

APPROVED



Sage Oak Charter Schools

Minutes

Regular Meeting of the Board of Directors

Date and Time

Thursday May 9, 2024 at 10:15 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 6/15/2024

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. Prins, 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 May 9, 2024 at 10:25 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. (Action) May 9, 2024 Regular Meeting of the Board of Directors

M. Humphrey made a motion to W. Hall, Board President, to approve the agenda for the May 9, 2024, Regular Meeting of the Board of Directors.

S. Houle seconded the motion.

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

Steve Fraire

Signed by Steve Fraire on 6/15/2024

IV. Approve Minutes

A. (Action) March 14, 2024 Regular Meeting of the Board of Directors

S. Houle made a motion to W. Hall, Board President, to approve the minutes from the Regular Meeting of the Board of Directors on 03-14-24.

P. Matz seconded the motion.

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

B. (Action) April 11, 2024 Board of Directors Study Session

P. Matz made a motion to W. Hall, Board President, to approve the minutes from the Board of Directors Study Session on 04-11-24.

S. Fraire 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. Houle made a motion to W. Hall, Board President, to adjourn to Closed Session at 10:26 a.m.

M. Humphrey seconded the motion.

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

VII. Closed Session

A. Closed Session Agenda

1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

(Gov. Code Section 54956.9(d)(2).)(3)

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Gov. Code 54957

a. Annual Performance Evaluation, Superintendent of Schools/CEO

VIII. Reconvene Regular Meeting

A. Report Out Any Action Taken in Closed Session

The Regular Meeting of the Board of Directors reconvened at 11:03 a.m.

Steve Fraire

Signed by Steve Fraire on 6/15/2024

W. Hall, Board President, announced the board's unanimous approval of Superintendent Woodgrift's evaluation, commending her leadership and looking forward to continued collaboration in the coming year.

IX. Public Comments/Recognition/Reports

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. Year in Review, Teacher Highlight, and Student Showcase - Presented by Sage Oak Principals

Chelsey Anema, Lana Beshara, and Traci King presented the year in review, teacher highlight, and student showcase (Leila Trejeda). The teacher highlights included Stacy Gray, Julie Vanderman, Stacy Walker, and Crista Bross.

XI. Consent Agenda

A. Consent - Business/Financial Services

1. Check Register - March 2024
2. Check Register - April 2024
3. Ratification of Grammarly Order Form
4. Ratification of Agreement for Niche.com Services
5. Ratification of BoardOnTrack Renewal Membership Agreement 2024-2025
6. Ratification of MHS Lift (Material Handling Supply) Change Order
7. Ratification of Tabor Storage Solutions LLC Proposal
8. Ratification of CloudHesive Mutual Non-Disclosure Agreement
9. Ratification of Intellinetics, Inc. dba YellowFolder Proposals
10. Ratification of 2024-2025 Instructure Service Order Form (Renewal)
11. Ratification of Canva Terms of Use
12. Ratification of AVID Center Quote (Renewal)
13. Ratification of School Pathways Quote Form with Sage Oak Charter School - Keppel
14. Ratification of Enrollsy, Inc. Order Form
15. Ratification of e-waste Certificate and Disposed Items List

B.

Steve Fraire

Signed by Steve Fraire on 6/15/2024

Consent - Personnel Services

1. Approval of Certificated Personnel Report
2. Approval of Classified Personnel Report
3. Approval of Job Descriptions
4. Approval of 2024-2025 Certificated Employee Work Year Calendars
5. Approval of 2024-2025 Classified Employee Work Year Calendars

C. 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 Sage Oak Charter Schools Federal Tax Form 990 Return (Draft) and California Tax Form 199 Return (Draft) - Year Ended June 30, 2023, as prepared by CliftonLarsonAllen (CLA).

S. Fraire made a motion to W. Hall, Board President, to approve the Sage Oak Charter Schools Federal Tax Form 990 Return (Draft) and California Tax Form 199 Return (Draft) - year ended June 30, 2023, as presented.

P. Matz seconded the motion.

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

B. (Action) Approval of 2024-2025 Strategic Plan Department Level Budget Detail

S. Houle made a motion to W. Hall, Board President, to approve the 2024-2025 Strategic Plan Department Level Budget Detail as presented.

S. Fraire seconded the motion.

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

C. (Action) Approval of 2024-2025 Online Purchasing System (OPS) Services Agreement

S. Houle made a motion to W. Hall, Board President, to approve the 2024-2025 Online Purchasing System (OPS) Services Agreement as presented.

P. Matz seconded the motion.

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

XIII. Personnel Services

A.

Steve Fraire

Signed by Steve Fraire on 6/15/2024

(Action) Approval of 2024-2025 Sage Oak Charter Schools Employee Benefits

P. Matz made a motion to W. Hall, Board President, to approve the 2024-2025 Sage Oak Charter Schools Employee Benefits as presented.

S. Houle seconded the motion.

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

B. (Action) Approval of Declarations of Need (DON) for the 2024-2025 School Year

S. Houle made a motion to W. Hall, Board President, to approve the Declarations of Need (DON) for the 2024-2025 school year as presented.

M. Humphrey seconded the motion.

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

XIV. Calendar

A. Future Meetings

The next scheduled meeting will be a Regular Board of Directors Meeting held on June 13, 2024.

XV. Comments

A. Board Comments

The Board of Directors conveyed their pride in Sage Oak's initiatives, highlighting the exceptional work and dedication of the staff. In addition, they recognized the significant efforts behind recruitment and program execution that contribute to the organization's achievements. The Board praised the excellence permeating every aspect of Sage Oak, from personnel to operations, noting the positive impact of student testimonials and the school's overall success.

B. Superintendent Comments

Superintendent Krista Woodgrift expressed her sincere gratitude for the achievements of Sage Oak's programs. Ms. Woodgrift invited the Board members to attend the high school graduation on June 4, 2024 and welcomed them to visit the school's offices. She commended the principals for exemplifying core values like excellence and service, highlighting their impactful contributions to their programs. Personalized Learning Academy Principal Chelsey Anema skillfully manages big-picture needs and initiatives like the annual summit while continuously seeking professional growth and enhancing her leadership abilities. Lana Beshara energetically propels the Virtual Learning Academy forward with educational innovations and community service. High School Principal Traci King fosters nearly 100% graduation rates through her personalized and engaging approach to student success. Ms. Woodgrift thanked the principals for their exceptional leadership over the past year and for embracing and advancing Sage Oak's vision.

Steve Fraire

Signed by Steve Fraire on 6/15/2024

XVI. Closing Items

A. Adjourn Meeting

S. Fraire made a motion to W. Hall, Board President, to adjourn the Regular Meeting of the Board of Directors on May 9, 2024.

S. Houle 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 12:06 PM.

Respectfully Submitted,
W. Hall

Documents used during the meeting

- Sage Oak Charter Schools Monthly Updates_March & April 2024.pdf
- Year in Review & Teacher Highlight_5.9.2024.pdf
- Student Showcase_Leila Trejeda_5.9.2024.pdf
- BUS Consent - Business_Financial Services_5.9.2024.pdf
- Check Register - March 2024.pdf
- Check Register - April 2024.pdf
- Grammarly Order Form_5.9.2024.pdf
- Agreement for Niche.com Services_5.9.2024.pdf
- BoardOnTrack Renewal Membership Agreement 2024-2025_5.9.2024.pdf
- MHS Lift (Material Handling Supply) Change Order_5.9.2024.pdf
- Tabor Storage Solutions LLC Proposal_5.9.2024.pdf
- CloudHesive Mutual Non-Disclosure Agreement_5.9.2024.pdf
- Intellinetics, Inc. dba YellowFolder Proposals_5.9.2024.pdf
- 2024-2025 Instructure Service Order Form (Renewal)_5.9.2024.pdf
- Canva Terms of Use_5.9.2024.pdf
- AVID Center Quote (Renewal)_5.9.2024.pdf
- School Pathways Quote Form with Sage Oak Charter School - Keppel_5.9.2024.pdf
- Enrollsy, Inc. Order Form_5.9.2024.pdf
- e-waste Certificate and Disposed Items List_5.9.2024.pdf
- BUS Consent - Personnel Services_5.9.2024.pdf
- Job Descriptions_5.9.2024.pdf

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- 2024-2025 Classified Employee Work Year Calendars_5.9.2024.pdf
- 2024-2025 Certificated Employee Work Year Calendars_5.9.2024.pdf
- Sage Oak Charter Schools Federal Tax Form 990 Return and California Tax Form 199 Return_Draft_5.9.2024.pdf
- 2024-2025 Strategic Plan Department Level Budget Detail_5.9.2024.pdf
- 2024-2025 Online Purchasing System (OPS) Services Agreement_5.9.2024.pdf
- 2024-2025 Sage Oak Charter Schools Employee Benefits Presentation_5.9.2024.pdf
- 2024-2025 Declaration of Need_Sage Oak Charter School (#1885)_5.9.2024.pdf
- 2024-2025 Declaration of Need_Sage Oak Charter School - Keppel (#1886)_5.9.2024.pdf
- 2024-2025 Declaration of Need_Sage Oak Charter School - South (#2051)_5.9.2024.pdf

FOR MORE INFORMATION

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

Steve Fraire

Signed by Steve Fraire on 6/15/2024