



Sage Oak Charter Schools

Regular Meeting of the Board of Directors

Published on March 7, 2025 at 4:22 PM PST
Amended on March 10, 2025 at 7:41 AM PDT

Date and Time

Thursday March 13, 2025 at 9:00 AM PDT

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: 99490260743
Passcode: 570779

[\(US\) +1 305-224-1968](#)

Passcode: 570779

Teleconference Location

16222 Quail Rock Road, Ramona, CA 92065

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

	Purpose	Presenter	Time
A. (Action) Approval of Agenda for March 13, 2025 Regular Meeting of the Board of Directors	Vote	Board President	1 m

It is recommended the Board approve the agenda for the March 13, 2025, 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 _____

IV. Approve Minutes

9:04 AM

A. (Action) Approval of Minutes for February 13, 2025 Regular Meeting of the Board of Directors	Approve Minutes	Board President	1 m
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It is recommended the Board approve the minutes from the February 13, 2025, 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 _____

V. Public Comment - Closed Session

The public has a right to comment on any items of the Closed Session agenda. Members of the public will be permitted to comment on any other item within the Board's jurisdiction under the section Public Comments/Recognition/Reports.

	Purpose	Presenter	Time
VI. Adjourn to Closed Session			9:05 AM
A. The Board Will Consider and May Act on Any of the Closed Session Matters	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 _____			
VII. Closed Session			9:06 AM
A. Closed Session Agenda		Board President	10 m
1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION (Gov. Code Section 54956.9(d)(2)): Case No. 2025-03-13-02			
VIII. Reconvene Regular Meeting			9:16 AM
A. Report Out Any Action Taken in Closed Session		Board President	1 m
IX. Public Comments/Recognition/Reports	<p>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.</p>		
X. Correspondence/Proposals/Reports			9:17 AM
A. Sage Oak Highlights		Krista Woodgrift	9 m
B. Student Highlight		Traci King	7 m

Purpose

Presenter

Time

Student: Petra Sullivan, 12th Grade

Teacher: Tracie Fearing

XI. Consent Agenda

9:33 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 Services

1 m

1. Check Register - February 2025
2. Report of Investment Activity - January 2025
3. Ratification of Rancho Simi Recreation and Park District Facility Use Permit
4. Ratification of Calvary Chapel Pacific Coast Commercial Lease Agreement
5. Ratification of City of Yucaipa Community Services Permit #R7224
6. Ratification of ClickUp Service Order Form
7. Ratification of Mobile Beacon Terms of Service and Invoice
8. Ratification of Fleming Research International, LLC Professional Services Agreement
9. Ratification of Marriott Riverside at the Convention Center Agreement
10. Ratification of Sage Oak Charter Schools Statement of Information

B. Consent - Education Services

1 m

1. Approval of Catalina Island Marine Institute Overnight Field Trip Request Form (Grades 9-12) and the CIMI Toyon Bay Agreement
2. Approval of Pali Institute Outdoor Science Camp Overnight Field Trip Request Form (Grades 4-12) and Site Reservation Agreement
3. Ratification of TPR Education, LLC Amendment and Service Order

C. Consent - Human Resources

1 m

1. Approval of Certificated Personnel Report
2. Approval of Classified Personnel Report
3. Approval of Job Descriptions

	Purpose	Presenter	Time
	4. Ratification of Screen Vision Media Proposal and Terms & Conditions		
	5. Ratification of Educational Management Solutions LLC Contract Agreement & Proposal- Job Compensation (Market) Study		
	6. Ratification of Educational Leadership Services Letter of Agreement		
	7. Ratification of Educational Management Solutions LLC Contract Agreement & Proposal- Job Classification and Compensation Study		
D.	Consent - Operations and Accountability		1 m
	1. Approval of 2025-2026 Master Agreement for Independent Study and Acknowledgement of Responsibilities		
E.	Consent - Policy Development		1 m
	1. Approval of Changes to Revised Existing Board Policies Revised/Reviewed/Rescinded		
	3000 Series - Business/Non-Instructional		
	3010-SO Fiscal Control Policy and Procedures		
	3125-SO Intra-Organizational Loan Policy		
	3130-SO Document Retention Policy		
	3145-SO Disposal of Surplus, Obsolete, or Unneeded Books, Equipment, & Supplies Policy		
	4000 Series - Human Resources		
	4000-SO Personnel Concepts and Roles		
	4015-SO Equal Employment Opportunity		
	4025-SO Tuberculosis Risk Assessment and Examination Policy		
	4045-SO Professional Boundaries Policy		
	4055-SO Internal Complaint Policy and Form		
	4020-SO Background Check Policy		
	4060-SO Prohibiting Unlawful Harassment, Discrimination, and Retaliation Policy		
	4070-SO Lactation Accommodation Policy		
	4000 Series- Human Resources: Rescinded		
	4125-SO Victims of Crime Policy		
F.	(Action) Approval of Consent Agenda	Vote	Board President
			1 m

Purpose Presenter Time

It is recommended the Board approve the Consent Agenda 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 _____

XII. Business Services

9:39 AM

- A.** (Action) Approval of 2024-2025 Sage Oak Charter Schools Second Interim Budget (SIB) Report, Presented by Habib Tahmas, Senior Director of Fiscal Services Vote Tim O'Brien 13 m

It is recommended the Board approve the Second Interim Budget (SIB) Report for the 2024-2025 fiscal year, 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 2025-2026 Sage Oak Charter Schools Strategic Budget, Staffing Plan, and Salary Schedules Vote Tim O'Brien 15 m

It is recommended the Board approve the 2025-2026 Strategic Budget, Staffing Plan, and Salary Schedules 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 _____			

- C.** (Action) Approval of Sage Oak Charter Schools Federal Tax Form 990 Return (Draft) and California Tax Form 199 Return (Draft) - Year Ended June 30, 2024, as prepared by CliftonLarsonAllen (CLA) Vote Tim O'Brien 1 m

It is recommended the Board approve the Federal Tax Form 990 Return (draft) and California Tax Form 199 Return (draft)- year ended June 30, 2024, as prepared by CliftonLarsonAllen (CLA), 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 _____

- D.** (Action) Approval of Annual Audit Engagement Services between CliftonLarsonAllen LLP and Sage Oak Charter Schools Vote Tim O'Brien 1 m

It is recommended the Board approve the Annual Audit Engagement Services for the fiscal year 2024-2025 between CliftonLarsonAllen LLP and Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Fiscal Impact: \$55,650

Sage Oak Charter School (#1885) \$45,021

Sage Oak Charter School - Keppel (#1886) \$4,118

Sage Oak Charter School - South (#2051) \$6,511

Roll Call Vote:

William Hall

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

- E.** (Action) Approval of Amendment to Lease at Ford Plaza LLC Vote Tim O'Brien 1 m

It is recommended the Board approve an amendment to the modified gross property lease with Ford Plaza LLC for renewal of office space leasing at 1473 Ford St., Suites 101, 105 & 206, and 1467 Ford St., Suite 202 in Redlands, CA, over the term of 2/25/2025 - 7/31/2030 for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

2025-2026 Fiscal Impact: \$210,898

Sage Oak Charter School (#1885)	\$170,617
Sage Oak Charter School - Keppel (#1886)	\$15,606
Sage Oak Charter School - South (#2051)	\$24,675

2026-2027 Fiscal Impact: \$215,757

Sage Oak Charter School (#1885)	\$174,547
Sage Oak Charter School - Keppel (#1886)	\$15,966
Sage Oak Charter School - South (#2051)	\$25,244

2027-2028 Fiscal Impact: \$220,617

Sage Oak Charter School (#1885)	\$178,479
Sage Oak Charter School - Keppel (#1886)	\$16,326
Sage Oak Charter School - South (#2051)	\$25,812

2028-2029 Fiscal Impact: \$225,476

Sage Oak Charter School (#1885)	\$182,410
Sage Oak Charter School - Keppel (#1886)	\$16,685
Sage Oak Charter School - South (#2051)	\$26,381

2029-2030 Fiscal Impact: \$230,336

Sage Oak Charter School (#1885)	\$186,342
Sage Oak Charter School - Keppel (#1886)	\$17,045
Sage Oak Charter School - South (#2051)	\$26,949

Total Fiscal Impact: \$1,103,084

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

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

- F. (Action) Approval of Standard Industrial/Commercial Multi-Tenant Lease Vote Tim O'Brien 2 m

It is recommended the Board approve a NNN (triple net) Standard Industrial/Commercial Multi-Tenant Lease with Ford Plaza LLC for additional office space leasing at 1455 Ford St., Suites 102, 103, and 104 over the term of 2/25/2025-7/31/2030 for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Fiscal Impact: \$124,656

Sage Oak Charter School (#1885)	\$100,847
Sage Oak Charter School - Keppel (#1886)	\$9,225
Sage Oak Charter School - South (#2051)	\$14,584

2026-2027 Fiscal Impact: \$127,008

Sage Oak Charter School (#1885)	\$102,749
Sage Oak Charter School - Keppel (#1886)	\$9,399
Sage Oak Charter School - South (#2051)	\$14,860

2027-2028 Fiscal Impact: \$129,360

Sage Oak Charter School (#1885)	\$104,652
Sage Oak Charter School - Keppel (#1886)	\$9,573
Sage Oak Charter School - South (#2051)	\$15,135

2028-2029 Fiscal Impact: \$131,712

Sage Oak Charter School (#1885)	\$106,555
Sage Oak Charter School - Keppel (#1886)	\$9,747
Sage Oak Charter School - South (#2051)	\$15,410

2029-2030 Fiscal Impact: \$134,064

	Purpose	Presenter	Time
Sage Oak Charter School (#1885)	\$108,458		
Sage Oak Charter School - Keppel (#1886)	\$9,921		
Sage Oak Charter School - South (#2051)	\$15,685		

Total Fiscal Impact: \$646,800

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

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

XIII. Education Services

10:12 AM

- A.** (Action) Approval of IXL Learning Subscription Sales Contracts Vote Erin Bunch 2 m

It is recommended the Board approve the IXL Learning Subscription Sales Contracts as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Fiscal Impact: \$219,770

Sage Oak Charter School (#1885)	\$177,794
Sage Oak Charter School - Keppel (#1886)	\$16,263
Sage Oak Charter School - South (#2051)	\$25,713

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

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

XIV. Human Resources

10:14 AM

- A.** (Action) Approval of Longevity Milestone Stipend Vote Candice Coffey 3 m

Purpose Presenter Time

It is recommended the Board approve the longevity milestone stipend as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Fiscal Impact: \$79,887

Sage Oak Charter School (#1885)	\$64,628
Sage Oak Charter School - Keppel (#1886)	\$5,912
Sage Oak Charter School - South (#2051)	\$9,347

Roll Call Vote:

William Hall
Michael Humphrey
Steve Fraire
Susan Houle
Peter Matz

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

- B.** (Action) Approval of One-Time 5% Employee Bonus Vote Candice Coffee 3 m

It is recommended the Board approve Resolution # 2024-2025-01 for a one-time 5% bonus for eligible Sage Oak employees of Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Fiscal Impact: \$ 2,265,958

Sage Oak Charter School (#1885)	\$ 1,837,183
Sage Oak Charter School - Keppel (#1886)	\$ 164,567
Sage Oak Charter School - South (#2051)	\$ 264,208

Roll Call Vote:

William Hall
Michael Humphrey
Steve Fraire
Susan Houle
Peter Matz

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

XV. Operations & Accountability

10:20 AM

	Purpose	Presenter	Time
A. (Action) Adoption of Amira Reading Difficulty Risk Screener, Presented by Lorinda Loughlin, Assessment Coordinator	Vote	Lisa Thompson	3 m

It is recommended the Board adopt the Amira Reading Difficulty Risk Screener, beginning in the 2025-2026 school year, as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Fiscal Impact: \$32,000

Sage Oak Charter School (#1885)	\$25,888
Sage Oak Charter School - Keppel (#1886)	\$2,368
Sage Oak Charter School - South (#2051)	\$3,744

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

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

XVI. Calendar

The next scheduled meeting will be a Board of Directors Study Session held on April 10, 2025.

XVII. Comments

10:23 AM

A. Board Comments 3 m

B. Superintendent Comments 3 m

XVIII. Closing Items

10:29 AM

A. Adjourn Meeting Vote Board President 1 m

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Purpose

Presenter

Time

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.