

APPROVED



Sage Oak Charter Schools

Minutes

Regular Meeting of the Board of Directors

Date and Time

Thursday December 14, 2023 at 10:45 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 2/11/2024

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, S. Fraire, S. Houle, W. Hall

Directors Absent

P. Matz

Guests Present

Brad Bookser, E. Horta, K. Woodgrift, L. Snee

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 14, 2023 at 10:45 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. Approve/Adopt Agenda

A. December 14, 2023 Regular Meeting of the Board of Directors

S. Fraire made a motion to W. Hall, Board President, to approve the agenda for the Regular Meeting of the Board of Directors on 12-14-2023.

M. Humphrey seconded the motion.

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

Steve Fraire

Signed by Steve Fraire on 2/11/2024

Roll Call

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

IV. Approve Minutes

A. October 12, 2023 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 10-12-23.

S. Fraire seconded the motion.

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

Roll Call

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

B. November 9, 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 11-09-23.

S. Houle seconded the motion.

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

Roll Call

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

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

Steve Fraire

Signed by Steve Fraire on 2/11/2024

M. Humphrey made a motion to W. Hall, Board President, to adjourn to Closed Session at 10:48 am.

S. Fraire seconded the motion.

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

Roll Call

P. Matz Absent

M. Humphrey Aye

S. Fraire Aye

S. Houle Aye

W. Hall Aye

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. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

(Gov. Code section 54956.9)

a. Office of Administrative Hearings Case No. 2023090584

VIII. Reconvene Regular Meeting

A. Report Out Any Action Taken in Closed Session

M. Humphrey 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. 2023090584.

S. Houle seconded the motion.

The Regular Meeting of the Board of Directors reconvened at 11:07 a.m.

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

Roll Call

W. Hall Aye

S. Houle Aye

S. Fraire Aye

M. Humphrey Aye

P. Matz Absent

IX. Public Comments/Recognition/Reports

A. Public Comment

There was no request for public comment.

Steve Fraire

Signed by Steve Fraire on 2/11/2024

X. Correspondence/Proposals/Reports

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

Krista Woodgrift presented the School Highlights.

XI. Consent Agenda

A. Consent - Business Financial/Services

1. Check Register - October 2023
2. Check Register - November 2023
3. Ratification of Grammarly Customer Business Agreement and Order Form
4. Ratification of School Nursing Solutions Master Agreement
5. Ratification of 2023-2024 Special Education Contracted Vendors
6. Ratification of Salesforce, Inc. Order Forms
7. Ratification of Microsoft Volume Licensing Program Agreement
8. Ratification of Amazon Business Growth Rebate Program Agreement
9. Ratification of Enome, Inc. Order Form (Goalbook Toolkit Membership and Services)
10. Ratification of Courtyard by Marriott Murrieta Letter of Agreement
11. Ratification of JW Marriott Anaheim Resort Group Sales Agreement (March 2024 Staff Event)
12. Ratification of JW Marriott Anaheim Resort Group Sales Agreement (August 2024 Staff Event)
13. Ratification of Parsec Reel LLC Service Agreement
14. Ratification of Red Herring Agreement
15. Ratification of School Pathways LLC Quote
16. Ratification of Mari+Gold Statement of Work (Redesign)
17. Ratification of Mari+Gold Statement of Work (Retainer)
18. Ratification of Learning Ally, Inc. Renewal Proposal
19. Ratification of RC Steward Corp Proposal
20. Ratification of Chaffey College Chino Community Center Facility Rental Contract
21. Ratification of DocuSign, Inc. Order Form

B. Consent - Personnel Services

1. Approval of Certificated Personnel Report
2. Approval of Classified Personnel Report
3. Approval of Job Descriptions
4. Approval of 2023-2024 Sage Oak Charter Schools Employee Handbook Revisions

C. Consent- Policy Development

Steve Fraire

Signed by Steve Fraire on 2/11/2024

5000 Series- Student Services: Revised

- 5020-SO Suicide Prevention Policy
- 5035-SO Student Freedom of Speech and Expression Policy
- 5045-SO Acceptable Use Policy
- 5050-SO Academic Integrity Policy
- 5060-SO Grade Acceleration Policy
- 5065-SO Enrollment Policy
- 5075-SO Transcripts from Non-Accredited Schools Policy
- 5085-SO Communicable, Contagious, or Infectious Disease Prevention Policy
- 5095-SO Grade Retention Policy

Sage Oak Charter Schools Conflict of Interest (COI) Code: Revised

5000 Series- Student Services: Reviewed (No changes but annual review required.)

- 5010-SO Educational Records and Student Information Policy
- 5030-SO Immunization Policy
- 5055-SO Self-Administration of Medication Policy
- 5070-SO Transgender and Gender Nonconforming Student Nondiscrimination Policy
- 5105-SO Direct Instruction and Supplemental/Administrative Support Policy
- 5110-SO Cell Phones, Smartphones, Pagers & Other Electronic Signaling Devices Policy

D. Approve Consent Agenda

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

M. Humphrey 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

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

XII. Business Financial/Services

A. (Action) Approval of 2023-2024 Sage Oak Charter Schools First Interim Budget (FIB) Report

S. Fraire made a motion to W. Hall, Board President, to approve the 2023-2024 Sage Oak Charter Schools First Interim Budget (FIB) Report as presented.

S. Houle seconded the motion.

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

Steve Fraire

Signed by Steve Fraire on 2/11/2024

Roll Call

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

B. (Action) Approval of Annual Independent Auditors' Report for Sage Oak Charter Schools, Year Ended June 30, 2023 (Draft)- Presented by CliftonLarsonAllen (CLA)

S. Houle made a motion to W. Hall, Board President, to approve the Annual Independent Auditors' Report for Sage Oak Charter Schools, year ended June 30, 2023 (draft), as presented.

M. Humphrey seconded the motion.

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

Roll Call

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

XIII. Personnel Services

A. (Action) Approval of 2023-2024 Salary Schedule Revisions

M. Humphrey made a motion to W. Hall, Board President, to approve the 2023-2024 Salary Schedule revisions as presented.

S. Fraire seconded the motion.

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

Roll Call

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

XIV. Organizational Structure - Annual Meeting of the Board

A. (Action) Election of the Sage Oak Charter Schools Board President

M. Humphrey made a motion to elect William Hall as Sage Oak Charter Schools Board President for a one-year term.

S. Fraire seconded the motion.

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

Steve Fraire

Signed by Steve Fraire on 2/11/2024

Roll Call

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

B. (Action) Election of the Sage Oak Charter Schools Board Vice President

W. Hall made a motion to elect Michael Humphrey as Sage Oak Charter Schools Board Vice President for a one-year term.

S. Houle seconded the motion.

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

Roll Call

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

C. (Action) Election of the Sage Oak Charter Schools Board Clerk

M. Humphrey made a motion to elect Steve Fraire as Sage Oak Charter Schools Board Clerk for a one-year term.

S. Houle seconded the motion.

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

Roll Call

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

D. (Action) Full Board Action In Lieu of Audit Committee, Fiscal Year 2023-2024

S. Fraire made a motion to W. Hall, Board President, to approve a full Board action in lieu of an audit committee, for the fiscal year 2023-2024.

S. Houle seconded the motion.

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

Roll Call

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

Steve Fraire

Signed by Steve Fraire on 2/11/2024

E. (Action) Approval of Sage Oak Charter Schools Board of Directors Manual Revisions

S. Houle made a motion to W. Hall, Board President, to approve Sage Oak Charter Schools Board of Directors Manual revisions, as presented.

M. Humphrey seconded the motion.

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

Roll Call

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

XV. Calendar

A. Future Meetings

The next scheduled meeting will be a Regular Board of Directors Meeting held on January 11, 2024.

XVI. Comments

A. Board Comments

The Board commended the school's success and forward-thinking leadership, noting the impressive quality of the monthly updates showcasing Sage Oak's achievements. They emphasized the evident happiness among students, parents, and staff while praising the school's financial stability and leadership, underscoring the significance of hiring and supporting talented individuals. The Board extended well wishes to everyone for a safe, healthy, and joyful holiday season.

B. Superintendent Comments

Superintendent Woodgrift took a moment to highlight the finance team's exceptional work, commending their improvements with the interim budget process. Ms. Woodgrift shared that the team is reviewing insurance broker options and plans to present a recommendation at the February Board meeting. In addition, planning is underway to integrate AI's role in education, emphasizing a cautious approach in alignment with the Board. Superintendent Woodgrift expressed joy for the season and extended well wishes for hope, family time, and friendships, closing with gratitude and a Merry Christmas wish to all.

XVII. Closing Items

A.

Steve Fraire

Signed by Steve Fraire on 2/11/2024

Adjourn Meeting

M. Humphrey made a motion to W. Hall, Board President, to adjourn the Regular Meeting of the Board of Directors on December 14, 2023.

S. Fraire seconded the motion.

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

Roll Call

S. Fraire Aye

S. Houle Aye

W. Hall Aye

M. Humphrey Aye

P. Matz Absent

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:08 PM.

Respectfully Submitted,

W. Hall

Documents used during the meeting

- Sage Oak Charter Schools Monthly Updates_October & November 2023.pdf
- BUS Consent - Business_Financial Services_12.14.2023.pdf
- Check Register - October 2023.pdf
- Check Register - November 2023.pdf
- Grammarly Customer Business Agreement and Order Form_12.14.2023.pdf
- School Nursing Solutions Master Agreement_12.14.2023.pdf
- 2023-2024 Special Education Contracted Vendors_12.14.2023.pdf
- Salesforce, Inc. Order Forms_12.14.2023.pdf
- Microsoft Volume Licensing Program Agreement_12.14.2023.pdf
- Amazon Business Growth Rebate Program Agreement_12.14.2023.pdf
- Enome, Inc. Order Form (Goalbook Toolkit Membership and Services)_12.14.2023.pdf
- Courtyard by Marriott Murrieta Letter of Agreement_12.14.2023.pdf
- JW Marriott Anaheim Resort Group Sales Agreement (March 2024 Staff Event)_12.14.2023.pdf
- JW Marriott Anaheim Resort Group Sales Agreement (August 2024 Staff Event)_12.14.2023.pdf
- Parsec Reel LLC Service Agreement_12.14.2023.pdf
- Red Herring Agreement_12.14.2023.pdf
- School Pathways LLC Quote_12.14.2023.pdf

Steve Fraire

Signed by Steve Fraire on 2/11/2024

- Mari+Gold Statement of Work (Redesign)_12.14.2023.pdf
- Mari+Gold Statement of Work (Retainer)_12.14.2023.pdf
- Learning Ally, Inc. Renewal Proposal_12.14.2023.pdf
- RC Steward Corp Proposal_12.14.2023.pdf
- Chaffey College Chino Community Center, Facility Rental Contract_12.14.2023.pdf
- DocuSign, Inc. Order Form_12.14.2023.pdf
- BUS Consent - Personnel Services_12.14.2023.pdf
- Job Descriptions_12.14.2023.pdf
- 2023-2024 Sage Oak Charter Schools Employee Handbook Revisions_12.14.2023.pdf
- BUS Consent - Policy Development_12.14.2023.pdf
- 2023-2024 Sage Oak Charter Schools First Interim Budget (FIB) Report_12.14.2023.pdf
- 2023-2024 Sage Oak Charter Schools First Interim Budget (FIB) Presentation_12.14.2023.pdf
- Annual Independent Auditors' Report for Sage Oak Charter Schools, Year Ended June 30, 2023 (Draft)_12.14.2023.pdf
- 2023-2024 Salary Schedule Revised_Pending Board Approval_12.14.2023.pdf
- 2023-2024 Salary Schedule_Presentation_12.14.2023.pdf
- Sage Oak Charter Schools Board of Directors Manual Revisions_Redline_12.14.2023.pdf

FOR MORE INFORMATION

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

Steve Fraire

Signed by Steve Fraire on 2/11/2024