



Sage Oak Charter Schools

Regular Meeting of the Board of Directors

Published on March 6, 2026 at 1:14 PM PST
Amended on March 9, 2026 at 10:14 AM PDT

Date and Time

Thursday March 12, 2026 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

Link to [Join Zoom Meeting](#)

ID: 93738280169

Passcode: 687911

Dial In:[\(US\) +1 386-347-5053](#)

Passcode: 687911

Teleconference Location

25 Kingston Court E., Coronado, CA 92118

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

	Purpose	Presenter	Time
A. (Action) Approval of Agenda for March 12, 2026 Regular Meeting of the Board of Directors	Vote	Board President	1 m

It is recommended the Board approve the agenda for the March 12, 2026, 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 _____

IV. Approve Minutes

11:09 AM

A. (Action) Approval of Minutes for February 12, 2026 Regular Meeting of the Board of Directors	Approve Minutes	Board President	1 m
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It is recommended the Board approve the minutes from the February 12, 2026, 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

Purpose

Presenter

Time

(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.

VI. Consent Agenda

11:10 AM

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 - February 2026
2. Report of Investment Activity - January 2026
3. Ratification of SchoolsFirst Plan Administration, Fidelity Investment Recordkeeping & Administrative Services Agreement
4. Ratification of Opichi LLC Student Lifecycle Management System Proposal
5. Ratification of Opichi LLC IT Help Desk Proposal
6. Ratification of Opichi LLC Sprint Development Proposal
7. Ratification of Pro Audio Video Job Contract

B. Consent - Education Services

1 m

1. Ratification of Ayres Hotel Seal Beach Contract
2. Ratification of Rancho Simi Recreation & Park District Facility Use Permit #36427
3. Ratification of Rancho Simi Recreation & Park District Facility Use Permit #36429
4. Ratification of Los Alamitos Recreation & Community Services Reservation Worksheet
5. Ratification of Riverside Convention Center Contract Addendum #2
6. Ratification of Four Points Rancho Cucamonga Banquet Event Orders
7. Ratification of TPR Education, LLC d/b/a The Princeton Review Service Order (Tutor.com)

	Purpose	Presenter	Time	
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 4. Approval of Revised 2025-26 Sage Oak Charter Schools Employee Handbook 			
D.	Consent - Policy Development		1 m	
	<ul style="list-style-type: none"> 1. Approval to Rescind Policies <ul style="list-style-type: none"> ◦ 4000 Series - Human Resources <ul style="list-style-type: none"> ▪ 4010-SO At-Will Policy (<i>Covered in Employee Handbook</i>) ▪ 4130-SO Remote Work Policy (<i>Covered in Employee Handbook</i>) ▪ 4160-SO Children of Teachers Policy (<i>Covered in Employee Handbook</i>) 			
E.	(Action) Approval of Consent Agenda	Vote	Board President	1 m
	<p>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).</p> <p>Roll Call Vote:</p> <p>William Hall Michael Humphrey Steve Fraire Susan Houle Peter Matz</p> <p>Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____</p>			

VII. Board Governance **11:15 AM**

A.	(Action) Approval of the Fourth Amended Bylaws of Sage Oak Charter Schools	Vote	Krista Woodgrift	2 m
	<p>It is recommended the Board approve the Fourth Amended Bylaws as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).</p> <p>Roll Call Vote:</p>			

	Purpose	Presenter	Time
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 Directors Manual Revisions Vote Krista Woodgrift 2 m

It is recommended the Board approve the revisions to the Board of Directors Manual 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 _____

- C.** (Action) Approval of Resolution No. 2026-001, Increasing Sage Oak Charter Schools Board of Directors' Stipend, Effective January 1, 2026 Vote Krista Woodgrift 5 m

It is recommended the Board approve Resolution No. 2026-001, increasing the monthly stipend for each voting member of the Board of Directors from \$650 to \$750, a \$100 increase, effective January 1, 2026.

Fiscal Impact: \$6,000

Sage Oak Charter School (#1885)	\$4,717
Sage Oak Charter School - Keppel (#1886)	\$552
Sage Oak Charter School - South (#2051)	\$731

Roll Call Vote:

William Hall
Michael Humphrey
Steve Fraire
Susan Houle
Peter Matz

	Purpose	Presenter	Time
Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____			

VIII. Business Services

11:24 AM

- | | | | |
|--|------|-------------|------|
| <p>A. (Action) Approval of 2025-26 Sage Oak Charter Schools Second Interim Budget (SIB) Report, Presented by Habib Tahmas, Senior Director of Fiscal Services</p> | Vote | Tim O'Brien | 13 m |
|--|------|-------------|------|

It is recommended the Board approve the Second Interim Budget (SIB) Report for the 2025-26 fiscal year, 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 _____

- | | | | |
|--|------|-------------|------|
| <p>B. (Action) Approval of 2026-27 Sage Oak Charter Schools Strategic Budget, Staffing Plan, and Salary Schedules</p> | Vote | Tim O'Brien | 15 m |
|--|------|-------------|------|

It is recommended the Board approve the 2026-27 Strategic Budget, Staffing Plan, and Salary Schedules 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 _____

- | | | | |
|---|------|-------------|-----|
| <p>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, 2025, as prepared by CliftonLarsonAllen (CLA)</p> | Vote | Tim O'Brien | 1 m |
|---|------|-------------|-----|

Purpose Presenter Time

It is recommended the Board approve the Federal Tax Form 990 Return (draft) and California Tax Form 199 Return (draft)- year ended June 30, 2025, as prepared by CliftonLarsonAllen (CLA), 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 _____

- D.** (Action) Approval of Audit Engagement Services, Tax Entity Filing, & Accounting Standard Assessment for the Fiscal Year 2025-26 between CliftonLarsonAllen LLP and Sage Oak Charter Schools Vote Tim O'Brien 1 m

It is recommended the Board approve the Audit Engagement Services, Tax Entity Filing, & Accounting Standard Assessment for the fiscal year 2025-26 between CliftonLarsonAllen LLP and Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Fiscal Impact: \$66,450

Sage Oak Charter School (#1885)	\$52,243
Sage Oak Charter School - Keppel (#1886)	\$6,113
Sage Oak Charter School - South (#2051)	\$8,094

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

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

IX. Correspondence/Proposals/Reports 11:54 AM

- A.** Sage Oak Highlights Krista Woodgrift 9 m

	Purpose	Presenter	Time
B.	Student Highlight Traci King, Director of Secondary Education/Principal Student: Justin Park, 12th grade Student: Logan Hodge, 12th grade	Erin Bunch	9 m
X.	Calendar		
	The next scheduled meeting will be a Board of Directors Study Session held on April 9, 2026.		
XI.	Comments		12:12 PM
	A.	Board Comments	3 m
	B.	Superintendent Comments	3 m
XII.	Closing Items		12:18 PM
	A.	Adjourn Meeting	1 m
		Vote	Board President
		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.