

APPROVED

SAGE OAK
CHARTER SCHOOLS



Sage Oak Charter Schools

Minutes

Regular Meeting of the Board of Directors

Date and Time

Thursday March 12, 2026 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

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

Steve Fraire

Signed by Steve Fraire on 5/22/2026

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

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

Directors Absent

M. Humphrey

Directors who left before the meeting adjourned

W. Hall

Guests Present

B. Bookser, E. Horta, H. Tahmas, 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 Mar 12, 2026 at 11:05 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.

Steve Fraire

Signed by Steve Fraire on 5/22/2026

(Action) Approval of Agenda for March 12, 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 March 12, 2026, Regular Meeting of the Board of Directors.

S. Houle seconded the motion.

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

Roll Call

M. Humphrey Absent

W. Hall Aye

S. Houle Aye

P. Matz Aye

S. Fraire Aye

IV. Approve Minutes

A. (Action) Approval of Minutes for February 12, 2026 Regular Meeting of the Board of Directors

S. Houle made a motion to approve the minutes as presented from Regular Meeting of the Board of Directors on 02-12-26.

S. Fraire seconded the motion.

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

Roll Call

P. Matz Aye

M. Humphrey Absent

S. Houle Aye

W. Hall Aye

S. Fraire Aye

V. Public Comments/Recognition/Reports

A. Public Comment

There was no request for public comment.

VI. Consent Agenda

A. Consent - Business Services

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

Steve Fraire

Signed by Steve Fraire on 5/22/2026

6. Ratification of Opichi LLC Sprint Development Proposal
7. Ratification of Pro Audio Video Job Contract

B. Consent - Education Services

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)

C. Consent - Human Resources

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. Approval to Rescind Policies
 - 4000 Series - Human Resources
 - 4010-SO At-Will Policy (*Covered in Employee Handbook*)
 - 4130-SO Remote Work Policy (*Covered in Employee Handbook*)
 - 4160-SO Children of Teachers Policy (*Covered in Employee Handbook*)

E. (Action) Approval of Consent Agenda

S. Fraire made a motion to W. Hall, Board President, to approve the Consent Agenda as presented.

S. Houle seconded the motion.

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

Roll Call

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

VII. Board Governance

Steve Fraire

Signed by Steve Fraire on 5/22/2026

A. (Action) Approval of the Fourth Amended Bylaws of Sage Oak Charter Schools

S. Fraire made a motion to W. Hall, Board President, to approve the Fourth Amended Bylaws of Sage Oak Charter Schools as presented.

S. Houle seconded the motion.

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

Roll Call

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

B. (Action) Approval of Sage Oak Charter Schools Board of Directors Manual Revisions

S. Houle made a motion to W. Hall, Board President, to approve the Sage Oak Charter Schools Board of Directors Manual revisions as presented.

S. Fraire seconded the motion.

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

Roll Call

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

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

S. Houle made a motion to W. Hall, Board President, to approve Resolution No. 2026-001, increasing the Sage Oak Charter Schools Board of Directors' stipend as presented, effective January 1, 2026.

S. Fraire seconded the motion.

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

Roll Call

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

VIII. Business Services

A.

Steve Fraire

Signed by Steve Fraire on 5/22/2026

(Action) Approval of 2025-26 Sage Oak Charter Schools Second Interim Budget (SIB) Report, Presented by Habib Tahmas, Senior Director of Fiscal Services

S. Houle made a motion to W. Hall, Board President, to approve the 2025-26 Sage Oak Charter Schools Second Interim Budget (SIB) Report as presented.

S. Fraire seconded the motion.

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

Roll Call

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

B. (Action) Approval of 2026-27 Sage Oak Charter Schools Strategic Budget, Staffing Plan, and Salary Schedules

S. Houle made a motion to W. Hall, Board President, to approve the 2026-27 Sage Oak Charter Schools strategic budget, staffing plan, and salary schedules as presented.

S. Fraire seconded the motion.

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

Roll Call

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

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)

S. Houle made a motion to W. Hall, Board President, to approve the Sage Oak Charter Schools Federal Tax Form 990 Return (Draft) and California Tax Form 199 Return (Draft) - year ended June 30, 2025, as presented.

S. Fraire seconded the motion.

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

Roll Call

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

D.

Steve Fraire

Signed by Steve Fraire on 5/22/2026

(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

S. Fraire made a motion to W. Hall, Board President, to approve the Audit Engagement Services, Tax Entity Filing, & Accounting Standard Assessment for the Fiscal Year 2025-26 between CliftonLarsonAllen LLP and Sage Oak Charter Schools, as presented.

S. Houle seconded the motion.

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

Roll Call

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

IX. Correspondence/Proposals/Reports

A. Sage Oak Highlights

Krista Woodgrift, Superintendent & CEO, presented the Sage Oak Highlights for February 2026.

W. Hall left at 11:43 AM.

Board Clerk S. Fraire presided over the remainder of the meeting.

B. Student Highlight

Traci King, Director of Secondary Education/Principal, presented a student highlight featuring Justin Park and Logan Hodge.

X. Calendar

A. Future Meetings

The next scheduled meeting will be a Board of Directors Study Session held on April 9, 2026.

XI. Comments

A. Board Comments

Board members commended the quality of the financial reporting in today's meeting and recognized the leadership team for their continued dedication and professionalism.

Members also highlighted the value of hearing directly from students, noting that student testimony is especially meaningful and a powerful reflection of Sage Oak's impact.

B. Superintendent Comments

Steve Fraire

Signed by Steve Fraire on 5/22/2026

Superintendent Woodgrift acknowledged and thanked Tim O'Brien, Assistant Superintendent of Business Services, and Habib Tahmas, Senior Director of Fiscal Services, for their contributions to the school's financial operations and organizational efforts. She noted their attention to detail and commitment to supporting staff and students while overseeing several major projects across the organization. Superintendent Woodgrift also thanked the Board for their continued support and shared that she looks forward to Board President Hall and Board Clerk Fraire's attendance at an upcoming site visit at the Sage Oak warehouse in April.

XII. Closing Items

A. Adjourn Meeting

S. Houle made a motion to W. Hall, Board President, to adjourn the Regular Meeting of the Board of Directors on March 12, 2026.

P. Matz seconded the motion.

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

Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:59 AM.

Respectfully Submitted,
S. Fraire

Documents used during the meeting

- BUS Consent - Business Services.pdf
- BUS Consent - Education Services.pdf
- BUS Consent - Human Resources.pdf
- BUS Consent - Policy Development.pdf
- Fourth Amended Bylaws of Sage Oak Charter Schools_Redline_March 12, 2026.pdf
- Sage Oak Charter Schools Board of Directors Manual_Redline_Revised March 12, 2026.pdf
- Resolution No. 2026-001.pdf
- 2025-26 Sage Oak Charter Schools Second Interim Budget (SIB) Report.pdf

Steve Fraire

Signed by Steve Fraire on 5/22/2026

- 2025-26 Sage Oak Charter Schools Second Interim Budget (SIB) Presentation.pdf
- 2026-27 Sage Oak Charter Schools Strategic Budget Plan Presentation.pdf
- 2026-27 Sage Oak Charter Schools Strategic Plan Department Level Budget Details.pdf
- 2026-27 Sage Oak Charter Schools Salary Schedule Revisions.pdf
- 2026-27 Sage Oak Charter Schools Assistant Superintendent Salary Schedule.pdf
- 2026-27 Sage Oak Charter Schools Certificated Educator Salary Schedule.pdf
- 2026-27 Sage Oak Charter Schools Professional_Management Salary Schedule.pdf
- 2026-27 Sage Oak Charter Schools Classified Hourly Salary Schedule.pdf
- 2026-27 Sage Oak Charter Schools Positions.pdf
- Sage Oak Charter Schools Federal Tax Form 990 Return & CA Tax Form 199 Return, Year Ended June 30, 2025_Draft.pdf
- CLA Audit Engagement Services Statement of Work, Fiscal Year 2025-26.pdf
- CLA Tax Exempt Returns and Filings Statement of Work, Fiscal Year 2025-26.pdf
- CLA Accounting Standard Assessment Statement of Work, Fiscal Year 2025-26.pdf
- Sage Oak Highlights- February 2026.pdf

FOR MORE INFORMATION

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

Steve Fraire

Signed by Steve Fraire on 5/22/2026