

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 January 8, 2026 at 11:00 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

**Link to [Join Zoom Meeting](#)**

ID: 95782556143

Passcode: 709915

**Dial In: [\(US\) +1 564-217-2000](#)**

Passcode: 709915

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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 4/13/2026

**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**

P. Matz, S. Fraire, W. Hall

**Directors Absent**

M. Humphrey, S. Houle

**Guests Present**

B. Bookser, D. Ruiz, E. Horta, K. Prins, K. Woodgrift, L. Sneer

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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 Jan 8, 2026 at 11:11 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 January 8, 2026 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 January 8, 2026, Regular Meeting of the Board of Directors.

P. Matz seconded the motion.

*Steve Fraire*

Signed by Steve Fraire on 4/13/2026

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

**Roll Call**

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

**IV. Approve Minutes**

**A. (Action) Approval of Minutes for December 15, 2025 Regular Meeting of the Board of Directors**

S. Fraire made a motion to W. Hall, Board President, to approve the minutes from the Notice of Adjournment and Continued Regular Meeting to December 15, 2025 on 12-15-25.

P. Matz seconded the motion.

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

**Roll Call**

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

**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 11:13 a.m.

P. Matz seconded the motion.

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

**Roll Call**

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

*Steve Fraire*

Signed by Steve Fraire on 4/13/2026

## VII. Closed Session

### A. Closed Session Agenda

#### 1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

(Gov. Code Section 54956.9(d)(1)) OAH Case No. 2025100661

#### 2. CONFERENCE WITH LABOR NEGOTIATORS

(Gov. Code section 54957.6)

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

Board President William Hall

Unrepresented employee: Superintendent

## 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. Fraire made a motion to W. Hall, Board President, in the matter of item no. A.1 on the Closed Session agenda, Conference with Legal Counsel - Existing Litigation, to settle OAH Case No. 2025100661.

P. Matz seconded the motion.

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

#### Roll Call

S. Houle Absent

M. Humphrey Absent

W. Hall Aye

S. Fraire Aye

P. Matz Aye

## IX. Public Comments/Recognition/Reports

### A. Public Comment

- Non-Agendaized Topic: A parent (Lorraine) from the high school program requested that the Board consider a California Interscholastic Federation (CIF) membership for Sage Oak Charter Schools.
- Non-Agendaized Topic: A written public comment was submitted by Andrew Gibbs regarding a safety and compliance concern involving a domestic violence restraining order related to a former Sage Oak employee (ID #674).

## X. Correspondence/Proposals/Reports

### A.

*Steve Fraire*

Signed by Steve Fraire on 4/13/2026

### **Sage Oak Highlights**

Krista Woodgrift, Superintendent & CEO, presented the Sage Oak Highlights for October-December 2025.

#### **B. Student Achievement Presentation: CAASPP, iReady, Teacher Assignment & Monitoring Outcomes, and the California Dashboard**

Poppy Perfect, Assistant Director of Accountability, presented the 2024-25 student achievement data.

#### **C. Special Education Update**

Kelly Prins, Senior Director of Special Education, and Danielle Ruiz, Assistant Director of Special Education, presented a Special Education update.

#### **D. Student Highlight**

Chelsey Anema, Personalized Learning Academy Director/Principal, and Melissa Keshk, teacher, presented a student highlight featuring Jackson Scamehorn.

### **XI. Consent Agenda**

#### **A. Consent - Business Services**

1. Check Register - December 2025
2. Report of Investment Activity - November 2025
3. Ratification of 2025 1099 Information Returns Services Agreement
4. Ratification of BEC Industrial Estimate
5. Ratification of Mobile Beacon Terms & Conditions
6. Ratification of Tabor Storage Solutions LLC Proposal #101668-R8.1

#### **B. Consent - Education Services**

1. Ratification of Emerson Royce Group, College and Career Readiness Partnership Agreement
2. Ratification of California State University, San Bernardino Recreation & Wellness Agreement
3. Ratification of TPR Education, LLC d/b/a The Princeton Review Service Order (Tutor.com)
4. Ratification of Instructure, Inc. Data Processing Agreement
5. Ratification of Disney Imagination Campus at Disneyland Resort Participation Agreement
6. Ratification of Mobile Ed Productions, Inc. Contracted Services Agreement
7. Ratification of Riverside Convention Center Contract Addendum
8. Ratification of Rancho Simi Recreation and Park District Facility Use Permit

#### **C.**

*Steve Fraire*

Signed by Steve Fraire on 4/13/2026

### **Consent - Human Resources**

1. Approval of Certificated Personnel Report
2. Approval of Classified Personnel Report
3. Approval of Job Descriptions
4. Ratification of Education Leadership Services Letter of Agreement
5. Approval of 2026 IRS Mileage Reimbursement Rate

#### **D. (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. Fraire 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.

### **XII. Education Services**

#### **A. (Action) Approval of 2026-27 Pali Institute Outdoor Science Camp Overnight Field Trip Request & Site Reservation Agreement**

S. Fraire made a motion to W. Hall, Board President, to approve the 2026-27 Pali Institute Outdoor Science Camp Overnight Field Trip Request & Site Reservation Agreement as presented.

P. Matz seconded the motion.

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

#### **Roll Call**

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

### **XIII. Operations & Accountability**

#### **A. (Action) Approval of 2024-25 School Accountability Report Cards (SARC), Presented by Poppy Perfect, Assistant Director of Accountability**

P. Matz made a motion to W. Hall, Board President, to approve the 2024-25 School Accountability Report Cards (SARC) as presented.

S. Fraire seconded the motion.

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

*Steve Fraire*

Signed by Steve Fraire on 4/13/2026

**Roll Call**

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

**XIV. Policy Development**

**A. (Action) Approval of New 1015-SO Social Media Policy**

S. Fraire made a motion to W. Hall, Board President, to approve the new 1015-SO Social Media Policy as presented.

P. Matz seconded the motion.

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

**Roll Call**

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

**B. (Action) Approval of New 5005-SO Referral Protocols for Addressing Pupil Behavioral Health Concerns Policy**

S. Fraire made a motion to W. Hall, Board President, to approve the new 5005-SO Referral Protocols for Addressing Pupil Behavioral Health Concerns Policy as presented.

P. Matz seconded the motion.

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

**Roll Call**

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

**XV. Human Resources**

**A. (Action) Approval of Superintendent of Schools/CEO Employment Agreement and Salary Schedule**

S. Fraire made a motion to W. Hall, Board President, to approve the Superintendent of Schools/CEO Employment Agreement & salary schedule as presented.

P. Matz seconded the motion.

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

*Steve Fraire*

Signed by Steve Fraire on 4/13/2026

**Roll Call**

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

Pursuant to Government Code section 54953, subdivision (c)(3), the Charter School provides this oral summary of the salary and/or fringe benefit increase recommendation for the Superintendent/CEO.

- The employment agreement presented today will be retroactive and will be in effect for a period commencing December 1, 2025, and ending June 30, 2028.
- The Superintendent's annual salary for the 2025-26 school year is \$294,091 and shall be entitled to receive the same percentage increase as other management salary schedules.
- The Superintendent will receive a monthly cell phone/internet allowance of \$70 in accordance with that offered to other management employees.
- The Superintendent will receive a monthly mileage allowance of \$400.
- The Superintendent will receive a longevity stipend of \$ 2,000 in her 11th year, equal to that of other management employees.
- The Superintendent shall receive all health and welfare benefits provided to certificated management employees of the Charter School.
- The agreement includes a work year of 220 days, with the option to work 5 additional days each year and be paid at her current daily rate.

**XVI. Organizational Structure - Annual Meeting of the Board**

**A. (Action) Election of the Sage Oak Charter Schools Board President**

The Board tabled this item for discussion at a future meeting. No formal motion or vote occurred.

**B. (Action) Election of the Sage Oak Charter Schools Board Vice President**

The Board tabled this item for discussion at a future meeting. No formal motion or vote occurred.

**C. (Action) Election of the Sage Oak Charter Schools Board Clerk**

The Board tabled this item for discussion at a future meeting. No formal motion or vote occurred.

**XVII. Calendar**

**A. Future Meetings**

*Steve Fraire*

Signed by Steve Fraire on 4/13/2026

The next scheduled meeting will be a Regular Board of Directors Meeting held on February 12, 2026.

## **XVIII. Comments**

### **A. Board Comments**

Board members noted strong presentations and leadership throughout the meeting. Positive remarks highlighted staff professionalism, collaboration, and commitment to growth, including recognition of leadership initiatives and ongoing learning efforts. The meeting was described as uplifting, and members shared pride in being associated with Sage Oak Charter Schools and well-wishes for the new year.

### **B. Superintendent Comments**

Superintendent Woodgrift thanked Kelly Prins, Senior Director of Special Education, Danielle Ruiz, Assistant Director of Special Education, and the special education staff for their intentional work, strong systems, and evidence-based practices that support students and staff, highlighting the positive impact on student well-being and learning experiences. She invited the Board to attend the high school graduation scheduled for Tuesday, June 2, 2026, at the Fullerton High School Auditorium. Superintendent Woodgrift also acknowledged Board Appreciation Month, noting the Board's encouragement, unity of purpose, and support, which allow the school to operate effectively and remain focused on its mission.

## **XIX. 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 January 8, 2026.

P. Matz seconded the motion.

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

#### **Roll Call**

M. Humphrey Absent

S. Fraire Aye

W. Hall Aye

P. Matz Aye

S. Houle Absent

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:37 PM.

Respectfully Submitted,

W. Hall

*Steve Fraire*

Signed by Steve Fraire on 4/13/2026

### Documents used during the meeting

- Student Achievement Presentation.pdf
- 2025-26 Special Education Update Presentation.pdf
- Student Highlight\_Jackson Scamehorn.pdf
- BUS Consent - Business Services.pdf
- BUS Consent - Education Services.pdf
- BUS Consent - Human Resources.pdf
- 2026-27 Pali Institute Outdoor Science Camp Overnight Field Trip Request Form.pdf
- Pali Institute Site Reservation Agreement.pdf
- 2024-25 SARC Presentation.pdf
- 2024-25 School Accountability Report Card\_Sage Oak Charter School (#1885).pdf
- 2024-25 School Accountability Report Card \_Sage Oak Charter School - Keppel (#1886).pdf
- 2024-25 School Accountability Report Card\_Sage Oak Charter School - South (#2051).pdf
- 1015-SO Social Media Policy.pdf
- 5005-SO Referral Protocols for Addressing Pupil Behavioral Health Concerns Policy.pdf
- 2025-26 Superintendent of Schools Salary Schedule.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 4/13/2026