



Sage Oak Charter Schools

Regular Meeting of the Board of Directors

Published on December 5, 2025 at 4:13 PM PST

Date and Time

Thursday December 11, 2025 at 11:30 AM PST

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

Link to [Join Zoom Meeting](#)

ID: 94091380967

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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.

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			11:30 AM
A. Call the Meeting to Order		Steve Fraire	1 m
B. Record Attendance		Steve Fraire	1 m
Roll Call:			
William Hall, President			
Michael Humphrey, Vice President			
Steve Fraire, Clerk			
Susan Houle, Member			
Peter Matz, Member			
II. Pledge of Allegiance			11:32 AM
A. Led by Board President or designee		Steve Fraire	1 m
III. Approve Agenda			11:33 AM
A. (Action) Approval of Agenda for December 11, 2025 Regular Meeting of the Board of Directors	Vote	Steve Fraire	1 m
It is recommended the Board approve the agenda for the December 11, 2025, Regular Meeting of the Board of Directors as presented for Sage Oak Charter School			

	Purpose	Presenter	Time
(#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 ____

IV. Approve Minutes

11:34 AM

- | | | | | |
|-----------|--|-----------------|--------------|-----|
| A. | (Action) Approval of Minutes for October 9, 2025 Regular Meeting of the Board of Directors | Approve Minutes | Steve Fraire | 1 m |
|-----------|--|-----------------|--------------|-----|

It is recommended the Board approve the minutes from the October 9, 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 _____

- | | | | | |
|-----------|---|-----------------|--------------|-----|
| B. | (Action) Approval of Minutes for November 13, 2025 Board of Directors Study Session | Approve Minutes | Steve Fraire | 1 m |
|-----------|---|-----------------|--------------|-----|

It is recommended the Board approve the minutes from the November 13, 2025, Board of Directors Study Session 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

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

V. Public Comment - Closed Session

The public has a right to comment on any items of the Closed Session agenda. Members of the public will be permitted to comment on any other item within the Board's jurisdiction under section Public Comments/Recognition/Reports.

VI. Adjourn to Closed Session

11:36 AM

- | | | | | |
|-----------|--|------|--------------|-----|
| A. | The Board Will Consider and May Act on Any of the Closed Session Matters | Vote | Steve Fraire | 1 m |
|-----------|--|------|--------------|-----|

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

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

- | | | | |
|-----------|-----------------------|--------------|------|
| B. | Closed Session Agenda | Steve Fraire | 20 m |
|-----------|-----------------------|--------------|------|

1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

(Gov. Code Section 54956.9(d)(2))

One potential matter

2. CONFERENCE WITH LABOR NEGOTIATORS

(Gov. Code section 54957.6)

Agency Representative: Atkinson, Andelson, Loya, Ruud & Romo

Board President William Hall

Unrepresented employee: Superintendent

VII. Reconvene Regular Meeting

11:57 AM

- | | | | |
|-----------|---|--------------|-----|
| A. | Report Out Any Action Taken in Closed Session | Steve Fraire | 1 m |
|-----------|---|--------------|-----|

VIII. 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.

IX. Correspondence/Proposals/Reports 11:58 AM

- | | | | |
|-----------|--|------------------|------|
| A. | Sage Oak Highlights | Krista Woodgrift | 12 m |
| B. | Student Achievement Presentation: CAASPP, iReady, Teacher Assignment & Monitoring Outcomes and the California Dashboard
Poppy Perfect, Assistant Director of Accountability | Lisa Thompson | 12 m |

X. Consent Agenda 12:22 PM

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.

The items below form our Consent Agenda. The last item in this section is a single vote to approve them en masse.

- | | | | |
|-----------|--|--|-----|
| A. | Consent - Business Services | | 1 m |
| | 1. Check Register - October 2025 | | |
| | 2. Check Register - November 2025 | | |
| | 3. Report of Investment Activity - September 2025 | | |
| | 4. Report of Investment Activity - October 2025 | | |
| | 5. Ratification of CloudHesive Change Order Form | | |
| | 6. Ratification of Young, Minney & Corr, LLP Agreement for the Provision of Legal Services (Renewal) | | |
| | 7. Ratification of JAMF Software, LLC Quote: Q-765683 | | |

	Purpose	Presenter	Time
	<ul style="list-style-type: none"> 8. Ratification of Wendy Cleaning Services Agreement 9. Ratification of BrainFreeze LLC Order Form 10. Ratification of Sage Staffing System Proposal 11. Ratification of Brisk Teaching Quote 		
B.	Consent - Education Services		1 m
	<ul style="list-style-type: none"> 1. Ratification of TPR Education, LLC d/b/a The Princeton Review Service Order 2. Ratification of Live Nation Worldwide, Inc. Special Event Agreement 3. Ratification of Cordance Operations LLC, Hapara Quote (Renewal) 4. Ratification of Four Points Rancho Cucamonga Banquet Event Order 5. Ratification of City of Redlands Park Reservation Request 6. Ratification of City of Redlands Park Reservation Request 7. Ratification of City of Victorville Park Reservation Request 8. Ratification of Alliance for African Assistance Language Services Agreement 9. Ratification of City of Ontario Field Use Application 10. Ratification of Memorandum of Understanding with iLead Hybrid Exploration 11. Ratification of Marriott Riverside at the Convention Center Group Sales Agreement 12. Ratification of Courtyard by Marriott, Temecula-Murrieta Event Sales Agreement 13. Ratification of City of Murrieta Permits 14. Ratification of Springhill Suites Corona Riverside Banquet Event Order 15. Ratification of Partners in Special Education Support Services Agreement 16. Ratification of SimpleK12 Quote 17. Approval of CASL State Conference Overnight Field Trip Request Form (Grades 9-12) 		
C.	Consent - Human Resources		1 m
	<ul style="list-style-type: none"> 1. Approval of Certificated Personnel Report 2. Approval of Classified Personnel Report 3. Approval of Job Descriptions 		
D.	Consent - Operations & Accountability		1 m
	<ul style="list-style-type: none"> 1. Acknowledgement for Reporting the 2023-24 Sage Oak Charter Schools Teaching Assignment Monitoring Outcomes (TAMO) Data (<i>Informational ONLY</i>) 2. Approval of Sage Oak Charter Schools Crisis Communications Plan Revisions 3. Ratification of Parsec Education Service Order 		

	Purpose	Presenter	Time
	4. Ratification of ScubaCat Educational Data, LLC Contract 5. Ratification of Scout Edu, Inc. Quote 6. Ratification of Fagen Friedman & Fulfroost LLP Contract		
E.	Consent - Policy Development		1 m
	1. Approval of Changes to Existing Board Policies Revised/Reviewed/Rescinded		
	5000 Series - Student Services 5020-SO Suicide Prevention 5025-SO Title IX, Sex-Based Discrimination and Sex-Based Harassment Policy 5035-SO Student Freedom of Speech and Expression Policy 5055-SO Self-Administration Medicine 5075-SO Transcripts from Non-Accredited Schools Policy 5090-SO Harassment, Intimidation, Discrimination, and Bullying Policy 5095-SO Retention Policy		
	Governance Documents 9323-SO Public Participation at Board Meetings		
F.	(Action) Approval of Consent Agenda	Vote Steve Fraire	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 Steve Fraire Susan Houle Peter Matz Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____		
XI.	Human Resources		12:28 PM
A.	(Action) Approval of Revised 2025-26 Salary Schedules	Vote Tamar Kataroyan	6 m

	Purpose	Presenter	Time						
<p>It is recommended the Board approve the revised 2025-26 salary schedules as presented, effective December 1, 2025, for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).</p> <p>Fiscal Impact: \$817,991</p> <table><tr><td>Sage Oak Charter School (#1885)</td><td>\$632,020</td></tr><tr><td>Sage Oak Charter School - Keppel (#1886)</td><td>\$79,205</td></tr><tr><td>Sage Oak Charter School - South (#2051)</td><td>\$106,766</td></tr></table> <p>Roll Call Vote: William Hall Michael Humphrey Steve Fraire Susan Houle Peter Matz Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____</p>				Sage Oak Charter School (#1885)	\$632,020	Sage Oak Charter School - Keppel (#1886)	\$79,205	Sage Oak Charter School - South (#2051)	\$106,766
Sage Oak Charter School (#1885)	\$632,020								
Sage Oak Charter School - Keppel (#1886)	\$79,205								
Sage Oak Charter School - South (#2051)	\$106,766								
B.	(Action) Approval of a Retroactive, One-time 4.3% Off-Salary-Schedule Payment Issued to all Actively Employed Staff on June 26, 2023	Vote Tamar Kataroyan	1 m						
<p>It is recommended the Board retroactively approve a one-time 4.3 percent off-salary-schedule payment issued to all actively employed staff on June 26, 2023, for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), Sage Oak Charter School - South (#2051).</p> <p>Fiscal Impact: n/a</p> <p>Roll Call Vote: William Hall Michael Humphrey Steve Fraire Susan Houle Peter Matz Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____</p>									
C.	(Action) Approval of NEOGOV Order Form	Vote Tamar Kataroyan	1 m						
<p>It is recommended the Board approve the NEOGOV multi-year subscription order form as presented for advertising open positions on their job board (SchoolJobs.com) for</p>									

	Purpose	Presenter	Time
	Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051)		

Fiscal Impact: \$2,100

Sage Oak Charter School (#1885)	\$1,651
Sage Oak Charter School - Keppel (#1886)	\$193
Sage Oak Charter School - South (#2051)	\$256

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

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

XII. Business Services

12:36 PM

- | | | | | |
|-----------|--|------|-------------|------|
| A. | (Action) Approval of 2025-26 Sage Oak Charter Schools First Interim Budget (FIB) Report, Presented by Habib Tahmas, Senior Director of Fiscal Services | Vote | Tim O'Brien | 14 m |
|-----------|--|------|-------------|------|

It is recommended the Board approve the 2025-26 First Interim Budget (FIB) Report 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 _____

- | | | | | |
|-----------|---|------|-------------|------|
| B. | (Action) Approval of Annual Independent Auditors' Report for Sage Oak Charter Schools, Year Ended June 30, 2025 (Draft)- Prepared and Presented by CliftonLarsonAllen (CLA) | Vote | Tim O'Brien | 10 m |
|-----------|---|------|-------------|------|

	Purpose	Presenter	Time
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It is recommended the Board approve the Annual Independent Auditors' Report - Year Ended June 30, 2025 (Draft) as presented, for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Fiscal Impact: n/a

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

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

XIII. Policy Development				1:00 PM

- | | | | | |
|-----------|--|------|---------------|-----|
| A. | (Action) Approval of New 1015-SO Social Media Policy | Vote | Lisa Thompson | 2 m |
|-----------|--|------|---------------|-----|

It is recommended the Board approve the new 1015-SO Social Media Policy 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 _____

XIV. Organizational Structure - Annual Meeting of the Board				1:02 PM

- | | | | | |
|-----------|---|------|--------------|-----|
| A. | (Action) Election of the Sage Oak Charter Schools Board President | Vote | Steve Fraire | 1 m |
|-----------|---|------|--------------|-----|

In accordance with the Third Amended Bylaws of Sage Oak Charter Schools, *Article VII, Section 7.02, Election of Board Officers*, it is recommended the Board of Directors conduct the election for the following Board officer position:

	Purpose	Presenter	Time
Board President: _____			
Roll Call Vote:			
William Hall			
Michael Humphrey			
Steve Fraire			
Susan Houle			
Peter Matz			
Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____			
B.	(Action) Election of the Sage Oak Charter Schools Board Vice President	Vote Steve Fraire	1 m
In accordance with the Third Amended Bylaws of Sage Oak Charter Schools, <i>Article VII, Section 7.02, Election of Board Officers</i> , it is recommended the Board of Directors conduct the election for the following Board officer position:			
Board Vice President: _____			
Roll Call Vote:			
William Hall			
Michael Humphrey			
Steve Fraire			
Susan Houle			
Peter Matz			
Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____			
C.	(Action) Election of the Sage Oak Charter Schools Board Clerk	Vote Steve Fraire	1 m
In accordance with the Third Amended Bylaws of Sage Oak Charter Schools, <i>Article VII, Section 7.02, Election of Board Officers</i> , it is recommended the Board of Directors conduct the election for the following Board officer position:			
Board Clerk: _____			
Roll Call Vote:			
William Hall			
Michael Humphrey			
Steve Fraire			

	Purpose	Presenter	Time
Susan Houle Peter Matz Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____			
D. (Action) Full Board Action In Lieu of Audit Committee, Fiscal Year 2025-26	Vote	Tim O'Brien	2 m

An annual independent financial audit of the books and records of Sage Oak Charter Schools will be conducted as required by Education Code Sections 47605(c)(5)(l) and 47605(m).

It is recommended the Sage Oak Charter Schools Board of Directors oversee the selection of an independent auditor and the completion of an annual audit of the school's financial affairs, for the fiscal year 2025-26, as a full Board, 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 _____

XV. Calendar

The next scheduled meeting will be a Regular Board of Directors Meeting held on January 8, 2026.

XVI. Comments

1:07 PM

A. Board Comments

2 m

B. Superintendent Comments

2 m

XVII. Closing Items

1:11 PM

A. Adjourn Meeting

Vote

Steve Fraire

1 m

Roll Call Vote:

William Hall

	Purpose	Presenter	Time
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.