

APPROVED



Sage Oak Charter Schools

Minutes

Regular Meeting of the Board of Directors

Date and Time

Thursday March 14, 2024 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 5/22/2024

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

Directors Absent

None

Guests Present

B. 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 Mar 14, 2024 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. March 14, 2024 Regular Meeting of the Board of Directors

M. Humphrey made a motion to W. Hall, Board President, to approve the agenda for the Regular Meeting of the Board of Directors on 03-14-2024.

S. Houle seconded the motion.

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

Steve Fraire

Signed by Steve Fraire on 5/22/2024

IV. Approve Minutes

A. February 8, 2024 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 02-08-24.

P. Matz seconded the motion.

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

B. February 12, 2024 Special Meeting of the Board of Directors

M. Humphrey made a motion to approve the minutes from Special Meeting of the Board of Directors on 02-12-24.

P. Matz seconded the motion.

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

V. Public Comment - Closed Session

A. Public Comment

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

S. Fraire made a motion to W. Hall, Board President, to adjourn to Closed Session at 10:47 am.

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

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

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

VIII. Reconvene Regular Meeting

A. Report Out Any Action Taken in Closed Session

The Regular Meeting of the Board of Directors reconvened at 10:58 am. W. Hall, Board President, reported there was no action taken in Closed Session.

IX. Public Comments/Recognition/Reports

Steve Fraire

Signed by Steve Fraire on 5/22/2024

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

Traci King showcased student Maryam Mahboob.

XI. Consent Agenda

A. Consent - Business/Financial Services

1. Check Register - February 2024
2. Ratification of 2023-2024 Special Education Contracted Vendors
3. Ratification of Parsec Education, Inc. Service Order (Renewal)
4. Ratification of Document Tracking Services Licensing Agreement
5. Ratification of Encore Quote
6. Ratification of Sage Intacct, Inc. Renewal Order
7. Ratification of CDW Education Estimate
8. Ratification of Clever Order Form
9. Ratification of Revised Fiscal Year 2020-2021 Annual Audit Report
10. Ratification of Revised Fiscal Year 2021-2022 Annual Audit Report

B. Consent - Operations and Accountability Services

1. Approval of 2024-2025 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

D. Consent- Policy Development

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

3000 Series- Business/Non-Instructional: Revised

Steve Fraire

Signed by Steve Fraire on 5/22/2024

3010 Sage Oak Fiscal Control Policy
3020-SO Purchasing Card Policy
3100-SO Community Provider Code of Conduct
3115-SO General Terms & Conditions of the Purchase Order
3120-SO Name & Logo Use Policy
3130-SO Document Retention Policy

4000 Series- Personnel Services: Revised

4000-SO Personnel Concepts and Roles
4015-SO Equal Employment Opportunity
4020-SO Background Check Policy
4060-SO Prohibiting Unlawful Harassment, Discrimination, and Retaliation
4125-SO Victims of Crime Policy
4130-SO Remote Work Policy
4135-SO Teachers and EAs Mileage Reimbursement Policy
4175-SO Salary Advancement Policy

5000 Series - Student Services: Revised

5065-SO Enrollment Policy

4000 Series- Personnel Services: Reviewed (No changes but annual review required.)

4010-SO At-Will Policy
4025-SO TB Risk Assessment and Examination Policy
4030-SO Immigration Compliance Policy
4035-SO Mandated Reporter - Child Abuse Policy
4040-SO Corporal Punishment Policy
4050-SO Whistleblower Policy
4065-SO Meal Period and Rest Break Policy
4140-SO Mileage Reimbursement Policy
4145-SO Professional Development Reimbursement Policy & 4145E-SO Exhibit
4160-SO Children of Teachers Policy

4000 Series - Personnel Services: Rescinded

4075-SO Drug, Alcohol, and Tobacco-Free Workplace Policy
4080-SO Personnel Acceptable Use of Technology Policy
4085-SO Payroll Withholdings Policy
4105-SO Paid Sick Leave Policy
4165-SO Employee Driving Policy

E. Consent- Student Services

1. Approval of Catalina Island Marine Institute Overnight Field Trip, Grades 9-12, for the 2024-2025 School Year

Steve Fraire

Signed by Steve Fraire on 5/22/2024

2. Approval of Pali Institute Outdoor Science Camp Overnight Field Trip, Grades 4-12, for the 2024-2025 School Year

F. Approve Consent Agenda

M. Humphrey made a motion to W. Hall, Board President, to approve the items listed under the Consent Agenda as presented.

S. Fraire seconded the motion.

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

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

XII. Business/Financial Services

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

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

M. Humphrey seconded the motion.

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

B. (Action) Approval of 2024-2025 Strategic Budget, Staffing Plan, and Salary Schedules for Sage Oak Charter Schools

S. Fraire made a motion to W. Hall, Board President, to approve the 2024-2025 Strategic Budget, staffing plan and salary schedules for Sage Oak Charter Schools as presented.

S. Houle seconded the motion.

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

C. (Action) Approval of Annual Audit Engagement Services between CliftonLarsonAllen LLP and Sage Oak Charter Schools

P. Matz made a motion to W. Hall, Board President, to approve the annual audit engagement services between CliftonLarsonAllen LLP and Sage Oak Charter Schools as presented.

M. Humphrey seconded the motion.

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

D. (Action) Approval to Close Sage Oak Charter Schools Chase Debit Card Account

S. Houle made a motion to W. Hall, Board President, to approve the closure of Sage Oak Charter Schools Chase debit card account.

P. Matz seconded the motion.

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

E. (Action) Approval of Chase Bank Authorization

Steve Fraire

Signed by Steve Fraire on 5/22/2024

P. Matz made a motion to W. Hall, Board President, to approve the Chase Bank authorization letter as presented.

S. Houle seconded the motion.

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

XIII. Policy Development

A. (Action) Approval of New 3015-SO Investment Policy

S. Fraire made a motion to W. Hall, Board President, to approve the new 3015-SO Investment Policy as presented.

P. Matz seconded the motion.

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

XIV. Calendar

A. Future Meetings

The next scheduled meeting will be a Board of Directors Study Session held on April 11, 2024.

XV. Comments

A. Board Comments

The Board of Directors praised the Sage Oak leadership team, staff, and student achievements, highlighting the value student presentations bring to each meeting. The school's operational efficiency, including financial management and facility upkeep, exemplifies the team's dedication and efforts. A sense of pride and unity of purpose is evident within the Sage Oak community.

B. Superintendent Comments

Superintendent Woodgrift expressed her appreciation for the Sage Oak team, the work behind the March Summit, and its success, which she described as a beautifully orchestrated event. She recognized Habib Tahmas, Director of Fiscal Services, for his transformative impact on the fiscal department and his ability to foster camaraderie and a cohesive team spirit across the school. Ms. Woodgrift shared the upcoming events and initiatives, including the CCSA Conference presentations and the Board Study Session topics, with a review of the superintendent's job description, board stipends, and the school's approach to AI, inviting questions or concerns to ensure a comprehensive discussion.

XVI. Closing Items

A. Adjourn Meeting

Steve Fraire

Signed by Steve Fraire on 5/22/2024

P. Matz made a motion to W. Hall, Board President, to adjourn the Regular Meeting of the Board of Directors on March 14, 2024.

M. Humphrey 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 12:12 PM.

Respectfully Submitted,

W. Hall

Documents used during the meeting

- Sage Oak Charter Schools Monthly Updates_February 2024.pdf
- Student Showcase_Maryam Mahboob_3.14.2024.pdf
- BUS Consent - Business_Financial Services_3.14.2024.pdf
- Check Register - February 2024.pdf
- 2023-2024 Special Education Contracted Vendors_3.14.2024.pdf
- Parsec Education, Inc. Service Order (Renewal)_3.14.2024.pdf
- Document Tracking Services Licensing Agreement_3.14.2024.pdf
- Encore Quote_3.14.2024.pdf
- Sage Intacct, Inc. Renewal Order_3.14.2024.pdf
- CDW Education Estimate_3.14.2024.pdf
- Clever Order Form_3.14.2024.pdf
- Fiscal Year 2020-2021 Annual Audit Report Revisions_3.14.2024.pdf
- Fiscal Year 2021-2022 Annual Audit Report Revisions_3.14.2024.pdf
- BUS Consent - Operations and Accountability_3.14.2024.pdf
- 2024-2025 Master Agreement for Independent Study and Acknowledgement of Responsibilities_3.14.2024.pdf
- BUS Consent - Personnel Services_3.14.2024.pdf
- Job Descriptions_3.14.2024.pdf
- BUS Consent - Policy Development_3.14.2024.pdf
- BUS Consent - Student Services_3.14.2024.pdf
- Catalina Island Marine Institute Overnight Field Trip Request Form & Agreement_3.14.2024.pdf
- Pali Institute Outdoor Science Camp Overnight Field Trip Request Form & Agreement_3.14.2024.pdf
- 2023-2024 Sage Oak Charter Schools Second Interim Budget (SIB) Report_3.14.2024.pdf

Steve Fraire

Signed by Steve Fraire on 5/22/2024

- 2023-2024 Sage Oak Charter Schools Second Interim Budget (SIB) Presentation_3.14.2024.pdf
 - 2024-2025 Strategic Budget Plan Presentation_3.14.2024.pdf
 - 2024-2025 Salary Schedules_School Positions_Sage Oak Charter Schools_3.14.2024.pdf
 - 2024-2025 Salary Schedule_Assistant Superintendent_Sage Oak Charter Schools_3.14.2024.pdf
 - 2024-2025 Job Descriptions_Sage Oak Charter Schools_3.14.2024.pdf
 - CliftonLarsonAllen LLP Statement of Work - Audit Services_3.14.2024.pdf
 - Chase Bank Authorization_3.14.2024.pdf
 - 3015-SO Investment Policy_3.14.2024.pdf
 - 3015-SO Investment Policy Presentation_3.14.2024.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 5/22/2024