# Sage Oak Charter Schools

## Regular Meeting of the Board of Directors

Published on September 4, 2026 at 12:59 PM PDT

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**Date and Time**

Thursday September 10, 2026 at 9:50 AM PDT

**Location**

**Sage Oak Charter Schools**
1455 Ford Street, Suite #104
Redlands, CA 92346

**Regus- Gateway Chula Vista**
333 H Street, Suite 5000
Chula Vista, CA 91910

**Link to Join Zoom Meeting**
ID: 92680636901
Passcode: 975768

**Dial In: (US) +1 305-224-1968**
Passcode: 975768

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**MISSION STATEMENT**
Educating students through a personalized and collaborative learning approach, empowering them to lead purposeful and productive lives.

**REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY**

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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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## Agenda

| | | Purpose | Presenter | Time |
|---|---|---|---|---|
| **I.** | **Opening Items** | | | **9:50 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

| | | Purpose | Presenter | Time |
|---|---|---|---|---|
| **II.** | **Pledge of Allegiance** | | | **9:52 AM** |
| **A.** | Led by Board President or designee | | Board President | 1 m |
| **III.** | **Approve Agenda** | | | **9:53 AM** |
| **A.** | (Action) Approval of Agenda for September 10, 2026 Regular Meeting of the Board of Directors | Vote | Board President | 1 m |

It is recommended the Board approve the agenda for the September 10, 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 _____

| | Purpose | Presenter | Time |
|---|---|---|---|
| **IV. Approve Minutes** | | | **9:54 AM** |
| **A.** (Action) Approval of Minutes for August 13, 2026 Regular Meeting of the Board of Directors | Approve Minutes | Board President | 1 m |

It is recommended the Board approve the minutes from the August 13, 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 _____

| | Purpose | Presenter | Time |
|---|---|---|---|
| **B.** (Action) Approval of Minutes for August 20, 2026, Special Meeting of the Board of Directors | Approve Minutes | Board President | 1 m |

It is recommended the Board approve the minutes from the August 20, 2026, Special 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 Comment - Closed Session

Members of the public who wish to make a Public Comment at a board meeting, whether attending in person or remotely, must submit a **Request to Speak using this Google**

**Form** to address the Board of Directors. If you are having difficulty filling out the Google form, please email ehorta@sageoak.education for support.

Requests to speak must be submitted before the public comment period begins in open session. Each speaker is allotted up to three (3) minutes. Public comments on the same subject are limited to a total of twenty (20) minutes. Board members do not respond to public comments during the meeting. However, the Board may refer a matter to staff for review and request that it be brought back to the Board at a future meeting.

## VI. Adjourn to Closed Session — 9:56 AM

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

## VII. Closed Session — 9:57 AM

**A.** Closed Session Agenda — 12 m

**1. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**
(Gov. Code section 54957)

## VIII. Reconvene Regular Meeting — 10:09 AM

**A.** Report Out Any Action Taken in Closed Session — Board President — 1 m

## IX. Public Comment - Open Session

Members of the public who wish to make a Public Comment at a board meeting, whether attending in person or remotely, must submit a **Request to Speak using this Google Form** to address the Board of Directors. If you are having difficulty filling out the Google form, please email ehorta@sageoak.education for support.

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

Requests to speak must be submitted before the public comment period begins in open session. Each speaker is allotted up to three (3) minutes. Public comments on the same subject are limited to a total of twenty (20) minutes. Board members do not respond to public comments during the meeting. However, the Board may refer a matter to staff for review and request that it be brought back to the Board at a future meeting.

| | | Purpose | Presenter | Time |
|---|---|---|---|---|
| **X.** | **Correspondence/Proposals/Reports** | | | **10:10 AM** |
| **A.** | Sage Oak Highlights<br>July & August 2026 | | Krista Woodgrift | 10 m |
| **B.** | Fiscal Update | | Habib Tahmas | 5 m |
| **C.** | CliftonLarsonAllen LLP Correspondence | | Habib Tahmas | 2 m |
| **D.** | Artificial Intelligence (AI) Policy Update | | Todd Ryckman | 7 m |
| **XI.** | **Consent Agenda** | | | **10:34 AM** |

Items listed under the Consent Agenda are considered routine and will be approved 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 Items - Business Services — 1 m

1. Check Register - August 2026
2. Report of Investment Activity - July 2026

**B.** Consent Items - Education Services — 1 m

1. Ratification of 2026-27 Nonpublic, Nonsectarian School/Agency Services, Master Contract and Individual Service Agreement
2. Ratification of 2026-27 Special Education Contracted Vendors List

**C.** Consent Items - Human Resources — 1 m

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

1. Approval of Certificated Personnel Report
2. Approval of Classified Personnel Report
3. Approval of Job Descriptions

**D.** (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
Steve Fraire
Susan Houle
Peter Matz
Moved by ______ Seconded by ______ Ayes _____ Nays _____ Absent _____

## XII. Board Governance — 10:38 AM

**A.** (Action) Approval of Annual Board of Directors' Self-Evaluation | Vote | Krista Woodgrift | 1 m

It is recommended the Board approve the Annual Board of Directors Self-Evaluation 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 Sage Oak Charter Schools Strategic Plan 2026-27 | Vote | Krista Woodgrift | 1 m

It is recommended the Board approve the Sage Oak Charter Schools Strategic Plan for the 2026-27 school year, 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 _____

| | | Purpose | Presenter | Time |
|---|---|---|---|---|
| **C.** | (Action) Approval of Sage Oak Charter Schools Board Director Reappointment and Term of Office- W. Hall | Vote | Krista Woodgrift | 1 m |

It is recommended the Board approve the reappointment of William Hall 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 _____

| | | Purpose | Presenter | Time |
|---|---|---|---|---|
| **D.** | (Action) Approval of Sage Oak Charter Schools Board Director Reappointment and Term of Office- M. Humphrey | Vote | Board President | 1 m |

It is recommended the Board approve the reappointment of Michael Humphrey 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

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

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

| | | | | |
|---|---|---|---|---|
| **E.** | (Action) Approval of Sage Oak Charter Schools Board Director Reappointment and Term of Office- P. Matz | Vote | Board President | 1 m |

It is recommended the Board approve the reappointment of Peter Matz 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 _____

| | | | | |
|---|---|---|---|---|
| **F.** | Administer Oath of Office | | Krista Woodgrift | 1 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.*

## XIII. Business Services **10:44 AM**

| | | | | |
|---|---|---|---|---|
| **A.** | (Action) Approval of Sage Oak Charter Schools Unaudited Actuals Financial Report 2025-26 | Vote | Habib Tahmas | 7 m |

It is recommended the Board approve the Unaudited Actuals Financial Report dated July 1, 2025, to June 30, 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
Steve Fraire
Susan Houle
Peter Matz

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

Moved by ______ Seconded by ______ Ayes _____ Nays _____ Absent __

## XIV. Policy Development — 10:51 AM

| | Purpose | Presenter | Time |
|---|---|---|---|
| **A.** (Action) Approval of New 3160-SO Artificial Intelligence Policy | Vote | Todd Ryckman | 1 m |

It is recommended the Board approve the new 3160-SO Artificial Intelligence 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 _____

| | Purpose | Presenter | Time |
|---|---|---|---|
| **B.** (Action) Approval of New 6160-SO Artificial Intelligence Policy: Instructional Use | Vote | Todd Ryckman | 1 m |

It is recommended the Board approve the new 6160-SO Artificial Intelligence Policy: Instructional Use 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 _____

## XV. Calendar

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

## XVI. Comments — 10:53 AM

| | Purpose | Presenter | Time |
|---|---|---|---|
| **A.** Board Comments | | | 3 m |
| **B.** Superintendent Comments | | | 2 m |

## XVII. Closing Items — 10:58 AM

| | Purpose | Presenter | Time |
|---|---|---|---|
| **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 _____

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