



Sage Oak Charter Schools

Regular Meeting of the Board of Directors

Published on December 6, 2024 at 1:49 PM PST

Date and Time

Thursday December 12, 2024 at 9:00 AM PST

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: 92368119834

Passcode: 768561

[\(US\) +1 301-715-8592](#)

Passcode: 768561

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.

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.

Agenda

	Purpose	Presenter	Time
I. Opening Items			9:00 AM
A. Call the Meeting to Order		Board President	1 m
B. Record Attendance		Board President	1 m
Roll Call: William Hall, President Michael Humphrey, Vice President Steve Fraire, Clerk Susan Houle, Member Peter Matz, Member			
II. Pledge of Allegiance			9:02 AM
A. Led by Board President or designee		Board President	1 m
III. Approve/Adopt Agenda			9:03 AM
A. (Action) Approval of Agenda for December 12, 2024 Regular Meeting of the Board of Directors	Vote	Board President	1 m
It is recommended the Board approve the agenda for the December 12, 2024, Regular Meeting of the Board of Directors as presented for Sage Oak Charter School			

	Purpose	Presenter	Time
(#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).			

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent ____

IV. Approve Minutes

9:04 AM

- | | | | | |
|-----------|--|-----------------|-----------------|-----|
| A. | (Action) Approval of Minutes for October 8, 2024 Regular Meeting of the Board of Directors | Approve Minutes | Board President | 1 m |
|-----------|--|-----------------|-----------------|-----|

It is recommended the Board approve the minutes from the October 8, 2024, Regular Meeting of the Board of Directors as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

- | | | | | |
|-----------|---|-----------------|-----------------|-----|
| B. | (Action) Approval of Minutes for November 14, 2024 Board of Directors Study Session | Approve Minutes | Board President | 1 m |
|-----------|---|-----------------|-----------------|-----|

It is recommended the Board approve the minutes from the November 14, 2024, Board of Directors Study Session as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Roll Call Vote:

William Hall

	Purpose	Presenter	Time
Michael Humphrey			
Steve Fraire			
Susan Houle			
Peter Matz			
Moved by _____	Seconded by _____	Ayes _____	Nays _____
		Absent _____	

V. 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.

VI. Correspondence/Proposals/Reports 9:06 AM

A. Sage Oak Highlights	Krista Woodgrift	12 m
------------------------	------------------	------

VII. Consent Agenda 9:18 AM

Items listed under Consent 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 Agenda upon the request of any member of the Board, discussed, and acted upon separately.

The items below form our Consent Agenda. The last item in this section is a single vote to approve them en masse.

A. Consent - Business Financial/Services		1 m
--	--	-----

1. Check Register - October 2024
2. Check Register - November 2024
3. Report of Investment Activity - September 2024
4. Report of Investment Activity - October 2024
5. Ratification of Fullerton Free Church Facilities Use Agreements
6. Ratification of City of Rancho Cucamonga Permit #R22325

	Purpose	Presenter	Time
	7. Ratification of Red Herring Agreement with San Diego County Superintendent of Schools		
	8. Ratification of Grammarly, Inc. Order Form (Renewal)		
	9. Ratification of Office Beacon LLC Agreement		
	10. Ratification of School Pathways LLC Quote Forms- Incident IQ Bridge (Renewal)		
	11. Ratification of Marriott Riverside at the Convention Center Addendum		
	12. Ratification of ClickUp Service Order Forms		
	13. Ratification of City of Rancho Cucamonga Permit #R22323		
	14. Ratification of Skill Struck, Inc. Chat for Schools Quote		
B.	Consent - Education Services		1 m
	1. Ratification of TeachTown Service Level Agreement Addendum		
	2. Ratification of 2024-2025 Special Education Contracted Vendors List (Revised)		
	3. Ratification of TPR Education, LLC d/b/a The Princeton Review Service Order		
C.	Consent - Personnel Services		1 m
	1. Approval of Certificated Personnel Report		
	2. Approval of Classified Personnel Report		
	3. Approval of Job Descriptions		
	4. Approval of Sage Oak Charter Schools Employee Handbook Revisions		
D.	Consent - Policy Development		1 m
	1. Approval of Changes to Existing Board Policies Revised/Reviewed/Rescinded		
	1000 Series - Community Relations		
	1020-SO Field Trip Policy		
	5000 Series - Student Services		
	5000-SO Concepts and Roles		
	5010-SO Educational Records and Student Information Policy		
	5030-SO Immunization Policy		
	5035-SO Student Freedom of Speech and Expression Policy		
	5055-SO Self-Administration of Medication Policy		
	5060-SO Grade Acceleration Policy		
	5095-SO Grade Retention Policy		

	Purpose	Presenter	Time
5110-SO Cell Phones, Smartphones, Pagers & Other Electronic Signaling Devices Policy			
5120-SO Transitional Kindergarten/Kindergarten Enrollment Policy			

6000 Series - Instruction

6115-SO Attendance, Support, and Involuntary Disenrollment Policy			
6210-SO Graduation Policy			

Governance Documents

9323-SO Public Participation at Board Meetings			
Sage Oak Charter Schools Conflict of Interest (COI) Code			

Rescinded

5015-SO Title IX, Sex-Based Discrimination and Sex-Based Harassment Policy			
5085-SO Communicable, Contagious, or Infectious Disease Prevention Policy			

E. (Action) Approval of Consent Agenda	Vote	Board President	1 m
---	------	-----------------	-----

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

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

VIII. Business Services

9:23 AM

A. (Action) Approval of Facility Use Agreement Between Helendale School District and Sage Oak Charter School	Vote	Tim O'Brien	2 m
---	------	-------------	-----

It is recommended the Board approve the Facility Use Agreement between the Helendale School District and Sage Oak Charter School (#1885) as presented.

Fiscal Impact: None

Roll Call Vote:

	Purpose	Presenter	Time
William Hall Michael Humphrey Steve Fraire Susan Houle Peter Matz Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____			

- B.** (Action) Approval of 2024-2025 Sage Oak Charter Schools First Interim Budget (FIB) Report, Presented by Habib Tahmas, Senior Director of Fiscal Services
- | | | | |
|--|------|-------------|------|
| | Vote | Tim O'Brien | 14 m |
|--|------|-------------|------|

It is recommended the Board approve the 2024-2025 First Interim Budget (FIB) Report as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Roll Call Vote:

William Hall
Michael Humphrey
Steve Fraire
Susan Houle
Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

- C.** (Action) Approval of Annual Independent Auditors' Report for Sage Oak Charter Schools, Year Ended June 30, 2024 (Draft)- Prepared and Presented by CliftonLarsonAllen (CLA)
- | | | | |
|--|------|-------------|-----|
| | Vote | Tim O'Brien | 8 m |
|--|------|-------------|-----|

It is recommended the Board approve the Annual Independent Auditors' Report - Year Ended June 30, 2024 (Draft) as presented, for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Fiscal Impact: None

Roll Call Vote:

William Hall
Michael Humphrey
Steve Fraire
Susan Houle

	Purpose	Presenter	Time
Peter Matz			
Moved by _____	Seconded by _____	Ayes _____ Nays _____ Absent _____	

IX. Human Resources

9:47 AM

- | | | | | |
|-----------|--|------|----------------|-----|
| A. | (Action) Approval of One-time, Off-Schedule Employee Recognition Payment | Vote | Candice Coffey | 2 m |
|-----------|--|------|----------------|-----|

It is recommended the Board approve a one-time, off-schedule employee recognition payment of \$2,400 or 10% of their projected income, whichever is less, for staff of Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Fiscal Impact: \$850,000

Sage Oak Charter School (#1885)	\$687,650
Sage Oak Charter School - Keppel (#1886)	\$62,900
Sage Oak Charter School - South (#2051)	\$99,450

Roll Call Vote:

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

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

X. Policy Development

9:49 AM

- | | | | | |
|-----------|---|------|----------------|-----|
| A. | (Action) Approval of New 5025-SO Title IX, Sex-Based Discrimination and Sex-Based Harassment Policy | Vote | Candice Coffey | 2 m |
|-----------|---|------|----------------|-----|

It is recommended the Board approve the new *5025-SO Title IX, Sex-Based Discrimination and Sex-Based Harassment Policy* as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Roll Call Vote:

- William Hall
- Michael Humphrey
- Steve Fraire

	Purpose	Presenter	Time
--	---------	-----------	------

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

- | | | | |
|--|------|----------------|-----|
| B. (Action) Approval of new 5090-SO Harassment, Intimidation, Discrimination, and Bullying Policy | Vote | Candice Coffey | 2 m |
|--|------|----------------|-----|

It is recommended the Board approve the new *5090-SO Harassment, Intimidation, Discrimination, and Bullying Policy* as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

XI.	Organizational Structure - Annual Meeting of the Board		9:53 AM
------------	---	--	----------------

- | | | | |
|---|------|-----------------|-----|
| A. (Action) Election of the Sage Oak Charter Schools Board President | Vote | Board President | 1 m |
|---|------|-----------------|-----|

In accordance with the Third Amended Bylaws of Sage Oak Charter Schools, *Article VII, Section 7.02, Election of Board Officers*, it is recommended the Board of Directors conduct the election for the following Board officer position:

Board President: _____

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

- | | | | |
|--|------|-----------------|-----|
| B. (Action) Election of the Sage Oak Charter Schools Board Vice President | Vote | Board President | 1 m |
|--|------|-----------------|-----|

Purpose

Presenter

Time

In accordance with the Third Amended Bylaws of Sage Oak Charter Schools, *Article VII, Section 7.02, Election of Board Officers*, it is recommended the Board of Directors conduct the election for the following Board officer position:

Board Vice President: _____

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

- C.** (Action) Election of the Sage Oak Charter Schools Board Clerk Vote Board President 1 m

In accordance with the Third Amended Bylaws of Sage Oak Charter Schools, *Article VII, Section 7.02, Election of Board Officers*, it is recommended the Board of Directors conduct the election for the following Board officer position:

Board Clerk: _____

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

- D.** (Action) Full Board Action In Lieu of Audit Committee, Fiscal Year 2024-2025 Vote Krista Woodgrift 2 m

An annual independent financial audit of the books and records of Sage Oak Charter Schools will be conducted as required by Education Code Sections 47605(c)(5)(l) and 47605(m).

It is recommended the Sage Oak Charter Schools Board of Directors oversee the selection of an independent auditor and the completion of an annual audit of the school's

	Purpose	Presenter	Time
financial affairs as a full Board for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).			

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

- | | | | | |
|-----------|---|------|------------------|-----|
| E. | (Action) Approval of Sage Oak Charter Schools Board of Directors Manual Revisions | Vote | Krista Woodgrift | 1 m |
|-----------|---|------|------------------|-----|

It is recommended the Board approve the revisions to the Board of Directors Manual as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Fiscal Impact: N/A

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

XII. Calendar

The next scheduled meeting will be a Regular Board of Directors Meeting held on January 9, 2025.

XIII. Comments

9:59 AM

A. Board Comments

3 m

B. Superintendent Comments

2 m

XIV. Closing Items

10:04 AM

	Purpose	Presenter	Time
A. Adjourn Meeting	Vote	Board President	1 m
Roll Call Vote:			
William Hall			
Michael Humphrey			
Steve Fraire			
Susan Houle			
Peter Matz			
Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____			

FOR MORE INFORMATION

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