

APPROVED

SAGE OAK  
CHARTER SCHOOLS



## Sage Oak Charter Schools

### Minutes

#### Regular Meeting of the Board of Directors

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##### Date and Time

Thursday October 9, 2025 at 11:05 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](#)

ID: 94000623154

Passcode: 836800

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

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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.

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*Steve Fraire*

Signed by Steve Fraire on 1/13/2026

### **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.

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#### **Directors Present**

M. Humphrey, P. Matz, S. Fraire, S. Houle (remote), W. Hall

#### **Directors Absent**

*None*

#### **Guests Present**

B. Bookser, E. Bunch, E. Horta, K. Woodgrift, L. Beshara, L. Snee

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### **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 Oct 9, 2025 at 11:29 AM.

#### **B. Record Attendance**

P. Matz made a motion to W. Hall, Board President, to approve Board Director Susan Houle to participate in the Regular Meeting of the Board of Directors on October 9, 2025, for "just cause" circumstances due to illness, under the AB 2449 teleconferencing rules. S. Fraire seconded the motion.

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

#### **Roll Call**

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

### **II. Pledge of Allegiance**

#### **A.**



Signed by Steve Fraire on 1/13/2026

**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 October 9, 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 October 9, 2025, Regular Meeting of the Board of Directors.

M. Humphrey seconded the motion.

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

**Roll Call**

S. Fraire Aye

S. Houle Abstain

M. Humphrey Aye

W. Hall Aye

P. Matz Aye

**IV. Approve Minutes**

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

P. Matz made a motion to W. Hall, Board President, to approve the minutes as presented from the Regular Meeting of the Board of Directors on 09-11-25.

S. Fraire seconded the motion.

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

**Roll Call**

P. Matz Aye

S. Fraire Aye

W. Hall Aye

M. Humphrey Aye

S. Houle Abstain

**V. Public Comments/Recognition/Reports**

**A. Public Comment**

There was no request for public comment.

**VI. Correspondence/Proposals/Reports**

**A. Sage Oak Highlights**

*Steve Fraire*

Signed by Steve Fraire on 1/13/2026

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

**B. Principals' Plan for the 2025-26 School Year**

Sage Oak Directors/Principals Chelsey Anema, Lana Beshara, and Traci King presented their plans for the 2025-26 school year regarding the Personalized Learning Academy, Virtual Learning Academy, and High School.

**C. Student Highlight**

Lana Beshara, Director/Principal of the Virtual Learning Academy, and Angela Kim, teacher, presented a student highlight featuring Levi Ortiz.

**VII. Consent Agenda**

**A. Consent - Business Services**

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.

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
10. Ratification of Skill Struck, Inc. Quote for Student Licenses (Renewal)

**B. Consent - Education Services**

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

*Steve Fraire*

Signed by Steve Fraire on 1/13/2026

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. 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. 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**

M. Humphrey made a motion to W. Hall, Board President, to approve the items under the Consent Agenda as presented.

P. Matz seconded the motion.

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

##### **Roll Call**

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

## **VIII. Board Governance**

#### **A. (Action) Approval of Sage Oak Charter Schools Board of Director Reappointment and Term of Office- S. Fraire**

P. Matz made a motion to W. Hall, Board President, to approve the reappointment and three-year term for Board Director Steve Fraire.

M. Humphrey seconded the motion.

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

##### **Roll Call**

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



Signed by Steve Fraire on 1/13/2026

**Roll Call**

P. Matz      Aye

**B. (Action) Approval of Sage Oak Charter Schools Board of Director Reappointment and Term of Office- S. Houle**

M. Humphrey made a motion to W. Hall, Board President, to approve the reappointment and three-year term for Board Director Susan Houle.

S. Fraire seconded the motion.

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

**Roll Call**

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

**C. Administer Oath of Office**

Krista Woodgrift, Superintendent & CEO, administered the Oath of Office to Board Directors Steve Fraire and Susan Houle.

**IX. Business Services**

**A. (Action) Approval of California IT in Education Service Agreement**

S. Fraire made a motion to W. Hall, Board President, to approve the California IT in Education Service Agreement as presented.

M. Humphrey seconded the motion.

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

**Roll Call**

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

**B. (Action) Approval of Sage Oak Scholarship Awards Allocation**

P. Matz made a motion to W. Hall, Board President, to approve the Sage Oak Scholarship Awards allocation as presented.

S. Fraire seconded the motion.

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

**Roll Call**

M. Humphrey Aye  
P. Matz      Aye

*Steve Fraire*

Signed by Steve Fraire on 1/13/2026

**Roll Call**

S. Fraire	Aye
W. Hall	Aye
S. Houle	Abstain

**X. Education Services**

**A. (Action) Approval of Riverside Convention Center Contract**

S. Fraire made a motion to W. Hall, Board President, to approve the Riverside Convention Center Contract as presented.

P. Matz seconded the motion.

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

**Roll Call**

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

**B. (Action) Approval of Marriott Riverside at the Convention Center Group Sales Agreement**

M. Humphrey made a motion to W. Hall, Board President, to approve the Marriott Riverside at the Convention Center Group Sales Agreement as presented.

S. Fraire seconded the motion.

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

**Roll Call**

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

**C. (Action) Approval of Hyatt Place Riverside/Downtown Group Sales Agreement**

P. Matz made a motion to W. Hall, Board President, to approve the Hyatt Place Riverside/Downtown Group Sales Agreement as presented.

S. Fraire seconded the motion.

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

**Roll Call**

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

*Steve Fraire*

Signed by Steve Fraire on 1/13/2026

## **XI. Oral Presentations**

### **A. AI Update**

Brad Bookser, Director of Information Technology, provided an overview of AI's impact on professions such as law, medicine, and accounting, emphasizing its benefits and risks. He highlighted Sage Oak's role in preparing students to adapt, think critically, and embrace lifelong learning in an AI-driven future.

## **XII. Calendar**

### **A. Future Meetings**

The next scheduled meeting will be a Board of Directors Study Session held on November 13, 2025.

## **XIII. Comments**

### **A. Board Comments**

The Board acknowledged the school's growth, noting enrollment of approximately 5,400 students. They highlighted the dedication of staff, strong communication, effective hiring practices, and a unified focus on supporting students and families. The Board also recognized Superintendent Woodgrift's leadership and vision in cultivating teamwork, organization, and a positive school culture, and expressed pride in being part of Sage Oak.

### **B. Superintendent Comments**

Superintendent Woodgrift thanked the principals for their leadership and highlighted their unique strengths. Chelsey Anema, Director of Personalized Learning/Principal, was recognized for leading the largest program with 3,500 students and mentoring new assistant principals. Traci King, Director of Secondary Education/Principal, was commended for her innovative leadership with the AI Task Force. Lana Beshara, Director of Virtual Learning/Principal, was acknowledged for expanding the Virtual Learning Academy and leading the Professional Development Passport initiative. Superintendent Woodgrift congratulated Board Directors Steve Fraire and Susan Houle on their reappointment and thanked them for their continued support of Sage Oak.

## **XIV. 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 October 9, 2025.

P. Matz seconded the motion.



Signed by Steve Fraire on 1/13/2026

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

**Roll Call**

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:33 PM.

Respectfully Submitted,

W. Hall

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**Documents used during the meeting**

- Sage Oak Highlights\_September 2025.pdf
- Principals' Plan for the 2025-26 School Year Presentation\_10.9.2025.pdf
- Student Highlight\_Levi Ortiz\_10.9.2025.pdf
- BUS Consent - Business Services\_10.9.2025.pdf
- BUS Consent - Education Services\_10.9.2025.pdf
- BUS Consent - Human Resources\_10.9.2025.pdf
- BUS Consent - Operations & Accountability\_10.9.2025.pdf
- Oath of Office\_10.9.2025.pdf
- California IT in Education Service Agreement\_10.9.2025.pdf
- Sage Oak Scholarship Awards Allocation Presentation\_10.9.2025.pdf
- Riverside Convention Center Contract\_10.9.2025.pdf
- Marriott Riverside at the Convention Center Group Sales Agreement\_10.9.2025.pdf
- Hyatt Place Riverside\_Downtown Group Sales Agreement\_10.9.2025.pdf
- AI Update\_10.9.2025.pdf

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**FOR MORE INFORMATION**

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

*Steve Fraire*

Signed by Steve Fraire on 1/13/2026