

APPROVED

SAGE OAK  
CHARTER SCHOOLS



## Sage Oak Charter Schools

### Minutes

#### Regular Meeting of the Board of Directors

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**Date and Time**

Thursday January 9, 2025 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: 93487911935  
Passcode: 420089

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Passcode: 420089

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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.

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*Steve Fraire*

Signed by Steve Fraire on 2/21/2025

**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.

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**Directors Present**

P. Matz, S. Fraire, S. Houle, W. Hall

**Directors Absent**

M. Humphrey

**Guests Present**

B. Bookser, D. Ruiz, E. Horta, K. Prins, K. Woodgrift, L. Snee (remote), T. King

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**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 Jan 9, 2025 at 9:07 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 January 9, 2025 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 January 9, 2025, Regular Meeting of the Board of Directors.

S. Houle seconded the motion.

*Steve Fraire*

Signed by Steve Fraire on 2/21/2025

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

**Roll Call**

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

**IV. Approve Minutes**

**A. (Action) Approval of Minutes for December 12, 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 12-12-24.

S. Houle seconded the motion.

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

**Roll Call**

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

**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 9:08 a.m.

S. Fraire seconded the motion.

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

**Roll Call**

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

**VII. Closed Session**

*Steve Fraire*

Signed by Steve Fraire on 2/21/2025

**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.

**2. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

(Gov. Code Section 54956.9(d)(2)): 1 matter

**3. CONSIDERATION OF PREVIOUSLY EXPELLED STUDENT'S REQUEST TO ENROLL**

**VIII. Reconvene Regular Meeting**

**A. Report Out Any Action Taken in Closed Session**

The Regular Meeting of the Board of Directors reconvened at 9:37 a.m.

P. Matz made a motion to W. Hall, Board President, in the matter of item no. VII.A.2, on the Closed Session agenda, Conference with Legal Counsel - Anticipated Litigation (Gov. Code Section 54956.9(d)(2)): 1 matter, the Board voted to settle case no. 2025-01-09-01.

S. Fraire seconded the motion.

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

**Roll Call**

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

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

**A. Public Comment**

There was no request for public comment.

**X. Correspondence/Proposals/Reports**

**A. Special Education Update**

Kelly Prins, Senior Director of Special Education, and Danielle Ruiz, Assistant Director of Special Education, presented the Special Education department update.

**B. Student Highlight**

The student highlight was canceled.

**C.**

*Steve Fraire*

Signed by Steve Fraire on 2/21/2025

### **2023-2024 California Dashboard Presentation**

Poppy Perfect, Data & Educational Reporting Coordinator, presented the 2023-2024 California Dashboard results.

#### **D. AI Update - Enhanced College & Career Readiness & AI-Powered Personalized Learning**

Traci King, high school Director/Principal, presented an Artificial Intelligence (AI) update on enhanced college and career readiness and AI-powered personalized learning.

### **XI. Consent Agenda**

#### **A. Consent - Business Services**

1. Check Register - December 2024
2. Report of Investment Activity - November 2024
3. Ratification of City of Lakewood Permit #R14897
4. Ratification of CloudHesive, LLC Change Order Form
5. Ratification of L-Rod Entertainment Contract
6. Ratification of Rancho Simi Recreation and Park District Contract
7. Ratification of Fullerton Free Church Facility Use Agreement
8. Ratification of The Grand Long Beach Banquet Event Order
9. Ratification of The Grand Long Beach Refund Agreement
10. Ratification of DoubleTree by Hilton, Claremont, Reservation Agreement
11. Ratification of City of Upland Permit #R13064
12. Ratification of AWS Migration Acceleration Program (MAP) Funding Service Order
13. Ratification of Colony Labs, Inc. (Scribe) Master Services Agreement
14. Ratification of CloudHesive, LLC. Independent Consulting Agreement

#### **B. Consent - Human Resources**

1. Approval of Certificated Personnel Report
2. Approval of Classified Personnel Report
3. Approval of Job Descriptions
4. Approval of 2025 IRS Mileage Reimbursement Rate

#### **C. (Action) Approval of Consent Agenda**

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

P. Matz made a motion to W. Hall, Board President, to approve the items listed under the Consent agenda as presented.

S. Houle seconded the motion.

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

*Steve Fraire*

Signed by Steve Fraire on 2/21/2025

**Roll Call**

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

**XII. Operations and Accountability Services**

**A. (Action) Approval of 2023-2024 School Accountability Report Cards (SARC),  
Presented by Poppy Perfect, Data & Educational Reporting Coordinator**

S. Houle made a motion to W. Hall, Board President, to approve the 2023-2024 School Accountability Report Cards (SARC) as presented.

S. Fraire seconded the motion.

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

**Roll Call**

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

**XIII. Human Resources**

**A. (Action) Approval of Revised 2024-2025 Salary Schedule**

S. Houle made a motion to W. Hall, Board President, to approve the revised 2024-2025 Salary Schedule as presented.

S. Fraire seconded the motion.

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

**Roll Call**

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

**XIV. Calendar**

**A. Future Meetings**

The next scheduled meeting will be a Regular Meeting of the Board of Directors held on February 13, 2025.

**XV. Comments**

*Steve Fraire*

Signed by Steve Fraire on 2/21/2025

## A. Board Comments

The Board expressed their appreciation for the well-structured Sage Oak Board meetings, emphasizing the organization, productivity, and energizing atmosphere, which creates excitement about the school's success and future plans. They also conveyed gratitude for the team's hard work and pride in Sage Oak's advancements in special education and AI integration.

## B. Superintendent Comments

Superintendent Woodgrift thanked Traci King, high school Director/Principal, and Brad Bookser, Director of Information Technology, for their commitment to advancing AI and personalized learning, emphasizing their effective collaboration and recognition by the Computer-Using Educators (CUE) organization. She also recognized the Special Education administrative team, led by Kelly Prins, Senior Director of Special Education, and Danielle Ruiz, Assistant Director of Special Education, for their efforts in improving the department's processes, procedures, and student support. Superintendent Woodgrift invited the Board to attend the Sage Oak High School graduation ceremony on June 4, 2025, at the Fullerton High School Auditorium in Fullerton, CA.

## XVI. Closing Items

### A. Adjourn Meeting

P. Matz made a motion to W. Hall, Board President, to adjourn the Regular Meeting of the Board of Directors on January 9, 2025.

S. Fraire seconded the motion.

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

#### Roll Call

M. Humphrey Absent

S. Fraire Aye

W. Hall Aye

S. Houle Aye

P. Matz Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:44 AM.

Respectfully Submitted,

W. Hall

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## Documents used during the meeting

- Special Education Update\_1.9.2025.pdf

*Steve Fraire*

Signed by Steve Fraire on 2/21/2025

- 2023-2024 California Dashboard Presentation\_1.9.2025.pdf
  - AI Update\_1.9.2025.pdf
  - BUS Consent - Business Services\_1.9.2025.pdf
  - BUS Consent - Human Resources\_1.9.2025.pdf
  - 2023-2024 School Accountability Report Cards\_Presentation\_1.9.2025.pdf
  - 2023-2024 School Accountability Report Card\_Sage Oak Charter School (#1885)\_1.9.2025.pdf
  - 2023-2024 School Accountability Report Card\_Sage Oak Charter School - Keppel (#1886)\_1.9.2025.pdf
  - 2023-2024 School Accountability Report Card\_Sage Oak Charter School - South (#2051)\_1.9.2025.pdf
  - Revised 2024-2025 Salary Schedule\_Presentation\_1.9.2025.pdf
  - Revised 2024-2025 Salary Schedule\_1.9.2025.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 2/21/2025