

APPROVED

SAGE OAK
CHARTER SCHOOLS



Sage Oak Charter Schools

Minutes

Regular Meeting of the Board of Directors

Date and Time

Thursday June 12, 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: 91736013228

Passcode: 679101

[\(US\) +1 301-715-8592](#)

Passcode: 679101

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 8/15/2025

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.

Directors Present

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

Directors Absent

None

Guests Present

B. Bookser, C. Coffey, E. Horta, K. Woodgrift, L. Snee, 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 Jun 12, 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 June 12, 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 June 12, 2025, Regular Meeting of the Board of Directors.

S. Houle seconded the motion.

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

Steve Fraire

Signed by Steve Fraire on 8/15/2025

IV. Approve Minutes

A. (Action) Approval of Minutes for May 8, 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 05-08-25.

M. Humphrey seconded the motion.

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

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. Fraire made a motion to W. Hall, Board President, to adjourn to Closed Session at 9:01 a.m.

S. Houle seconded the motion.

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

VII. Closed Session

A. Closed Session Agenda

1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

(Gov. Code Section 54956.9(d)(2).) *CDE No. S-0902-24/25*

2. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

(Gov. Code Section 54956.9(d)(2)) *[One matter]*

3. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

(Gov. Code Section 54956.9(d)(1).) *OAH Case No. 2025040083*

VIII. Reconvene Regular Meeting

A. Report Out Any Action Taken in Closed Session

The Regular Meeting of the Board of Directors reconvened at 9:18 a.m. W. Hall, Board President, reported that no action was taken in Closed Session.

IX. Public Comments/Recognition/Reports

Steve Fraire

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A. Public Comment

There was no request for public comment.

X. Correspondence/Proposals/Reports

A. 2024-2025 School Year in Review

Krista Woodgrift, Superintendent & CEO, presented the 2024-2025 school year highlights.

B. Sage Oak Charter Schools Leadership Honorees

Krista Woodgrift, Superintendent & CEO, recognized leadership honorees Brenda Ramirez, ASB & Student Success Support, and Candice Coffey, Assistant Superintendent of Human Resources, expressing gratitude for their contributions to Sage Oak Charter Schools and wishing them well.

C. CliftonLarsonAllen LLP (CLA) Governance Entrance Letter

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

XI. Consent Agenda

A. Consent - Business Services

1. Check Register - May 2025
2. Report of Investment Activity - April 2025
3. Ratification of Victorville Chevrolet Cadillac Sale Contracts
4. Ratification of School Pathways Quote Form with Sage Oak Charter Schools (Renewal)
5. Ratification of School Pathways Quote Form, SOW #19581
6. Ratification of School Pathways Quote Form, SOW #20274
7. Ratification of Total Technology Quote No. D22238
8. Ratification of City of Redlands Park Reservation QPR-2364
9. Ratification of Tech & Mortar, LLC Statement of Work (Renewal)
10. Ratification of Hyatt Place Riverside/Downtown Group Sales Agreement
11. Ratification of School Services of California, Inc. Contract (Renewal)
12. Ratification of KnowBe4 Quote #Q-1281734 (Renewal)
13. Ratification of Pepper & Olive Letter of Agreement
14. Ratification of BEC Industrial Estimate #SAGEOA-050925
15. Ratification of Fullerton Parks & Recreation Permit #16377
16. Ratification of Opichi LLC Agreement
17. Ratification of Newfront Property & Casualty Insurance Policy Renewals
18. Ratification of Tech to School Buyback Quote

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19. Ratification of Courtyard by Marriott Event Sales Agreement
20. Ratification of Raymond Intralogistics Solutions West Proposal

B. Consent - Education Services

1. Approval of Sage Oak Charter Schools Parent and Student Handbook
2. Approval of 2025-2026 Sage Oak Charter Schools Title 1 School-Parent/Guardian Compact
3. Approval of 2025-2026 Sacramento One-Day Field Trip, Grades 8-12
4. Approval of 2025-2026 Boston/Philadelphia Overnight Field Trip, Grades 9-12
5. Ratification of Instructure, Inc. Order Form, Canvas (Renewal)
6. Ratification of Instructure, Inc. Order Form, Mastery Connect (Renewal)
7. Ratification of Renaissance Learning, Inc., Quotes #Q-187725 & #Q-197048 (Renewal)

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 Sage Oak Charter Schools Employee Handbook Revisions
5. Approval of Sage Oak Charter Schools Comprehensive School Safety Plan (CSSP) Revisions
6. Approval of 2025-2026 11-Month Certificated Employee Work Year Calendars

D. Consent - Policy Development

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

1000 Series- Community Relations

- 1020-SO Field Trip Policy
- 1025-SO Uniform Complaint Policy
- 1035-SO Access to Public Records Policy

3000 Series- Business/Non-Instructional

- 3010-SO Fiscal Control Policy and Procedures
- 3015-SO Investment Policy
- 3150-SO Authorization to Hire Policy (*Rescinded*)

5000 Series- Student Services

- 5065-SO Enrollment Policy
- 5090-SO Harassment, Intimidation, Discrimination, and Bullying Policy
- 5120-SO Transitional Kindergarten/Kindergarten Enrollment Policy (*Rescinded*)

6000 Series- Instruction

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6005-SO Parent and Family Engagement Policy
6010-SO Independent Study Policy
6015-SO Comprehensive Sexual Health Education Policy
6025-SO Section 504 Policy
6030-SO Education for Foster and Mobile Youth Policy
6035-SO Mathematics Placement Policy
6040-SO Assessment Policy
6075-SO Special Education Certificate of Completion
6095-SO Repeated Courses Policy
6115-SO Attendance, Support, and Involuntary Disenrollment Policy
6120-SO Meeting Policy
6125-SO Report Card Policy
6150-SO Intervention Policy

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.

M. Humphrey 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** unanimously to approve the motion.

XII. Business Services

A. (Action) Approval of Proposition 28 Arts and Music in Schools Funding, 2024-2025 Annual Reports for Sage Oak Charter Schools

P. Matz made a motion to W. Hall, Board President, to approve the Proposition 28 Arts & Music in Schools Funding, 2024-2025 Annual Reports for Sage Oak Charter Schools as presented.

S. Fraire seconded the motion.

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

B. (Action) Approval of Expenditure Plan for the Arts, Music, & Instructional Materials Block Grant (AMIM)

M. Humphrey made a motion to W. Hall, Board President, to approve the expenditure plan for the Arts, Music, & Instructional Materials (AMIM) Block Grant as presented.

S. Houle seconded the motion.

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

C. (Action) Approval of Sage Intacct Multi-Year Proposal (Renewal)

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P. Matz made a motion to W. Hall, Board President, to approve the Sage Intacct multi-year proposal (renewal), as presented.

S. Fraire seconded the motion.

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

D. (Action) Approval of 2025–2026 Consolidated Application and Reporting System (CARS)

S. Houle made a motion to W. Hall, Board President, to approve the 2025-2026 Consolidated Application & Reporting System (CARS) data submission as presented.

M. Humphrey seconded the motion.

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

E. (Action) Approval of Settlement Agreement (Lares v. The Collaborative Charter Services Organization, et al.)

M. Humphrey made a motion to W. Hall, Board President, to approve the settlement agreement (Lares v. The Collaborative Charter Services Organization, et al.) as presented.

S. Fraire seconded the motion.

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

XIII. Human Resources

A. (Action) Approval of 2025-2026 Certificated Educator Salary Schedule Revisions

S. Houle made a motion to W. Hall, Board President, to approve the 2025-2026 Certificated Educator Salary Schedule revisions as presented.

P. Matz seconded the motion.

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

XIV. Operations and Accountability

A. (Action) Approval of 2025-2026 Sage Oak Charter Schools English Learner (EL) Master Plan, Presented by Lorinda Loughlin, Assessment Coordinator

S. Houle made a motion to W. Hall, Board President, to approve the 2025-2026 Sage Oak Charter Schools English Learner (EL) Master Plan as presented.

S. Fraire seconded the motion.

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

XV. Policy Development

A. (Action) Approval of New 3155-SO Scholarship Program Policy

S. Houle made a motion to W. Hall, Board President, to approve the new 3155-SO Scholarship Program Policy as presented.

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M. Humphrey seconded the motion.

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

XVI. Public Hearing

A. (Hearing) 2025-2026 Local Control and Accountability Plans (LCAP) and Local Performance Indicator Self-Reflection Reports, Presented by Jodi Cope, Director of Operations & Accountability

A Public Hearing was conducted regarding the 2025-2026 Local Control and Accountability Plans (LCAPs) for Sage Oak Charter Schools.

Jodi Cope, Director of Operations & Accountability, presented the 2025-2026 LCAPs, which included the Federal Addendums. She also presented the Local Performance Indicators.

There was no request for public comment.

Hearing Opened: 10:00 a.m.

Hearing Closed: 10:16 a.m.

B. (Hearing) 2025-2026 Proposed July Budget - Sage Oak Charter Schools

A Public Hearing was conducted regarding the 2025-2026 Proposed July Budget for Sage Oak Charter Schools.

Tim O'Brien, Assistant Superintendent of Business Services, presented the 2025-2026 Proposed July Budget.

There was no request for public comment.

Hearing Opened: 10:17 a.m.

Hearing Closed: 10:31 a.m.

XVII. Calendar

A. Future Meetings

The next scheduled meeting will be a Regular Board of Directors Meeting held on June 18, 2025.

XVIII. Comments

A. Board Comments

The Board commended the Sage Oak team for their leadership, collaboration, and dedication. They highlighted the school's continued focus on student achievement and its

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commitment to high-quality programs. Candice Coffey and Brenda Ramirez were honored for their years of service. The Board recognized Tim O'Brien and the administrative team for strong financial leadership and thoughtful innovation, including AI integration and a positive reputation with auditors. They expressed pride in Sage Oak's mission-driven work and look forward to continued success.

B. Superintendent Comments

Superintendent Woodgrift honored the Board for their service and consistency over the past 10 years, recognizing their collective 195 years of educational experience. She thanked them sincerely for their leadership, support, and the positive impact they have had on Sage Oak's development.

XIX. 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 June 12, 2025.

S. Houle 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 10:40 AM.

Respectfully Submitted,
W. Hall

Documents used during the meeting

- Sage Oak Highlights_May 2025.pdf
- Sage Oak Charter Schools Leadership Honorees_6.12.2025.pdf
- CliftonLarsonAllen LLP (CLA) Governance Entrance Letter_6.12.2025.pdf
- BUS Consent - Business Services_6.12.2025.pdf
- BUS Consent - Education Services_6.12.2025.pdf
- BUS Consent - Human Resources_6.12.2025.pdf
- BUS Consent - Policy Development_6.12.2025.pdf
- Proposition 28 Arts & Music in Schools Funding, 2024-2025 Annual Report_Sage Oak Charter School #1885_6.12.2025.pdf
- Proposition 28 Arts & Music in Schools Funding, 2024-2025 Annual Report_Sage Oak Charter School - Keppel #1886_6.12.2025.pdf
- Proposition 28 Arts & Music in Schools Funding, 2024-2025 Annual Report_Sage Oak Charter School - South #2051_6.12.2025.pdf

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- Expenditure Plan for the Arts, Music, & Instructional Materials Block Grant (AMIM)_6.12.2025.pdf
- Sage Intacct Multi-Year Proposal_6.12.2025.pdf
- CARS 2025-2026 Application & Certification_Sage Oak Charter School #1885_6.12.2025.pdf
- CARS 2025-2026 Application & Certifications_Sage Oak Charter School - Keppel #1886_6.12.2025.pdf
- CARS 2025-2026 Application & Certifications_Sage Oak Charter School - South #2051_6.12.2025.pdf
- 2025-2026 Sage Oak Charter Schools Certificated Educator Salary Schedule Revisions_6.12.2025.pdf
- 2025-2026 Sage Oak Charter Schools Certificated Educator Salary Schedule - Pending Approval_6.12.2025.pdf
- 2025-2026 Sage Oak Charter Schools EL Master Plan_Presentation_6.12.2025.pdf
- 2025-2026 Sage Oak Charter Schools EL Master Plan_Summary of Changes_6.12.2025.pdf
- 2025-2026 Sage Oak Charter Schools EL Master Plan_6.12.2025.pdf
- 2025-2026 Sage Oak Charter Schools EI Master Plan_Redline_6.12.2025.pdf
- 3155-SO Scholarship Program Policy_6.12.2025.pdf
- 2025-2026 Local Control and Accountability Plans (LCAP) and Local Indicators_Presentation_6.12.2025.pdf
- 2025-2026 LCAP Plan Summary - Sage Oak Charter School #1885_6.12.2025.pdf
- 2025-2026 LCAP Plan Summary - Sage Oak Charter School - Keppel #1886_6.12.2025.pdf
- 2025-2026 LCAP Plan Summary - Sage Oak Charter School - South #2051_6.12.2025.pdf
- 2025-2026 Local Performance Indicator Self-Reflection for Sage Oak Charter School #1885_6.12.2025.pdf
- 2025-2026 Local Performance Indicator Self-Reflection for Sage Oak Charter School - Keppel #1886_6.12.2025.pdf
- 2025-2026 Local Performance Indicator Self-Reflection for Sage Oak Charter School - South #2051_6.12.2025.pdf
- 2025-2026 Proposed July Budget Presentation_6.12.2025.pdf
- 2025-2026 Proposed July Budget - Sage Oak Charter Schools_6.12.2025.pdf
- Education Protection Account (EPA) - Sage Oak Charter School #1885_6.12.2025.pdf
- Education Protection Account (EPA) - Sage Oak Charter School - Keppel #1886_6.12.2025.pdf

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- Education Protection Account (EPA) - Sage Oak Charter School - South
#2051_6.12.2025.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 8/15/2025