

APPROVED



## Sage Oak Charter Schools

### Minutes

#### Regular Meeting of the Board of Directors

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**Date and Time**

Thursday September 12, 2024 at 9:00 AM

**Location**

**Sage Oak Charter Schools**

1473 Ford Street, Suite #105

Redlands, CA 92373

**[Join Zoom Meeting](#)**

ID: 99067268310

Passcode: 003261

**[\(US\) +1 689-278-1000](#)**

Passcode: 003261

**Teleconference Locations**

39251 Camino Las Hoyas, Indio, CA 92203

16222 Quail Rock Road, Ramona, CA 92065

25 Kingston Court E., Coronado CA 92118

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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**

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*Steve Fraire*

Signed by Steve Fraire on 1/8/2025

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.

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**Directors Present**

P. Matz (remote), S. Fraire (remote), S. Houle (remote)

**Directors Absent**

M. Humphrey, W. Hall

**Guests Present**

B. Bookser (remote), E. Horta (remote), K. Woodgrift (remote), L. Snee

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**I. Opening Items**

**A. Call the Meeting to Order**

S. Fraire called a meeting of the board of directors of Sage Oak Charter Schools to order on Thursday Sep 12, 2024 at 9:01 AM.

**B. Record Attendance**

**II. Pledge of Allegiance**

**A. Led by Board President or designee**

S. Fraire, Board Clerk, led the meeting in the Pledge of Allegiance.

**III. Approve/Adopt Agenda**

**A. (Action) Approval of Agenda for September 12, 2024 Regular Meeting of the Board of Directors**

*Steve Fraire*

Signed by Steve Fraire on 1/8/2025

P. Matz made a motion to S. Fraire, Board Clerk, to approve the agenda as presented for the Regular Meeting of the Board of Directors on 09-12-2024.

S. Houle seconded the motion.

S. Fraire, Board Clerk, presided as the Board President designee.

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

**Roll Call**

S. Houle	Aye
P. Matz	Aye
S. Fraire	Aye
M. Humphrey	Absent
W. Hall	Absent

**IV. Approve Minutes**

**A. (Action) Approval of Minutes for August 8, 2024 Board of Directors Study Session**

P. Matz made a motion to S. Fraire, Board Clerk, to approve the minutes from Board of Directors Study Session on 08-08-24.

S. Houle seconded the motion.

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

**Roll Call**

S. Fraire	Aye
M. Humphrey	Absent
S. Houle	Aye
P. Matz	Aye
W. Hall	Absent

**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 S. Fraire, Board Clerk, to adjourn to Closed Session at 9:03 a.m.

P. Matz seconded the motion.

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

**Roll Call**

S. Houle	Aye
S. Fraire	Aye
W. Hall	Absent
P. Matz	Aye

*Steve Fraire*

Signed by Steve Fraire on 1/8/2025

**Roll Call**

M. Humphrey Absent

**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 9:24 a.m. S. Fraire, Board Clerk, reported there was no action taken in Closed Session.

**IX. Public Comments/Recognition/Reports**

**A. Public Comment**

There was no request for public comment.

**X. Correspondence/Proposals/Reports**

**A. Sage Oak Highlights**

Krista Woodgrift, Superintendent & CEO, presented the Sage Oak highlights for July & August 2024.

**B. Budget/Fiscal Update**

Tim O'Brien, Assistant Superintendent of Business Services, presented a budget/fiscal update.

**C. 2022-2023 Teacher Assignment Monitoring Outcome**

Candice Coffey, Assistant Superintendent of Human Resources, presented the 2022-2023 Teacher Assignment Monitoring Outcome Report.

**D. CliftonLarsonAllen LLP (CLA) Governance Entrance Letter**

Tim O'Brien, Assistant Superintendent of Business Services reviewed the Governance Entrance Letter from CliftonLarsonAllen (CLA) LLP.

**XI. Consent Agenda**

**A.**

*Steve Fraire*

Signed by Steve Fraire on 1/8/2025

## **Consent- Business Services**

1. Check Register - June 2024
2. Check Register - July 2024
3. Check Register - August 2024
4. Report of Investment Activity - July 2024
5. Ratification of Instructure Services Order Form #Q-355637
6. Ratification of Intellinetics, Inc. dba YellowFolder Proposal for Data Migration #2021435
7. Ratification of R C Steward Corp Proposal
8. Ratification of Document Tracking Services, LLC (DTS) Licensing Agreement
9. Ratification of OC Audio Visual Solutions Invoice
10. Ratification of CloudHesive Independent Consulting Agreement
11. Ratification of Encore Quote #2646-1821
12. Ratification of Tabor Storage Solutions, LLC Proposal
13. Ratification of 2024-2025 Hatch & Cesario Legal Services Agreement (Renewal)
14. Ratification of Google Workspace for Education Student Enrollment Verification Letter (Renewal)
15. Ratification of JW Marriott Addendum
16. Ratification of Goldy S. Lewis Community Center Permit #R21749
17. Ratification of Hapara Quote (Renewal)
18. Ratification of Courtyard by Marriott Letter of Agreement
19. Ratification of Mobile Beacon Agreement
20. Ratification of Centerpoint Church Facility Use Request and Agreement Form
21. Ratification of UPS Carrier Agreement
22. Ratification of FedEx Transportation Services Agreement
23. Ratification of ClickUp Order Form
24. Ratification of U-Haul Corporate Account Agreement and Terms and Conditions
25. Ratification of Sage Intacct, Inc. Agreement
26. Ratification of Evolve Media Statement of Work
27. Ratification of Skill Struck Chat for Schools Quote
28. Ratification of School Services of California, Inc. Agreement (Renewal)
29. Ratification of Pepper & Olive Letter of Agreement
30. Ratification of Ponte Estate Event Contract
31. Ratification of Ponte Estate Group Booking Agreement

## **B. Consent - Education Services**

1. Ratification of 2024-2025 Nonpublic, Nonsectarian School/Agency Services, Master Contract and Individual Service Agreement
2. Ratification of 2024-2025 Special Education Contracted Vendors List
3. Ratification of StrongMind, Inc. Services Agreement
4. Ratification of BrightThinker Order Form #SQ-0490 (Renewal)
5. Ratification of BrightThinker Order Form #SQ-0671

*Steve Fraire*

Signed by Steve Fraire on 1/8/2025

6. Ratification of Time4Learning Purchase Order Agreement 2024
7. Ratification of TPR Education, LLC dba The Princeton Review Statement of Work
8. Ratification of ABCYa.com Order Form
9. Ratification of NWEA (Northwestern Evaluation Association) Sales Order
10. Approval of Sacramento One-Day Field Trip for 2024-2025 School Year, Grades 8-12
11. Approval of Chicago Overnight Field Trip for 2024-2025 School Year, Grades 9-12

**C. Consent- Human Resources**

1. Approval of Certificated Personnel Report
2. Approval of Classified Personnel Report
3. Approval of Job Descriptions
4. Ratification of Looking Glass Media Agreement
5. Ratification of Los Angeles County Office of Education Contract (Renewal)
6. Ratification of Spark Hire Order Form

**D. Consent - Policy Development**

**5000 Series- Student Services: Revised**

1. 5065-SO Enrollment Policy

**E. (Action) Approve Consent Agenda**

P. Matz made a motion to S. Fraire, Board Clerk, to approve the items listed under the Consent Agenda as presented.

S. Houle seconded the motion.

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

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

**Roll Call**

W. Hall	Absent
S. Fraire	Aye
P. Matz	Aye
S. Houle	Aye
M. Humphrey	Absent

**XII. Board Governance**

**A. (Action) Approval of Annual Board Self-Evaluation**

S. Houle made a motion to S. Fraire, Board Clerk, to approve the Annual Board Self-Evaluation as presented.

P. Matz seconded the motion.

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

*Steve Fraire*

Signed by Steve Fraire on 1/8/2025

**Roll Call**

W. Hall Absent  
M. Humphrey Absent  
S. Fraire Aye  
S. Houle Aye  
P. Matz Aye

**B. (Action) Approval of 2024-2027 Sage Oak Charter Schools Strategic Plan**

S. Houle made a motion to S. Fraire, Board Clerk, to approve the 2024-2027 Sage Oak Charter Schools Strategic Plan as presented.

P. Matz seconded the motion.

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

**Roll Call**

M. Humphrey Absent  
S. Fraire Aye  
W. Hall Absent  
S. Houle Aye  
P. Matz Aye

**XIII. Business Services**

**A. (Action) Approval of Sage Oak Charter Schools Unaudited Actuals Financial Report 2023-2024**

S. Houle made a motion to S. Fraire, Board Clerk, to approve the Sage Oak Charter Schools Unaudited Actuals Financial Report 2023-2024 as presented.

P. Matz seconded the motion.

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

**Roll Call**

S. Fraire Aye  
S. Houle Aye  
P. Matz Aye  
W. Hall Absent  
M. Humphrey Absent

**B. (Action) Approval of 2024–2025 Consolidated Application and Reporting System (CARS) Spring Release**

P. Matz made a motion to S. Fraire, Board Clerk, to approve the 2024-2025 Consolidated Application and Reporting System (CARS) Spring release as presented.

S. Houle seconded the motion.

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

**Roll Call**

P. Matz Aye

*Steve Fraire*

Signed by Steve Fraire on 1/8/2025

**Roll Call**

W. Hall Absent  
S. Fraire Aye  
S. Houle Aye  
M. Humphrey Absent

**XIV. Calendar**

**A. Future Meetings**

The next scheduled meeting will be a Regular Board of Directors Meeting held on October 8, 2024.

**XV. Comments**

**A. Board Comments**

The Board expressed excitement about the strong start to the new school year, acknowledged everyone's hard work, and commended the team for the thoroughness of the Strategic Plan, highlighting that everything is so methodically and intricately aligned. They also praised the school's ability to maintain quality while growing, noting the impressive staff retention rate of 96 percent.

**B. Superintendent Comments**

Superintendent Woodgrift reflected on the success of the recent Summit, highlighting the team's hard work. She specifically thanked Program Directors/Principals Chelsey Anema, Lana Beshara, and Traci King for their efforts in developing the presentation and managing key event aspects, from video creation to speaker coordination. She also praised the breakout sessions for aligning with the Strategic Plan. She appreciated Larry King, Senior Director of Outreach & Development, for securing vendor donations that contributed to the 10-year celebration. Additionally, Superintendent Woodgrift acknowledged the challenges posed by ongoing fires affecting students, families, and staff, encouraging those needing support to reach out. She expressed gratitude to the Board for their continuous support and collaboration.

**XVI. Closing Items**

**A. Adjourn Meeting**

P. Matz made a motion to S. Fraire, Board Clerk, to adjourn the Regular Meeting of the Board of Directors on September 12, 2024.

S. Houle seconded the motion.

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

**Roll Call**

M. Humphrey Absent  
S. Houle Aye

*Steve Fraire*

Signed by Steve Fraire on 1/8/2025



**Roll Call**

S. Fraire     Aye  
P. Matz       Aye  
W. Hall       Absent

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:08 AM.

Respectfully Submitted,  
S. Fraire

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**Documents used during the meeting**

- Sage Oak Highlights\_July & August 2024.pdf
- Budget\_Fiscal Update\_9.12.2024.pdf
- 2022-2023 Teacher Assignment Monitoring Outcome\_9.12.2024.pdf
- CliftonLarsonAllen LLP (CLA) Governance Entrance Letter\_9.12.2024.pdf
- BUS Consent - Business Services\_9.12.2024.pdf
- Check Register\_June 2024\_9.12.2024.pdf
- Check Register\_July 2024\_9.12.2024.pdf
- Check Register\_August 2024\_9.12.2024.pdf
- Report of Investment Activity\_August 2024\_9.12.2024.pdf
- Instructure Services Order Form #Q-355637\_9.12.2024.pdf
- Intellinetics, Inc. dba YellowFolder Proposal for Data Migration #2021435\_9.12.2024.pdf
- R C Steward Corp Proposal\_9.12.2024.pdf
- Document Tracking Services, LLC (DTS) Licensing Agreement\_9.12.2024.pdf
- OC Audio Visual Solutions Invoice\_9.12.2024.pdf
- CloudHesive Independent Consulting Agreement\_9.12.2024.pdf
- Encore Quote #2646-1821\_9.12.2024.pdf
- Tabor Storage Solutions, LLC Proposal\_9.12.2024.pdf
- 2024-2025 Hatch & Cesario Legal Services Agreement\_9.12.2024.pdf
- Google Workspace for Education Student Enrollment Verification Letter\_9.12.2024.pdf
- JW Marriott Addendum\_9.12.2024.pdf
- Goldy S. Lewis Community Center Permit #R21749\_9.12.2024.pdf
- Hapara Quote\_9.12.2024.pdf
- Courtyard by Marriott Letter of Agreement\_9.12.2024.pdf
- Mobile Beacon Agreement\_9.12.2024.pdf
- Centerpoint Church Facility Use Request\_9.12.2024.pdf

*Steve Fraire*

Signed by Steve Fraire on 1/8/2025

- UPS Carrier Agreement\_9.12.2024.pdf
- FedEx Transportation Services Agreement\_9.12.2024.pdf
- ClickUp Order Form\_9.12.2024.pdf
- U-Haul Corporate Account Agreement and Terms & Conditions\_9.12.2024.pdf
- Sage Intacct, Inc. Agreement\_9.12.2024.pdf
- Evolve Media Statement of Work\_9.12.2024.pdf
- Skill Struck Chat for Schools Quote\_9.12.2024.pdf
- School Services of California, Inc. Agreement\_9.12.2024.pdf
- Pepper & Olive Letter of Agreement\_9.12.2024.pdf
- Ponte Estate Event Contract\_9.12.2024.pdf
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- 2024-2025 Special Education Contracted Vendors List\_9.12.2024.pdf
- StrongMind, Inc. Service Agreement\_9.12.2024.pdf
- BrightThinker Order #SQ-0490\_9.12.2024.pdf
- Bright Thinker Order Form #SQ-0671\_9.12.2024.pdf
- Time4Learning Purchase Order Agreement 2024\_9.12.2024.pdf
- TPR Education, LLC dba The Princeton Review Statement of Work\_9.12.2024.pdf
- ABCYa.com Order Form\_9.12.2024.pdf
- NWEA Sales Order\_9.12.2024.pdf
- 2024-2025 Sacramento One-Day Field Trip Request Form\_9.12.2024.pdf
- 2024-2025 Chicago Overnight Field Trip Request Form\_9.12.2024.pdf
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- Los Angeles County Office of Education Contract\_9.12.2024.pdf
- Spark Hire Order Form\_9.12.2024.pdf
- BUS Consent - Policy Development\_9.12.2024.pdf
- Annual Board Self-Evaluation\_FINAL\_9.12.2024.pdf
- 2024-2027 Sage Oak Charter Schools Strategic Plan\_FINAL\_9.12.2024.pdf
- 2024-2027 Sage Oak Charter Schools Strategic Plan Revisions\_9.12.2024.pdf
- Sage Oak Charter Schools Unaudited Actuals Financial Report 2023-2024\_9.12.2024.pdf
- Sage Oak Charter Schools Unaudited Actuals 2023-2024 Presentation\_9.12.2024.pdf

*Steve Fraire*

Signed by Steve Fraire on 1/8/2025

- CARS 2024-2025 Application and Certifications\_Sage Oak Charter School #1885\_9.12.2024.pdf
  - CARS 2024-2025 Application and Certifications\_Sage Oak Charter School - Keppel #1886\_9.12.2024.pdf
  - CARS 2024-2025 Application and Certifications\_Sage Oak Charter School - South #2051\_9.12.2024.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 1/8/2025