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

6000 Series- Instruction

SO-6115 Attendance, Support, and Involuntary Removal Policy

SO-6210 Graduation Policy

5000 Series- Student Services

SO-5065 Enrollment Policy (Previously Lottery Policy)

D. Consent- Student Services

1. Approval of Sage Oak Charter Schools Parent and Student Handbook Revisions
2. Approval of Washington DC/Philadelphia Overnight Field Trip for 2023-2024 School Year, Grades 9-12

E. Approve Consent Agenda

S. Fraire made a motion to W. Hall, Board President, to approve the items listed in the Consent Agenda as presented.

P. Matz seconded the motion.

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

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

Roll Call

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

XII. Board Governance

A. (Action) Approval of Sage Oak Charter Schools Board of Director Reappointment and Term of Office

S. Fraire made a motion to to reappoint William Hall for a 3-year term as a Board of Director for Sage Oak Charter Schools.

S. Houle seconded the motion.

William Hall was reappointed for a 3-year term.

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

Steve Fraire

Signed by Steve Fraire on 10/31/2023

Roll Call

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

B. (Action) Approval of Sage Oak Charter Schools Board of Director Reappointment and Term of Office

S. Houle made a motion to W. Hall, Board President, to reappoint Michael Humphrey for a 3-year term as a Board of Director for Sage Oak Charter Schools.

S. Fraire seconded the motion.

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

Roll Call

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

C. (Action) Approval of Sage Oak Charter Schools Board of Director Reappointment and Term of Office

S. Fraire made a motion to W. Hall, Board President, to reappoint Peter Matz for a 3-year term as a Board of Director for Sage Oak Charter Schools.

S. Houle seconded the motion.

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

Roll Call

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

D. Administer Oath of Office

Superintendent Krista Woodgrift administered the Oath of Office to Board Members William Hall and Peter Matz.

E. (Action) Approval of 2023-2024 Annual Board Evaluation

P. Matz made a motion to W. Hall, Board President, to approve the 2023-2024 Annual Board Evaluation as presented.

S. Houle seconded the motion.

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

Roll Call

S. Houle Aye

Steve Fraire

Signed by Steve Fraire on 10/31/2023

Roll Call

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

XIII. Business/Financial Services

A. (Action) Approval of 2023–2024 Consolidated Application and Reporting System (CARS) Spring Release

P. Matz made a motion to W. Hall, Board President, to approve the 2023-2024 CARS Spring Release as presented.

S. Fraire seconded the motion.

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

Roll Call

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

B. (Action) Approval of Unaudited Actuals Financial Report 2022-2023

S. Fraire made a motion to W. Hall, Board President, to approve the Unaudited Actuals Financial Report 2022-2023 as presented.

S. Houle seconded the motion.

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

Roll Call

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

XIV. Operations and Accountability Services

A. (Action) Approval of Sage Oak Charter Schools English Learner (EL) Master Plan 2023-2024

S. Houle made a motion to W. Hall, Board President, to approve the Sage Oak Charter Schools EL Master Plan 2023-2024 as presented.

P. Matz seconded the motion.

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

Roll Call

S. Houle Aye

Steve Fraire

Signed by Steve Fraire on 10/31/2023

Roll Call

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

XV. Personnel Services

A. (Action) Approval of 2023-2026 Sage Oak Charter Schools Strategic Plan

S. Houle made a motion to W. Hall, Board President, to approve the 2023-2026 Sage Oak Charter Schools Strategic Plan as presented.

S. Fraire seconded the motion.

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

Roll Call

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

XVI. Calendar

A. Future Meetings

The next Regular Meeting of the Board of Directors will be held on October 12, 2023.

XVII. Comments

A. Board Comments

The Board acknowledged the excellent work done by Superintendent Woodgrift and her team at Sage Oak Charter Schools. They commended the organization's efficiency and teamwork, likening it to a well-oiled machine. Additionally, there was mention of the importance of parent involvement and diversity in education, with a commitment to keeping an eye on these aspects. The members expressed pride in their association with Sage Oak and gratitude to everyone involved.

B. Superintendent Comments

Superintendent Woodgrift expressed her appreciation for the dedicated efforts of Operations and Accountability Coordinator, Poppy Perfect, acknowledging her invaluable behind-the-scenes work, and contributions to training materials and data collection. She also informed the Board that the November Study Session will include work on a comprehensive crisis communication plan. Ms. Woodgrift conveyed her appreciation for the Board's support and the enduring relationships fostered over time.

Steve Fraire

Signed by Steve Fraire on 10/31/2023

XVIII. 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 1:22 PM.

Respectfully Submitted,
W. Hall

Documents used during the meeting

- Sage Oak Charter Schools Monthly Updates_August 2023.pdf
- Budget_Fiscal Update_9.14.2023.pdf
- 2022-2023 Student Achievement Data_Presentation_9.14.2023.pdf
- BUS Consent- Business_Financial Services_9.14.2023.pdf
- Check Register - June 2023_9.14.2023.pdf
- Check Register - July 2023_9.14.2023.pdf
- Check Register - August 2023_9.14.2023.pdf
- Instructure Services Order Form_9.14.2023.pdf
- itopia, Inc. Service Order Form_9.14.2023.pdf
- Class Technologies, Inc. Order Form_9.14.2023.pdf
- ASPIREDU, Inc. Subscription Agreement_9.14.2023.pdf
- Tech and Mortar, LLC Agreement_9.14.2023.pdf
- 2023-2024 School Pathways LLC, Clever Bridge Annual Subscription Quotes_9.14.2023.pdf
- 2023-2024 School Pathways LLC, API Annual Subscription Quotes_9.14.2023.pdf
- 2023-2024 School Pathways LLC, Canvas Bridge Annual Subscription Quotes_9.14.2023.pdf
- 2023-2024 Parsec Academy LLC, Service Agreement_9.14.2023.pdf
- CliftonLarsonAllen LLP Statement of Work_9.14.2023.pdf
- Managed Methods Renewal Quote_9.14.2023.pdf
- CIMI Toyon Bay Agreement, by Guided Discoveries, Inc_9.14.2023.pdf
- 2023-2024 Nonpublic, Nonsectarian School_Agency Services, Master Contract and Individual Service Agreement_9.14.2023.pdf
- 2023-2024 Special Education Contracted Vendors_9.14.2023.pdf
- BUS Consent- Personnel Services_9.14.2023.pdf

Steve Fraire

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- Job Descriptions_9.14.2023.pdf
- 2023-2024 Sage Oak Charter Schools Employee Handbook Revisions_9.14.2023.pdf
- BUS Consent- Policy Development_9.14.2023.pdf
- BUS Consent- Student Services_9.14.2023.pdf
- Sage Oak Charter Schools Parent and Student Handbook Revisions_9.14.2023.pdf
- Washington DC_Philadelphia Overnight Field Trip for 2023-2024 School Year, Grades 9-12_9.14.2023.pdf
- Oath of Office_9.14.2023.pdf
- 2023-2024 Annual Board Evaluation_Final_9.14.2023.pdf
- CARS 2023-2024 Application and Certifications_Helendale (#1885)_9.14.2023.pdf
- CARS 2023-2024 Application and Certifications_Keppel (#1886)_9.14.2023.pdf
- CARS 2023-2024 Application and Certifications_Warner (#2051)_9.14.2023.pdf
- Unaudited Actuals Financial Report 2022-2023_Final_9.14.2023.pdf
- Unaudited Actuals 2022-2023_Presentation_9.14.2023.pdf
- Sage Oak Charter Schools English Learner (EL) Master Plan 2023-2024_9.14.2023.pdf
- 2023-2026 Sage Oak Charter Schools Strategic Plan_Final_9.14.2023.pdf

FOR MORE INFORMATION

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

Steve Fraire

Signed by Steve Fraire on 10/31/2023