

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 May 8, 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: 98391827372

Passcode: 038594

**[\(US\) +1 646-931-3860](#)**

Passcode: 038594

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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 6/15/2025

### **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**

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

#### **Directors Absent**

*None*

#### **Guests Present**

B. Bookser, C. Anema, E. Bunch, E. Horta, K. Woodgrift, L. Snee

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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 May 8, 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 May 8, 2025 Regular Meeting of the Board of Directors**

M. Humphrey made a motion to W. Hall, Board President, to approve the agenda as presented for the May 8, 2025, Regular Meeting of the Board of Directors.

S. Fraire seconded the motion.

*Steve Fraire*

Signed by Steve Fraire on 6/15/2025

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

#### **IV. Approve Minutes**

##### **A. (Action) Approval of Minutes for March 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 03-13-25.

M. Humphrey seconded the motion.

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

##### **B. (Action) Approval of Minutes for March 28, 2025 Special Meeting of the Board of Directors**

S. Houle made a motion to W. Hall, Board President, to approve the minutes as presented from the Special Meeting of the Board of Directors on 03-28-25.

S. Fraire seconded the motion.

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

##### **C. (Action) Approval of Minutes for April 10, 2025 Board of Directors Study Session**

P. Matz made a motion to W. Hall, Board President, to approve the minutes as presented from the Board of Directors Study Session on 04-10-25.

S. Fraire seconded the motion.

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

#### **V. Public Comment - Closed Session**

##### **A. Public Comment**

###### **Non-Agendaized Topic:**

Andrew Gibbs made a public comment alleging noncompliance with mandated reporting and equal protection laws related to a domestic violence restraining order involving Joseth Alexandre and requested immediate corrective action by the Board.

Superintendent Krista Woodgrift briefly responded that Mr. Gibbs has previously been informed as to how Sage Oak's actions have been in compliance with all applicable laws.

#### **VI. Adjourn to Closed Session**

##### **A. The Board Will Consider and May Act on Any of the Closed Session Matters**

M. Humphrey made a motion to W. Hall, Board President, to adjourn to Closed Session at 9:07 a.m.

S. Houle seconded the motion.

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

*Steve Fraire*

Signed by Steve Fraire on 6/15/2025

## **VII. Closed Session**

### **A. Closed Session Agenda**

#### **1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

(Gov. Code Section 54956.9(d)(4)) [One matter]

#### **2. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**

(Gov. Code Section 54956.9(d)(1))

a. Lares v. The Collaborative Charter Services Organization, et al.

#### **3. 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 9:58 a.m. W. Hall, Board President, reported that no action was taken in Closed Session.

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

### **A. Public Comment**

There was no request for public comment.

## **X. Correspondence/Proposals/Reports**

### **A. Principals' Year in Review**

Chelsey Anema, Director of Personalized Learning/Principal, Lana Beshara, Director of Virtual Learning/Principal, and Traci King, Director of Secondary Education/High School Principal, presented the 2024-2025 school year in review.

### **B. Student Highlight**

Chelsey Anema, Director of Personalized Learning/Principal, Kylie Duncan, Personalized Learning TK-8 Academy Assistant Principal, and Alison James, teacher, presented a student highlight featuring Julien Farewell.

### **C. Teacher Appreciation**

Chelsey Anema, Director of Personalized Learning/Principal, Lana Beshara, Director of Virtual Learning/Principal, and Traci King, Director of Secondary Education/High School Principal, presented the teacher appreciation highlights, recognizing Shirlee Fisher

*Steve Fraire*

Signed by Steve Fraire on 6/15/2025

(Personalized Learning Academy), Madison Ramer (Virtual Learning Academy) and Brandy Yurkosky (Educational Advisor & Regional Mentor).

#### **D. AI Update - Building Smarter AI (Part 2)**

Brad Bookser, Director of Information Technology, presented an AI update on customizing chatbots using Sage Oak data.

### **XI. Consent Agenda**

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

1. Check Register - March 2025
2. Check Register - April 2025
3. Report of Investment Activity - February 2025
4. Report of Investment Activity - March 2025
5. Ratification of CliftonLarsonAllen LLP Statement of Work - Tax Exempt Returns and Filings
6. Ratification of CloudHesive, LLC Change Order Form
7. Ratification of Otter.ai, Inc. Service Order
8. Ratification of WPEngine, Inc. Service Order Form (Renewal)
9. Ratification of Sage Intacct, Inc. Agreement (Renewal)
10. Ratification of Centerpoint Church Facility Use Request and Agreement Form
11. Ratification of Wendy Cleaning Services Agreements
12. Ratification of CloudHesive Statement of Work
13. Ratification of City of Redlands Use of Facilities Agreement
14. Ratification of 2025-2026 BoardOnTrack Membership Agreement (Renewal)
15. Ratification of Springhill Suites Corona Riverside Banquet Event Order
16. Magic School, Inc. Quote and Order Form (Renewal)
17. Cidi Labs Terms and Conditions, Enterprise SaaS License and Support Services
18. Rossmoor Community Services District User Permit
19. Association of Personalized Learning Schools & Services (APLus+) Contract Services Agreement (Renewal)
20. Standard Industrial Lease with 11 Alabama Partnership L.P.
21. Vehicle Purchasing Documents
22. City of Yucaipa Community Services Permit #R7251
23. Complete Trailers of CA, LLC Quote
24. Courtyard by Marriott Event Sales Agreement Contract

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

1. Ratification of AVID Center Products and Services Quote/Order (Renewal)
2. Ratification of Zearn Master Services Agreement (Renewal)

*Steve Fraire*

Signed by Steve Fraire on 6/15/2025

3. Ratification of Renaissance Learning, Inc. Quote #Q-126071 v2 and Terms of Service

**C. Consent - Human Resources**

1. Approval of Certificated Personnel Report
2. Approval of Classified Personnel Report
3. Approval of Job Descriptions
4. Approval of 2025-2026 Certificated Employee Work Year Calendars
5. Approval of 2025-2026 Classified Employee Work Year Calendars
6. Ratification of 2025-2028 Memorandums Of Understanding (MOU) - Center for Teacher Innovation (CTI) Induction Program
7. Approval of Change to Employer Contribution Rates for Employee Benefits Plans

**D. Consent - Operations & Accountability**

1. Ratification of Parsec Education, Inc. Service Order and Terms & Conditions (Renewal)

**E. (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. Houle made a motion to W. Hall, Board President, to approve the items listed under the Consent Agenda as presented.

M. Humphrey seconded the motion.

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

**XII. Human Resources**

**A. (Action) Approval of Assistant Superintendent of Human Resources Candidate**

P. Matz made a motion to W. Hall, Board President, to approve Dr. Tamar Kataroyan as Assistant Superintendent of Human Resources, including the salary schedule placement as presented.

S. Fraire seconded the motion.

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

**B. (Action) Approval of Employer Contribution Increase to Employee Flexible Spending Accounts (FSA)**

S. Houle made a motion to W. Hall, Board President, to approve the employer contribution increase to Employee Flexible Spending Accounts as presented.

*Steve Fraire*

Signed by Steve Fraire on 6/15/2025

S. Fraire seconded the motion.

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

**C. (Action) Approval of Declarations of Need (DON) for the 2025-2026 School Year**

M. Humphrey made a motion to W. Hall, Board President, to approve the Declarations of Need (DON) for the 2025-2026 school year as presented.

P. Matz seconded the motion.

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

**XIII. Calendar**

**A. Future Meetings**

The next scheduled meeting will be a Regular Board of Directors Meeting held on June 12, 2025.

**XIV. Comments**

**A. Board Comments**

Board members expressed gratitude for the dedication and hard work of staff, acknowledging the positive impact on Sage Oak's reputation and success. They praised the quality of new hires, celebrated the involvement of students and parents, and congratulated the teachers for their achievements.

**B. Superintendent Comments**

Superintendent Woodgrift thanked the principals for their leadership and vision, noting how they consistently go beyond expectations, and recognized Erin Bunch, Assistant Superintendent of Education Services, for her efforts in building collaboration with the principals. She also reminded everyone about the upcoming graduation on June 4, 2025.

**XV. 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 8, 2025.

P. Matz 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 10:58 AM.

Respectfully Submitted,  
W. Hall

*Steve Fraire*

Signed by Steve Fraire on 6/15/2025

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### Documents used during the meeting

- Sage Oak Highlights\_March & April 2025.pdf
- Principals' Year in Review\_5.8.2025.pdf
- Student Highlight\_Julien Farewell\_5.8.2025.pdf
- Teacher Appreciation\_5.8.2025.pdf
- AI Update\_Building Smarter AI\_Part 2\_5.8.2025.pdf
- BUS Consent - Business Services\_5.8.2025.pdf
- BUS Consent - Education Services\_5.8.2025.pdf
- BUS Consent - Human Resources\_5.8.2025.pdf
- BUS Consent - Operations & Accountability\_5.8.2025.pdf
- FSA Overview\_5.8.2025.pdf
- 2025-2026 Declaration of Need\_Sage Oak Charter School (#1885)\_5.8.2025.pdf
- 2025-2026 Declaration of Need\_Sage Oak Charter School - Keppel (#1886)\_5.8.2025.pdf
- 2025-2026 Declaration of Need\_Sage Oak Charter School - South (#2051)\_5.8.2025.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 6/15/2025