

APPROVED

SAGE OAK
CHARTER SCHOOLS



Sage Oak Charter Schools

Minutes

Regular Meeting of the Board of Directors

Date and Time

Thursday September 11, 2025 at 10:45 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](#)

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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.

Directors Present

S. Fraire, S. Houle, W. Hall

Directors Absent

M. Humphrey, P. Matz

Guests Present

B. Bookser, E. Horta, K. Prins, 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 Sep 11, 2025 at 10:45 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 Agenda

A. (Action) Approval of Agenda for September 11, 2025 Regular Meeting of the Board of Directors

S. Fraire made a motion to W. Hall, Board President, to approve the agenda as presented for the September 11, 2025, Regular Meeting of the Board of Directors.

S. Houle seconded the motion.

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

Roll Call

P. Matz	Absent
W. Hall	Aye
M. Humphrey	Absent
S. Fraire	Aye
S. Houle	Aye

IV. Approve Minutes

A. (Action) Approval of Minutes for August 14, 2025 Board of Directors Study Session

S. Houle made a motion to W. Hall, Board President, to approve the minutes as presented from the Board of Directors Study Session on 08-14-25.

S. Fraire seconded the motion.

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

Roll Call

W. Hall	Aye
S. Fraire	Aye
M. Humphrey	Absent
S. Houle	Aye
P. Matz	Absent

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 10:47 a.m.

S. Houle seconded the motion.

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

Roll Call

S. Houle	Aye
S. Fraire	Aye
M. Humphrey	Absent
W. Hall	Aye
P. Matz	Absent

VII. Closed Session

A.

Closed Session Agenda

1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

(Gov. Code Section 54956.9(d)(1))

OAH Case No. 2025040083; OAH Case No. 2025070006

VIII. Reconvene Regular Meeting

A. Report Out Any Action Taken in Closed Session

The Regular Meeting of the Board of Directors reconvened at 10:53 a.m.

S. Houle made a motion to W. Hall, Board President, in the matter of item no. A1 on the Closed Session agenda, Conference with Legal Counsel - Existing Litigation, to settle OAH Case No. 2025040083 & OAH Case No. 2025070006.

S. Fraire seconded the motion.

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

Roll Call

W. Hall	Aye
S. Fraire	Aye
P. Matz	Absent
M. Humphrey	Absent
S. Houle	Aye

IX. Public Comments/Recognition/Reports

A. Public Comment

There was no request for public comment.

X. Correspondence/Proposals/Reports

A. Sage Oak Highlights

Krista Woodgrift, Superintendent & CEO, presented the Sage Oak Highlights for July & August 2025.

XI. Consent Agenda

A. Consent - Business Services

1. Check Register - June 2025
2. Check Register - July 2025
3. Check Register - August 2025
4. Report of Investment Activity - May 2025
5. Report of Investment Activity - June 2025
6. Report of Investment Activity - July 2025

7. Ratification of City of Rancho Cucamonga R. C. Sports Center Permit #R23544
8. Ratification of Red Herring Agreement with San Diego County Superintendent of Schools (Renewal)
9. Ratification of Tabor Storage Solutions LLC Proposal
10. Ratification of Splashtop Quote (Renewal)
11. Ratification of Riverside Convention Center Contract (March Summit)
12. Ratification of Riverside Convention Center Contract (Leadership Team Meeting)
13. Ratification of Riverside Convention Center Contract Addendum
14. Ratification of Online Purchasing System Services Agreement (Renewal)
15. Ratification of Fleming Research International, LLC Agreement Addendum
16. Ratification of Wyebot, Inc. Quote (Renewal)
17. Ratification of JAMF Software, LLC Quote #Q-549637 (Renewal)
18. Ratification of JAMF Software, LLC Quote# Q-632273 (Renewal)
19. Ratification of Alarmco Security Systems, Inc. Quote #Q001351
20. Ratification of Chaffey College, Chino Community Center, Facility Rental Contract
21. Ratification of Fairfield Inn & Suites Riverside Corona/Norco Event Space Rental Agreement
22. Ratification of Cordance Operations, LLC, Hapara Quote (Renewal)
23. Ratification of Zoom Communications, Inc. Order Form (Renewal)
24. Ratification of Cvent, Inc. Quote #1921075
25. Ratification of the Certified Request for Funding for the Mandate Block Grant (MBG) 2025-26
26. Ratification of Mobile Beacon Agreement (Renewal)
27. Ratification of FedEx Transportation Services Agreement (Renewal)
28. Ratification of City of Redlands Park Reservation Request
29. Ratification of Los Alamos Sports Park - City of Murrieta, Park Reservation Request
30. Ratification of Red Hill Park - City of Rancho Cucamonga, Park Reservation Request
31. Ratification of City of Victorville Park Reservation Request
32. Ratification of Rancho Simi Recreation and Park District Facility Use Permit #35593
33. Ratification of Rancho Simi Recreation and Park District Facility Use Permit #35612
34. Ratification of Rancho Simi Recreation and Park District Facility Use Permit #35846
35. Ratification of Central Park Facility Rental Request (Teacher PLCs)
36. Ratification of Central Park Facility Rental Request (Living History Social)
37. Ratification of Central Park Facility Rental Request (PLA Promotion Ceremony)
38. Ratification of Central Park Facility Rental Request (VLA Promotion Ceremony)
39. Ratification of Murrieta Youth Center Facility Reservation Form
40. Ratification of CliftonLarsonAllen LLP Statement of Work
41. Ratification of Fullerton Parks & Recreation Permit #18261
42. Ratification of Long Beach Application for Facility Use Permit

43. Ratification of City of Ontario Field/Gym & Picnic Shelter Rental Application
44. Ratification of Peek-A-Booth Agreement
45. Ratification of Higginson Architects, Inc. Proposal
46. Ratification of Hesperia Recreation and Park District Facility Rental Application (Living History Social)
47. Ratification of Hesperia Recreation and Park District Facility Rental Application (End-of-Year Social/Promotion)
48. Ratification of City of Yucaipa Community Services Permit #R7653
49. Ratification of City of Yucaipa Community Services Permit #R7654
50. Ratification of City of Yucaipa Community Services Permit #R7655 (End-of-Year Social/Promotion)
51. Ratification of Fullerton Free Church Facilities Use Agreement (Living History Social)
52. Ratification of Fullerton Free Church Facilities Use Agreement (Career Fair)
53. Ratification of Fullerton Free Church Facilities Use Agreement (End-of-Year Social/Promotion)
54. Ratification of City of Riverside Facility Reservation Application (Living History Social)
55. Ratification of City of Riverside Facility Reservation Application (End-of-Year Social/Promotion)

B. Consent - Education Services

1. Ratification of 2025-2026 Nonpublic, Nonsectarian School/Agency Services, Master Contract and Individual Service Agreement
2. Ratification of 2025-2026 Special Education Contracted Vendors List
3. Ratification of Bright Thinker Order Form #SQ-1436 (Renewal)
4. Ratification of Bright Thinker Order Form #SQ-1444 (Renewal)
5. Ratification of Goalbook Contract
6. Ratification of StrongMind, Inc. Services Agreement (Renewal)
7. Ratification of Medieval Times Group EDU Booking Invoice
8. Ratification of Time4Learning Purchase Order Agreement (Renewal)
9. Ratification of Baldy View Regional Occupational Program Memorandum of Understanding (MOU)
10. Ratification of TPR Education, LLC d/b/a The Princeton Review- Tutor.com Master Services Agreement (Renewal)
11. Ratification of TPR Education, LLC d/b/a The Princeton Review- Tutor.com Service Order #193304 (Renewal)
12. Ratification of TPR Education, LLC d/b/a The Princeton Review- Tutor.com Service Order #198698 (Renewal)
13. Ratification of Bookshare Organizational Agreement
14. Ratification of College and Career Access Pathways Partnership Agreement

C. Consent - Human Resources

1. Approval of Certificated Personnel Report
2. Approval of Classified Personnel Report
3. Approval of Job Descriptions
4. Ratification of Los Angeles County Office of Education Amendment

D. Consent - Operations & Accountability

1. Ratification of ScubaCat Educational Data, LLC Contract
2. Ratification of Document Tracking Services Licensing Agreement (Renewal)

E. Consent - Policy Development

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

3000 Series- Business/Non-Instructional

3120-SO Name and Logo Use Policy

F. (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.

S. Houle made a motion to W. Hall, Board President, to approve the items listed under the Consent Agenda as presented.

S. Fraire seconded the motion.

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

Roll Call

S. Houle	Aye
M. Humphrey	Absent
S. Fraire	Aye
P. Matz	Absent
W. Hall	Aye

XII. Board Governance

A. (Action) Approval of Annual Board of Directors' Self-Evaluation

S. Houle made a motion to W. Hall, Board President, to approve the Annual Board of Directors' Self-Evaluation as presented.

S. Fraire seconded the motion.

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

Roll Call

S. Fraire	Aye
P. Matz	Absent

Roll Call

S. Houle Aye
M. Humphrey Absent
W. Hall Aye

B. (Action) Approval of Sage Oak Charter Schools Strategic Plan 2025-26

S. Houle made a motion to W. Hall, Board President, to approve the Sage Oak Charter Schools Strategic Plan 2025-26 as presented.

S. Fraire seconded the motion.

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

Roll Call

M. Humphrey Absent
W. Hall Aye
S. Houle Aye
S. Fraire Aye
P. Matz Absent

XIII. Business Services

A. (Action) Approval of Sage Oak Charter Schools Unaudited Actuals Financial Report 2024-25, Presented by Habib Tahmas, Senior Director of Fiscal Services

S. Fraire made a motion to W. Hall, Board President, to approve the Sage Oak Charter Schools Unaudited Actuals Financial Report 2024-25 as presented.

S. Houle seconded the motion.

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

Roll Call

S. Fraire Aye
W. Hall Aye
P. Matz Absent
S. Houle Aye
M. Humphrey Absent

B. (Action) Approval of T-Mobile Project 10Million Agreement

S. Houle made a motion to W. Hall, Board President, to approve the T-Mobile Project 10Million Agreement as presented.

S. Fraire seconded the motion.

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

Roll Call

P. Matz Absent
S. Fraire Aye
M. Humphrey Absent
S. Houle Aye
W. Hall Aye

C. (Action) Approval of Fiscal Update of Additional Enrollment and Expenditures

S. Houle made a motion to W. Hall, Board President, to approve the fiscal update of additional enrollment and expenditures as presented.

S. Fraire seconded the motion.

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

Roll Call

M. Humphrey	Absent
W. Hall	Aye
S. Houle	Aye
S. Fraire	Aye
P. Matz	Absent

D. (Action) Approval of Agreement for Special Services with Atkinson, Andelson, Loya, Ruud & Romo, a Professional Law Corporation

S. Houle made a motion to W. Hall, Board President, to approve the Agreement for Special Services with Atkinson, Andelson, Loya, Ruud & Romo, a Professional Law Corporation, as presented.

S. Fraire seconded the motion.

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

Roll Call

S. Houle	Aye
M. Humphrey	Absent
W. Hall	Aye
P. Matz	Absent
S. Fraire	Aye

XIV. Education Services

A. (Action) Approval of San Joaquin County Office of Education License Agreement Extension

S. Fraire made a motion to W. Hall, Board President, to approve the San Joaquin County Office of Education License Agreement Extension as presented.

S. Houle seconded the motion.

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

Roll Call

W. Hall	Aye
M. Humphrey	Absent
S. Houle	Aye
P. Matz	Absent
S. Fraire	Aye

XV. Oral Presentations

A. AI Update

Brad Bookser, Director of Information Technology, highlighted how training drove increased use of Google's Gemini AI tools at Sage Oak and also presented a NotebookLM demo.

XVI. Calendar

A. Future Meetings

The next scheduled meeting will be a Regular Board of Directors Meeting held on October 9, 2025.

XVII. Comments

A. Board Comments

The Board expressed their enthusiasm about the strong start to the school year, praising the Parent Summit, new teacher onboarding, and the positive culture reflected in the Summit video. They also commended leadership for financial stewardship, special education efforts, and the continued vision and growth of the organization.

B. Superintendent Comments

Superintendent Woodgrift thanked the Board and staff for their support and recognized the strong collaboration, energy, and teamwork that contributed to an excellent start to the school year. She also praised the leadership of Tim O'Brien, Assistant Superintendent of Business Services; Kelly Prins, Senior Director of Special Education; and Habib Tahmas, Senior Director of Fiscal Services. She emphasized her gratitude for their dedication and noted the positive momentum carrying the organization into the year ahead.

XVIII. 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 September 11, 2025.

S. Houle seconded the motion.

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

Roll Call

M. Humphrey	Absent
W. Hall	Aye
P. Matz	Absent
S. Houle	Aye
S. Fraire	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:41 AM.

Respectfully Submitted,
W. Hall

Documents used during the meeting

- Sage Oak Highlights_July & August 2025.pdf
- BUS Consent - Business Services_9.11.2025.pdf
- BUS Consent - Education Services_9.11.2025.pdf
- BUS Consent - Human Resources_9.11.2025.pdf
- BUS Consent - Operations & Accountability_9.11.2025.pdf
- BUS Consent - Policy Development_9.11.2025.pdf
- Annual Board of Directors' Self-Evaluation 2024-25_FINAL_9.11.2025.pdf
- Sage Oak Charter Schools Strategic Plan 2025-26_Final_9.11.2025.pdf
- Sage Oak Charter Schools Unaudited Actuals Financial Report 2024-25_9.11.2025.pdf
- Sage Oak Charter Schools Unaudited Actuals 2024-25 Presentation_9.11.2025.pdf
- T-Mobile Project 10Million Agreement_9.11.2025.pdf
- Fiscal Update of Additional Enrollment and Expenditures Presentation_9.11.2025.pdf
- Agreement for Special Services with Atkinson, Andelson, Loya, Rudd & Romo_9.11.2025.pdf
- San Joaquin County Office of Education License Agreement Extension_9.11.2025.pdf

FOR MORE INFORMATION

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