

APPROVED

SAGE OAK
CHARTER SCHOOLS



Sage Oak Charter Schools

Minutes

Regular Meeting of the Board of Directors

Date and Time

Thursday March 13, 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: 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

Steve Fraire

Signed by Steve Fraire on 5/21/2025

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.

Directors Present

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

Directors Absent

M. Humphrey

Guests Present

B. Bookser, E. Horta, H. Tahmas, K. Woodgrift, L. Snee (remote), T. O'Brien

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 Mar 13, 2025 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 March 13, 2025 Regular Meeting of the Board of Directors

Steve Fraire

Signed by Steve Fraire on 5/21/2025

S. Fraire made a motion to W. Hall, Board President, to approve the agenda as presented for the March 13, 2025, Regular Meeting of the Board of Directors.

P. Matz seconded the motion.

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

Roll Call

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

IV. Approve Minutes

A. (Action) Approval of Minutes for February 13, 2025 Regular Meeting of the Board of Directors

P. Matz made a motion to W. Hall, Board President, to approve the minutes as presented from the Regular Meeting of the Board of Directors on 02-13-25.

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	Absent
M. Humphrey	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

P. Matz made a motion to W. Hall, Board President, to adjourn to Closed Session at 9:02 a.m.

S. Fraire seconded the motion.

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

Roll Call

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

Steve Fraire

Signed by Steve Fraire on 5/21/2025

Roll Call

S. Houle Absent

S. Houle, Board Member, joined the meeting at 9:02 a.m.

VII. Closed Session

A. Closed Session Agenda

1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

(Gov. Code Section 54956.9(d)(2)): Case No. 2025-03-13-02

VIII. Reconvene Regular Meeting

A. Report Out Any Action Taken in Closed Session

The Regular Meeting of the Board of Directors reconvened at 9:10 a.m.

S. Fraire made a motion to W. Hall, Board President, in the matter of item no. VII.A.1. on the Closed Session Agenda, to settle Case No. 2025-03-13-02.

P. Matz seconded the motion.

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

Roll Call

S. Houle Aye

M. Humphrey Absent

W. Hall Aye

P. Matz Aye

S. Fraire Aye

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 February 2025.

B. Student Highlight

Traci King, Director of Secondary Education/High School Principal, and Tracie Fearing, Educational Advisor/Visual Arts teacher, presented a student highlight featuring Petra Sullivan.

XI. Consent Agenda

Steve Fraire

Signed by Steve Fraire on 5/21/2025

A. Consent - Business Services

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. 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. Approval of Certificated Personnel Report
2. Approval of Classified Personnel Report
3. Approval of Job Descriptions
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. Approval of 2025-2026 Master Agreement for Independent Study and Acknowledgement of Responsibilities

E. Consent - Policy Development

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

3000 Series - Business/Non-Instructional

Steve Fraire

Signed by Steve Fraire on 5/21/2025

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

3150-SO Authorization to Hire 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

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

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.

S. Fraire made a motion to W. Hall, Board President, to approve the items listed under the Consent Agenda as presented.

P. Matz seconded the motion.

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

Roll Call

M. Humphrey Absent

W. Hall Aye

S. Houle Aye

S. Fraire Aye

P. Matz Aye

XII. Business Services

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

S. Houle made a motion to W. Hall, Board President, to approve the 2024-2025 Sage Oak Charter Schools Second Interim Budget (SIB) Report as presented.

Steve Fraire

Signed by Steve Fraire on 5/21/2025

S. Fraire seconded the motion.

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

Roll Call

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

B. (Action) Approval of 2025-2026 Sage Oak Charter Schools Strategic Budget, Staffing Plan, and Salary Schedules

S. Fraire made a motion to W. Hall, Board President, to approve the 2025-2026 Sage Oak Charter Schools Strategic Budget, staffing plan, and salary schedules as presented.

P. Matz seconded the motion.

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

Roll Call

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

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 ending June 30, 2024, as presented.

P. Matz seconded the motion.

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

Roll Call

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

D. (Action) Approval of Annual Audit Engagement Services between CliftonLarsonAllen LLP and Sage Oak Charter Schools

P. Matz made a motion to W. Hall, Board President, to approve the annual audit engagement services between CliftonLarsonAllen LLP and Sage Oak Charter Schools as presented.

S. Fraire seconded the motion.

Steve Fraire

Signed by Steve Fraire on 5/21/2025

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

Roll Call

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

E. (Action) Approval of Amendment to Lease at Ford Plaza LLC

S. Fraire made a motion to W. Hall, Board President, to approve the Amendment to Lease at Ford Plaza LLC as presented.

S. Houle 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

F. (Action) Approval of Standard Industrial/Commercial Multi-Tenant Lease

S. Houle made a motion to W. Hall, Board President, to approve the Standard Industrial/Commercial Multi-Tenant Lease as presented.

P. Matz seconded the motion.

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

Roll Call

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

XIII. Education Services

A. (Action) Approval of IXL Learning Subscription Sales Contracts

S. Fraire made a motion to W. Hall, Board President, to approve the IXL Learning subscription sales contract as presented.

P. Matz seconded the motion.

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

Roll Call

P. Matz	Aye
W. Hall	Aye

Steve Fraire

Signed by Steve Fraire on 5/21/2025

Roll Call

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

XIV. Human Resources

A. (Action) Approval of Longevity Milestone Stipend

S. Fraire made a motion to W. Hall, Board President, to approve the longevity milestone stipend as presented.

S. Houle seconded the motion.

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

Roll Call

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

B. (Action) Approval of One-Time 5% Employee Bonus

P. Matz made a motion to W. Hall, Board President, to approve a one-time 5% employee bonus as presented.

S. Houle seconded the motion.

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

Roll Call

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

XV. Operations & Accountability

A. (Action) Adoption of Amira Reading Difficulty Risk Screener, Presented by Lorinda Loughlin, Assessment Coordinator

S. Fraire made a motion to W. Hall, Board President, to adopt the Amira reading difficulty risk screener as presented.

S. Houle seconded the motion.

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

Roll Call

M. Humphrey Absent
S. Houle Aye
P. Matz Aye

Steve Fraire

Signed by Steve Fraire on 5/21/2025

Roll Call

S. Fraire	Aye
W. Hall	Aye

XVI. Calendar

A. Future Meetings

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

XVII. Comments

A. Board Comments

The Board appreciated the meeting's thoughtful discussions and highlighted the school's strategic investments in staff as a reflection of its commitment and values. They commended the innovative thinking and high-quality presentations, especially the inspiring student success stories and strong financial outlook. Board Clerk Fraire shared insights from his recent visit to the Sage Oak office, emphasizing its positive atmosphere and a strong sense of community.

B. Superintendent Comments

Superintendent Woodgrift thanked Tim O'Brien, Assistant Superintendent of Business Services, and Habib Tahmas, Director of Fiscal Services, for their hard work and collaboration in preparing the budget reports presented. She commended Tim for his innovative, business-minded approach that supports both finance and educational programs and recognized Habib for his intentional leadership and dedication to team development. She also appreciated Board President Hall and Board Clerk Fraire's visit to the Sage Oak office, acknowledging their meaningful engagement with parents and staff and the inspiration they bring to the Sage Oak community.

XVIII. 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 March 13, 2025.

S. Houle seconded the motion.

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

Roll Call

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

Steve Fraire

Signed by Steve Fraire on 5/21/2025

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:34 AM.

Respectfully Submitted,
W. Hall

Documents used during the meeting

- Sage Oak Highlights_February 2025.pdf
- Student Highlight_Petra Sullivan_3.13.2025.pdf
- BUS Consent - Business Services_3.13.2025.pdf
- BUS Consent - Education Services_3.13.2025.pdf
- BUS Consent - Human Resources_3.13.2025.pdf
- BUS Consent - Operations & Accountability_3.13.2025.pdf
- BUS Consent - Policy Development_3.13.2025.pdf
- 2024-2025 Sage Oak Charter Schools Second Interim Budget (SIB) Report_3.13.2025.pdf
- 2024-2025 Sage Oak Charter Schools Second Interim Budget (SIB) Presentation_3.13.2025.pdf
- 2025-2026 Sage Oak Charter Schools Strategic Budget Plan Presentation_3.13.2025.pdf
- 2025-2026 Sage Oak Charter Schools Strategic Plan Department Level Budget Details_3.13.2025.pdf
- 2025-2026 Sage Oak Charter Schools Salary Schedule Revisions_3.13.2025.pdf
- 2025-2026 Sage Oak Charter Schools Certificated & Classified Salary Schedules_3.13.2025.pdf
- 2025-2026 Sage Oak Charter Schools Certificated Teacher Salary Schedule_3.13.2025.pdf
- 2025-2026 Sage Oak Charter Schools Assistant Superintendent Salary Schedule_3.13.2025.pdf
- 2025-2026 Sage Oak Charter Schools Superintendent of Schools Salary Schedule_3.13.2025.pdf
- 2025-2026 Sage Oak Charter Schools_School Positions_3.13.2025.pdf
- Sage Oak Charter Schools Federal Tax Form 990 Return and California Tax Form 199 Return_Draft_3.13.2025.pdf
- CliftonLarsonAllen LLP Statement of Work - Audit Services_3.13.2025.pdf
- Amendment to Lease at Ford Plaza LLC_3.13.2025.pdf
- Standard Industrial:Commercial Multi-Tenant Lease_3.13.2025.pdf
- IXL Learning Subscription Sales Contract_VLA_3.13.2025.pdf

Steve Fraire

Signed by Steve Fraire on 5/21/2025

- IXL Learning Subscription Sales Contract_PLA_3.13.2025.pdf
 - Longevity Milestone Stipend Presentation_3.13.2025.pdf
 - Board Resolution # 2024-2025-01_3.13.2025.pdf
 - Amria Reading Difficulty Risk Screener Presentation_3.13.2025.pdf
 - Amira Learning Quote_3.13.2025.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 5/21/2025