

APPROVED

SAGE OAK
CHARTER SCHOOLS



Sage Oak Charter Schools

Minutes

Regular Meeting of the Board of Directors

Date and Time

Thursday December 12, 2024 at 9:00 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](#)

ID: 92368119834

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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 1/11/2025

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. Woodgrift, L. Snee

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 Dec 12, 2024 at 9:00 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) Approval of Agenda for December 12, 2024 Regular Meeting of the Board of Directors

S. Fraire made a motion to W. Hall, Board President, to approve the agenda as presented for the December 12, 2024, Regular Meeting of the Board of Directors.

S. Houle seconded the motion.

Steve Fraire

Signed by Steve Fraire on 1/11/2025

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

Roll Call

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

IV. Approve Minutes

A. (Action) Approval of Minutes for October 8, 2024 Regular Meeting of the Board of Directors

S. Fraire made a motion to W. Hall, Board President, to approve the minutes as presented from the Regular Meeting of the Board of Directors on 10-08-24.

S. Houle seconded the motion.

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

Roll Call

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

B. (Action) Approval of Minutes for November 14, 2024 Board of Directors Study Session

S. Fraire made a motion to W. Hall, Board President, to approve the minutes as presented from the Board of Directors Study Session on 11-14-24.

P. Matz seconded the motion.

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

Roll Call

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

**M. Humphrey, Board Vice President, joined the meeting at 9:02 a.m.*

V. Public Comments/Recognition/Reports

A. Public Comment

There was no request for public comment.

Steve Fraire

Signed by Steve Fraire on 1/11/2025

VI. Correspondence/Proposals/Reports

A. Sage Oak Highlights

Krista Woodgrift, Superintendent & CEO, presented the Sage Oak highlights for October and November 2024.

VII. Consent Agenda

A. Consent - Business Financial/Services

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
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. 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. 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

Approval of Changes to Existing Board Policies Revised/Reviewed/Rescinded

1000 Series - Community Relations

Steve Fraire

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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

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

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.

VIII. Business Services

A. (Action) Approval of Facility Use Agreement Between Helendale School District and Sage Oak Charter School

S. Houle made a motion to W. Hall, Board President, to approve the Facility Use Agreement between Helendale School District and Sage Oak Charter School as presented.

P. Matz seconded the motion.

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

B.

Steve Fraire

Signed by Steve Fraire on 1/11/2025

(Action) Approval of 2024-2025 Sage Oak Charter Schools First Interim Budget (FIB) Report, Presented by Habib Tahmas, Senior Director of Fiscal Services

P. Matz made a motion to W. Hall, Board President, to approve the 2024-2025 Sage Oak Charter Schools First Interim Budget (FIB) Report as presented.

M. Humphrey seconded the motion.

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

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)

S. Houle made a motion to W. Hall, Board President, to approve the Annual Independent Auditors' Report for Sage Oak Charter Schools, year ended June 30, 2024 (draft), as presented.

S. Fraire seconded the motion.

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

IX. Human Resources

A. (Action) Approval of One-time, Off-Schedule Employee Recognition Payment

S. Houle made a motion to W. Hall, Board President, to approve a one-time, off-schedule employee recognition payment as presented.

S. Fraire seconded the motion.

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

X. Policy Development

A. (Action) Approval of New 5025-SO Title IX, Sex-Based Discrimination and Sex-Based Harassment Policy

P. Matz made a motion to W. Hall, Board President, to approve the new 5025-SO Title IX, Sex-Based Discrimination and Sex-Based Harassment policy as presented.

S. Fraire seconded the motion.

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

B. (Action) Approval of new 5090-SO Harassment, Intimidation, Discrimination, and Bullying Policy

P. Matz made a motion to W. Hall, Board President, to approve the new 5090-SO Harassment, Intimidation, Discrimination, and Bullying Policy, as presented.

M. Humphrey seconded the motion.

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

XI. Organizational Structure - Annual Meeting of the Board

A.

Steve Fraire

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(Action) Election of the Sage Oak Charter Schools Board President

M. Humphrey made a motion to nominate William Hall as Sage Oak Charter Schools Board President for a one-year term.

S. Houle seconded the motion.

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

B. (Action) Election of the Sage Oak Charter Schools Board Vice President

W. Hall made a motion to nominate Michael Humphrey as Sage Oak Charter Schools Board Vice President for a one-year term.

S. Fraire seconded the motion.

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

C. (Action) Election of the Sage Oak Charter Schools Board Clerk

P. Matz made a motion to nominate Steve Fraire as Sage Oak Charter Schools Board Clerk for a one-year term.

S. Houle seconded the motion.

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

D. (Action) Full Board Action In Lieu of Audit Committee, Fiscal Year 2024-2025

S. Houle made a motion to W. Hall, Board President, to approve the full Board action in lieu of an audit committee for the fiscal year 2024-2025.

S. Fraire seconded the motion.

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

E. (Action) Approval of Sage Oak Charter Schools Board of Directors Manual Revisions

S. Houle made a motion to W. Hall, Board President, to approve the Sage Oak Charter Schools Board of Directors Manual revisions as presented.

M. Humphrey seconded the motion.

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

XII. Calendar

A. Future Meetings

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

XIII. Comments

A. Board Comments

The Board expressed their pride in the organization's strong fiscal health, leadership, and the excellence of the staff, commending Superintendent Woodgrift for her leadership and

Steve Fraire

Signed by Steve Fraire on 1/11/2025

ability to place individuals in roles where they thrive. They extended gratitude to all the staff working behind the scenes and wished everyone a happy holiday season.

B. Superintendent Comments

Superintendent Woodgrift thanked Candice Coffey, Assistant Superintendent of Human Resources, Tim O'Brien, Assistant Superintendent of Business Services, and their teams for their dedication and collaboration with the First Interim Budget. She highlighted the trust, accountability, and support of the Board, which enables innovation, creativity, and a strong focus on students. Ms. Woodgrift wished everyone happy holidays and looks forward to the successes ahead in 2025.

XIV. Closing Items

A. Adjourn Meeting

M. Humphrey made a motion to W. Hall, Board President, to adjourn the Regular Meeting of the Board of Directors on December 12, 2024.

S. Fraire 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 10:14 AM.

Respectfully Submitted,
W. Hall

Documents used during the meeting

- Sage Oak Highlights_October - November 2024.pdf
- BUS Consent - Business Services_12.12.2024.pdf
- BUS Consent - Education Services_12.12.2024.pdf
- BUS Consent - Human Resources_12.12.2024.pdf
- BUS Consent - Policy Development_12.12.2024.pdf
- Facility Use Agreement_Helendale School District_12.12.2024.pdf
- 2024-2025 Sage Oak Charter Schools First Interim Budget (FIB) Report_12.12.2024.pdf
- 2024-2025 Sage Oak Charter Schools First Interim Budget (FIB) Presentation_12.12.2024.pdf
- Annual Independent Auditors' Report for Sage Oak Charter Schools, Year Ended June 30, 2024 (Draft)_12.12.2024.pdf
- One-Time, Off-Schedule Employee Recognition Payment_12.12.2024.pdf
- 5025-SO Title IX, Sex-Based Discrimination and Sex-Based Harrassment Policy_12.12.2024.pdf

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- 5090-SO Harassment, Intimidation, Discrimination and Bullying Policy_12.12.2024.pdf
 - Sage Oak Charter Schools Board of Directors Manual_Redline_12.12.2024.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 1/11/2025