



Sage Oak Charter Schools

Regular Meeting of the Board of Directors

Published on October 3, 2025 at 5:01 PM PDT

Date and Time

Thursday October 9, 2025 at 11:05 AM PDT

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: 94000623154
Passcode: 836800

[\(US\) +1 305-224-1968](#)

Passcode: 836800

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.

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.

Agenda

	Purpose	Presenter	Time
I. Opening Items			11:05 AM
A. Call the Meeting to Order		Board President	1 m
B. Record Attendance		Board President	1 m
Roll Call:			
William Hall, President			
Michael Humphrey, Vice President			
Steve Fraire, Clerk			
Susan Houle, Member			
Peter Matz, Member			
II. Pledge of Allegiance			11:07 AM
A. Led by Board President or designee		Board President	1 m
III. Approve Agenda			11:08 AM
A. (Action) Approval of Agenda for October 9, 2025 Regular Meeting of the Board of Directors	Vote	Board President	1 m
It is recommended the Board approve the agenda for the October 9, 2025, Regular Meeting of the Board of Directors as presented for Sage Oak Charter School (#1885),			

	Purpose	Presenter	Time
Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).			
Roll Call Vote:			
William Hall			
Michael Humphrey			
Steve Fraire			
Susan Houle			
Peter Matz			
Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____			

IV. Approve Minutes

11:09 AM

- | | | | | |
|-----------|---|-----------------|-----------------|-----|
| A. | (Action) Approval of Minutes for September 11, 2025 Regular Meeting of the Board of Directors | Approve Minutes | Board President | 1 m |
|-----------|---|-----------------|-----------------|-----|

It is recommended the Board approve the minutes from the September 11, 2025, Regular Meeting of the Board of Directors as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

V. Public Comments/Recognition/Reports

Please submit a Request to Speak to the Board of Directors using the chat feature on the right-hand side of the Zoom platform. Please state the agenda item number that you wish to address prior to the agenda item being called by the Board President. Not more than three (3) minutes are to be allotted to any one (1) speaker, and no more than twenty (20) minutes on the same subject. This portion of the agenda is for comments, recognitions, and reports to the Board and is not intended to be a question and answer period. If you have questions for the Board, please provide the Board President with a written statement, and an administrator will provide answers at a later date.

	Purpose	Presenter	Time
VI. Correspondence/Proposals/Reports			11:10 AM
A.	Sage Oak Highlights	Krista Woodgrift	8 m
B.	Principals' Plan for the 2025-26 School Year Erin Bunch, Assistant Superintendent of Education Services Chelsey Anema, Director of Personalized Learning/ Principal Lana Beshara, Director of Virtual Learning/Principal Traci King, Director of Secondary Education/Principal	Erin Bunch	11 m
C.	Student Highlight Lana Beshara, Director of Virtual Learning/Principal Student: Levi Ortiz, 6th Grade Teacher: Angela Kim	Erin Bunch	9 m
VII. Consent Agenda			11:38 AM
<p>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.</p> <p><i>The items below form our Consent Agenda. The last item in this section is a single vote to approve them en masse.</i></p>			
A.	Consent - Business Services		1 m
	1. Check Register - September 2025 2. Report of Investment Activity - August 2025 3. Ratification of CloudHesive Change Order Form 4. Ratification of Alarmco Security Systems, Inc. Standard Commercial Security Agreement 5. Ratification of Lee & Associates Commercial Real Estate Services, Inc. Exclusive Authorization to Sublease 6. Ratification of 2025-26 Hatch & Cesario Agreement for Legal Services (Renewal) 7. Ratification of Cvent, Inc. Quote Number: Q-1937229 8. Ratification of Quarles & Brady LLP Engagement Letter (Renewal) 9. Ratification of Skill Struck, Inc. Quote for Professional Development		

	Purpose	Presenter	Time
	10. Ratification of Skill Struck, Inc. Quote for Student Licenses (Renewal)		
B.	Consent - Education Services		1 m
	1. Ratification of Wildwood Women's Center Agreement 2. Ratification of Redlands Pottery Project Group Class Waiver Forms 3. Ratification of True Colors International Facilitator Certification Training and Team Debrief/Online Assessment Review Proposals 4. Ratification of Segerstrom Center for the Arts Group Sales Order Agreement 5. Ratification of Foundation for California Community Colleges on behalf of the California College Guidance Initiative Partnership Agreement 6. Ratification of City of Lakewood Application and Agreement for Use of Recreational Facilities (Living History Social) 7. Ratification of Fullerton Free Church Facilities Use Agreement (Science Fair) 8. Ratification of Fullerton Free Church Facilities Use Agreement (PLC) 9. Ratification of Ayres Hotel Seal Beach Meeting Request Form (PLC)		
C.	Consent - Human Resources		1 m
	1. Approval of Certificated Personnel Report 2. Approval of Classified Personnel Report 3. Approval of Job Descriptions 4. Ratification of Vector Solutions Quote ID #Q-461958 (Renewal)		
D.	Consent - Operations & Accountability		1 m
	1. Approval of 2026-2027 Sage Oak Charter Schools Academic Calendar 2. Ratification of Fairfield Inn & Suites Riverside Corona/Norco Event Space Rental Agreement		
E.	(Action) Approval of Consent Agenda	Vote Board President	1 m
	It is recommended the Board approve the Consent Agenda as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051). Roll Call Vote: William Hall Michael Humphrey		

	Purpose	Presenter	Time
Steve Fraire			
Susan Houle			
Peter Matz			
Moved by _____	Seconded by _____	Ayes _____ Nays _____ Absent _____	

VIII. Board Governance

11:43 AM

- | | | | | |
|-----------|---|------|------------------|-----|
| A. | (Action) Approval of Sage Oak Charter Schools Board of Director Reappointment and Term of Office- S. Fraire | Vote | Krista Woodgrift | 1 m |
|-----------|---|------|------------------|-----|

It is recommended the Board approve the reappointment of Steve Fraire and his relative term for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

- | | | | | |
|-----------|--|------|------------------|-----|
| B. | (Action) Approval of Sage Oak Charter Schools Board of Director Reappointment and Term of Office- S. Houle | Vote | Krista Woodgrift | 1 m |
|-----------|--|------|------------------|-----|

It is recommended the Board approve the reappointment of Susan Houle and her relative term for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

- | | | | | |
|-----------|---------------------------|--|------------------|-----|
| C. | Administer Oath of Office | | Krista Woodgrift | 2 m |
|-----------|---------------------------|--|------------------|-----|

The Sage Oak Charter Schools Board of Directors Manual states the following:

It is a tradition of the Board that, prior to entering office, all Board members take an oath or affirmation. The Oath of Office may be administered and certified by the Superintendent/CEO and/or the Board President.

IX. Business Services

11:47 AM

- | | | | | |
|-----------|---|------|-------------|-----|
| A. | (Action) Approval of California IT in Education Service Agreement | Vote | Tim O'Brien | 1 m |
|-----------|---|------|-------------|-----|

It is recommended the Board approve the California IT in Education Service Agreement (CITE) for a three-year term (2025-2028) to provide management of Student Data Privacy Agreements (DPAs) contracts for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Fiscal Impact: \$12,800 (three-year)

Sage Oak Charter School (#1885) \$10,063

Sage Oak Charter School - Keppel (#1886) \$1,178

Sage Oak Charter School - South (#2051) \$1,559

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent ____

- | | | | | |
|-----------|---|------|-------------|-----|
| B. | (Action) Approval of Sage Oak Scholarship Awards Allocation | Vote | Tim O'Brien | 5 m |
|-----------|---|------|-------------|-----|

It is recommended the Board approve the Sage Oak Scholarship awards allocation with a total amount of \$10,000 for the Class of 2026 as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Roll Call Vote:

William Hall

Michael Humphrey

	Purpose	Presenter	Time
Steve Fraire			
Susan Houle			
Peter Matz			
Moved by _____	Seconded by _____	Ayes _____ Nays _____ Absent _____	

X. Education Services

11:53 AM

- | | | | | |
|----|---|------|------------|-----|
| A. | (Action) Approval of Riverside Convention Center Contract | Vote | Erin Bunch | 1 m |
|----|---|------|------------|-----|

It is recommended the Board approve the Riverside Convention Center Contract as presented to host the 2026 August Summit for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Fiscal Impact: \$38,900 (estimated)

Sage Oak Charter School (#1885)	\$30,583
Sage Oak Charter School - Keppel (#1886)	\$3,579
Sage Oak Charter School - South (#2051)	\$4,738

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

- | | | | | |
|----|--|------|------------|-----|
| B. | (Action) Approval of Marriott Riverside at the Convention Center Group Sales Agreement | Vote | Erin Bunch | 1 m |
|----|--|------|------------|-----|

It is recommended the Board approve the Marriott Riverside at the Convention Center Group Sales Agreement as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Fiscal Impact: \$50,691 (estimated)

Sage Oak Charter School (#1885)	\$39,853
Sage Oak Charter School - Keppel (#1886)	\$4,664
Sage Oak Charter School - South (#2051)	\$6,174

Roll Call Vote:

	Purpose	Presenter	Time
William Hall Michael Humphrey Steve Fraire Susan Houle Peter Matz Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____			
C. (Action) Approval of Hyatt Place Riverside/Downtown Group Sales Agreement	Vote	Erin Bunch	1 m
It is recommended the Board approve the Hyatt Place Riverside/Downtown Group Sales Agreement as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).			
Fiscal Impact: \$18,667 (estimated)			
Sage Oak Charter School (#1885)	\$14,676		
Sage Oak Charter School - Keppel (#1886)	\$1,717		
Sage Oak Charter School - South (#2051)	\$2,274		
Roll Call Vote:			
William Hall Michael Humphrey Steve Fraire Susan Houle Peter Matz Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____			
XI. Oral Presentations			11:56 AM
A. AI Update		Brad Bookser	7 m
XII. Calendar			
The next scheduled meeting will be a Study Session held on November 13, 2025.			
XIII. Comments			12:03 PM
A. Board Comments			3 m
B. Superintendent Comments			3 m

Purpose	Presenter	Time
---------	-----------	------

XIV. Closing Items

12:09 PM

A.	Adjourn Meeting	Vote	Board President	1 m
	Roll Call Vote:			
	William Hall			
	Michael Humphrey			
	Steve Fraire			
	Susan Houle			
	Peter Matz			
	Moved by _____	Seconded by _____	Ayes _____	Nays _____
			Absent _____	

FOR MORE INFORMATION

For more information concerning this agenda, contact
Sage Oak Charter Schools.