

**SAGE OAK CHARTER SCHOOLS**  
**Regular Meeting of the Board of Directors**  
**Virtual/Zoom Conferencing**



**Minutes**

**Thursday, March 10, 2022**  
**Regular Meeting Begins at 11:00 a.m.**

**The meeting will be held virtually.**  
**Join by telephone or via Zoom conferencing link below:**

**Dial In: 1-669-900-9128**

**Meeting ID: 879 8760 7881**

**Join URL: <https://us06web.zoom.us/j/87987607881>**

**1. CALL TO ORDER AND ROLL CALL**

Time: 11:07 a.m.

**1.1. Roll Call**

William Hall	President	<i>Absent</i>
Michael Humphrey	Vice President	<i>Present</i>
Steve Fraire	Clerk	<i>Present</i>
Susan Houle	Member	<i>Present</i>
Peter Matz	Member	<i>Present</i>

**2. APPROVE/ADOPT AGENDA**

It is recommended the Board of Directors adopt as presented, the agenda for the Regular Board meeting of March 10, 2022.

Moved by MHumphrey

Seconded by PMatz

Roll Call Vote:

Ayes   Nays   Abstained   Absent

William Hall				X
Michael Humphrey	X			
Steve Fraire	X			
Susan Houle	X			
Peter Matz	X			

*Motion carried unanimously, 4-0.*

**3. BOARD GOVERNANCE**

**3.1. (Action) Approval of Resolution No. 2022-3-10 Recognizing a State of Emergency and Re-Authorizing Teleconferenced Meetings Pursuant to AB 361**

It is recommended the Board approve Resolution No. 2022-3-10 authorizing continued use of remote teleconferencing provisions pursuant to AB 361 and Government Code section 54953.

**Option 1**

BE IT FURTHER RESOLVED, that the governing board has reconsidered the circumstances of the State of Emergency and finds that COVID-19 continues to pose an imminent threat to the health and safety of the community and directly impacts the ability of the members to meet safety in person.

**Option 2**

BE IT FURTHER RESOLVED, that the governing board has reconsidered the circumstances of the State of Emergency and finds that state or local officials continue to impose or recommend measures to promote social distancing.

*Board Members selected Option 2.*

Moved by SHoule	Seconded by MHumphrey			
<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall				X
Michael Humphrey	X			
Steve Fraire	X			
Susan Houle	X			
Peter Matz	X			

*Motion carried unanimously, 4-0.*

**4. PLEDGE OF ALLEGIANCE**

Led by: Steve Fraire

**5. PUBLIC COMMENTS/RECOGNITION/REPORTS**

Please submit a Request to Speak to the Board of Directors using the chat feature on the right hand side of the Zoom platform. Please state the agenda item number that you wish to address prior to the agenda item being called by the Board President. Not more than three (3) minutes are to be allotted to any one (1) speaker, and no more than twenty (20) minutes on the same subject. This portion of the agenda is for comments, recognitions and reports to the Board and is not intended to be a question and answer period. If you have questions for the Board, please provide the Board President with a written statement and an administrator will provide answers at a later date.

*There were no public comments.*

**6. CORRESPONDENCE/PROPOSALS/REPORTS**

- 6.1. School Highlights and Student Showcase, Presented by Krista Woodgrift, Executive Director  
Student: Phoebe Bryd, Presented by Lana Gadea, Virtual Learning Academy Principal, and  
Mary Hizon-Barry, 8th Grade VLA Teacher

**7. CONSENT CALENDAR**

Items listed under Consent Calendar are considered routine and will be approved/adopted by a single motion. There will be no separate discussion of these items; however, any item may be removed from the Consent Calendar upon the request of any member of the Board, discussed, and acted upon separately.

**Consent Calendar - Board Meeting Minutes**

- 7.1. Minutes of the Regular Board Meeting that was held on February 10, 2022

**Consent Calendar - Business/Financial Services**

- 7.2. Check Register - February 2022  
7.3. Ratification of Emile Learning, Inc. License and Services Agreement for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051)  
7.4. Ratification of Architectural Services Fee for Tenant Improvement by Miller Architectural Corporation for Sage Oak Charter Schools Business Office Space  
7.5. Ratification of Apex Learning Digital Solution Subscription Renewal for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051)  
7.6. Approval of General Terms & Conditions of the Purchase Order Revisions for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051)

**Consent Calendar - Education/Student Services**

- 7.7. Approval of 2022-23 Master Agreement and Acknowledgement of Responsibilities Revisions for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051)

**Consent Calendar - Personnel Services**

- 7.8. Approval of Certificated Personnel Report  
7.9. Approval of Classified Personnel Report  
7.10. Approval of Job Descriptions  
7.11. Approval of COVID-19 Prevention Plan Revisions - March 2022  
7.12. Approval of 2022-23 Sage Oak Staffing Plan
  - Appendix A-1 Salary Schedules
  - Appendix A-2 List of Positions

## **Consent Calendar - Policy Development**

- 7.13. Approval of existing board policies revised, reviewed, and eliminated by staff for the 2021-2022 school year.

### **Board Policies: Revised**

The following are current policies that have been revised to provide clarity or alignment with changes in law or procedures.

#### **1000 Series - Community Relations**

- 1030-SO Safe Operation of Schools (Infectious Disease) Policy
- 1035-SO Access to Public Records Policy

#### **3000 Series - Business/Non-Instructional**

- 3130-SO Document Retention Policy

#### **4000 Series - Personnel Services**

- 4025-SO TB Risk Assessment and Examination Policy
- 4055-SO Internal Complaint Policy
- 4065-SO Meal Period and Rest Break Policy
- 4105-SO Paid Sick Leave Policy
- 4110-SO Pregnancy Disability Leave Policy
- 4115-SO Family Care and Medical Leave Policy
- 4170-SO/ Injury and Illness Prevention Policy
- 4170E-SO Injury and Illness Prevention Plan

### **Board Policies: Reviewed**

The following policies are being brought to the Board without changes for annual review.

#### **1000 Series - Community Relations**

- 1010-SO Civility Policy

#### **3000 Series - Business/Non-Instructional**

- 3100-SO Community Provider Code of Conduct
- 3120-SO Name & Logo Use Policy

#### **4000 Series - Personnel Services**

- 4000-SO Personnel Concepts and Roles Policy
- 4010-SO At-Will Policy
- 4015-SO Equal Employment Opportunity
- 4020-SO Background Check Policy
- 4030-SO Immigration Compliance Policy
- 4035-SO Mandated Reporter - Child Abuse Policy
- 4040-SO Corporal Punishment Policy
- 4045-SO Professional Boundaries Policy
- 4050-SO Whistleblower 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 Personnel Acceptable Use of Technology Policy
- 4085-SO Payroll Withholdings Policy

- 4090-SO COBRA Benefits Policy
- 4125-SO Victims of Crime Policy
- 4160-SO Children of Teachers Policy
- 5000 Series - Student Services**
- 5000-SO Student Concepts and Roles
- 5045-SO Acceptable Use Policy

Moved by PMatz	Seconded by SHoule			
<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall				X
Michael Humphrey	X			
Steve Fraire	X			
Susan Houle	X			
Peter Matz	X			

*Motion carried unanimously, 4-0.*

**8. BUSINESS/FINANCIAL SERVICES**

**8.1. (Action) Approval of the Second Interim Financial Report**

It is recommended the Board approve the Second Interim Financial Report for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051) for the 2021-2022 school year.

Moved by SHoule	Seconded by MHumphrey			
<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall				X
Michael Humphrey	X			
Steve Fraire	X			
Susan Houle	X			
Peter Matz	X			

*Motion carried unanimously, 4-0.*

*William Hall, President, joined the meeting, but did not vote.*

**8.2. (Action) Approval of Annual Audit Engagement Services between CliftonLarsonAllen (CLA) and Sage Oak Charter Schools**

It is recommended the Board approve the annual Audit Engagement Services between CliftonLarsonAllen (CLA) for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051), for the year ended June 30, 2022.

**Fiscal Impact:** \$31,475

Moved by M Humphrey	Seconded by S Houle
<u>Roll Call Vote:</u>	<u>Ayes</u> <u>Nays</u> <u>Abstained</u> <u>Absent</u>
William Hall	X
Michael Humphrey	X
Steve Fraire	X
Susan Houle	X
Peter Matz	X

*Motion carried unanimously, 5-0.*

## **9. EDUCATION/STUDENT SERVICES**

### **9.1. (Action) Approval of the A-G Completion Improvement Grant Plan**

It is recommended the Board approve the A-G Completion Improvement Grant Plan for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051).

**Fiscal Impact:** Pending State determination of final fund distribution.

Moved by S Houle	Seconded by P Matz
<u>Roll Call Vote:</u>	<u>Ayes</u> <u>Nays</u> <u>Abstained</u> <u>Absent</u>
William Hall	X
Michael Humphrey	X
Steve Fraire	X
Susan Houle	X
Peter Matz	X

*Motion carried unanimously, 5-0.*

## **10. POLICY DEVELOPMENT**

### **10.1. (Action) Approval of New Board Policies and Suspended Policies**

It is recommended the Board approve and suspend the proposed policies. These policies will replace the current policies and will allow the Board to address any related complaints or issues that may be raised in the school/work environment.

**Board Policies: New**

**6000 Series - Instruction**

6210-SO Graduation Policy

**Board Policies: Suspended**

**4000 Series - Personnel Services**

4175-SO Salary Advancement Policy

Moved by SHoule	Seconded by WHall			
<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Steve Fraire	X			
Susan Houle	X			
Peter Matz	X			

*Motion carried unanimously, 5-0.*

## **11. CALENDAR**

The next scheduled meeting will be held virtually on April 21, 2022.

## **12. BOARD COMMENTS**

The Board said they enjoyed the monthly board update about the mid-year student achievement data, saying it was amazing to read. They said the 1.25 grade levels as a minimum per year, and about 66% meeting or exceeding is great. They gave a shout out to Tim for a very clear presentation on the second interim report. Members Bill and Steve said they had an opportunity to visit SOCS in person and the vibe is really good. They were able to sit down with everyone in person and could tell that staff really appreciate Krista and her leadership. SOCS is very strategic and thoughtful in their planning, and they have an incredible team of classified staff, teachers, and administrative staff. Thank you all.

## **13. CEO COMMENTS**

The CEO Krista thanked Bill Hall and Steve Fraire for coming out to visit their office, saying it was an incredible time to share about each of their focus groups. Bill and Steve made them feel very authentic and comfortable, and the team really appreciated that. She highlighted Tim, Joe and the fiscal team on the second interim report, commending them on their hard work, some sleepless nights they had, and saying now looking ahead feels good knowing they will get better each time. She thanked the Board and her team for all they do for SOCS.

## **14. ADJOURNMENT**

The Regular meeting of the Board of Directors adjourned at 12:10 p.m.

Moved by PMatz	Seconded by MHumphrey			
<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Steve Fraire	X			
Susan Houle	X			
Peter Matz	X			

*Motion carried unanimously, 5-0.*

Signed:

DocuSigned by:  
*Michael Humphrey*  
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Michael Humphrey  
Vice President, Governing Board

Signed:

DocuSigned by:  
*Steve Fraire*  
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Steve Fraire  
Clerk, Governing Board