

APPROVED

SAGE OAK
CHARTER SCHOOLS



Sage Oak Charter Schools

Minutes

Notice of Adjournment and Continued Regular Meeting to December 15, 2025

Continued from December 11, 2025 meeting adjourned for lack of quorum.

Date and Time

Monday December 15, 2025 at 12:00 PM

Location

Sage Oak Charter Schools

1473 Ford Street, Suite #105

Redlands, CA 92373

Link to [Join Zoom Meeting](#)

ID: 94091380967

Passcode: 901818

Dial In: [\(US\) +1 312-626-6799](#)

Passcode: 901818

Teleconference Locations

1185 Calle Dulce, Chula Vista, CA 91910

39251 Camino Las Hoyas, Indio, CA 92203

1420 E. Palomar St., Chula Vista, CA 91913

25 Kingston Court E., Coronado, CA 92118

MISSION STATEMENT

Steve Fraire

Signed by Steve Fraire on 1/13/2026

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

M. Humphrey (remote), P. Matz (remote), S. Fraire (remote)

Directors Absent

S. Houle, W. Hall

Guests Present

B. Bookser (remote), E. Horta (remote), K. Woodgrift (remote), L. Snee

I. Opening Items

A. Call the Meeting to Order

In accordance with the Third Amended Bylaws of Sage Oak Charter Schools, Steve Fraire, Board Clerk, presided over the December 15, 2025, Regular Meeting of the Board of Directors in the absence of the Board President.

S. Fraire called a meeting of the board of directors of Sage Oak Charter Schools to order on Monday Dec 15, 2025 at 12:06 PM.

B. Record Attendance

II. Pledge of Allegiance

A. Led by Board President or designee

Steve Fraire

Signed by Steve Fraire on 1/13/2026

S. Fraire, Board Clerk, led the meeting in the Pledge of Allegiance.

III. Approve Agenda

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

M. Humphrey made a motion to S. Fraire, Board Clerk, to approve the agenda as presented for the December 15, 2025, Regular Meeting of the Board of Directors.

P. Matz seconded the motion.

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

Roll Call

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

IV. Approve Minutes

A. (Action) Approval of Minutes for October 9, 2025 Regular Meeting of the Board of Directors

P. Matz made a motion to S. Fraire, Board Clerk, to approve the minutes as presented from the Regular Meeting of the Board of Directors on 10-09-25.

M. Humphrey seconded the motion.

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

Roll Call

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

B. (Action) Approval of Minutes for November 13, 2025 Board of Directors Study Session

P. Matz made a motion to S. Fraire, Board Clerk, to approve the minutes as presented from the Board of Directors Study Session on 11-13-25.

M. Humphrey seconded the motion.

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

Roll Call

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

Steve Fraire

Signed by Steve Fraire on 1/13/2026

Roll Call

P. Matz 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

M. Humphrey made a motion to S. Fraire, Board Clerk, to adjourn to Closed Session at 12:09 p.m.

P. Matz seconded the motion.

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

Roll Call

W. Hall Absent

S. Houle Absent

M. Humphrey Aye

S. Fraire Aye

P. Matz Aye

B. Closed Session Agenda

1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

(Gov. Code Section 54956.9(d)(2))

One potential matter

2. CONFERENCE WITH LABOR NEGOTIATORS

(Gov. Code section 54957.6)

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

Board President William Hall

Unrepresented employee: Superintendent

VII. Reconvene Regular Meeting

A. Report Out Any Action Taken in Closed Session

M. Humphrey made a motion to S. Fraire, Board Clerk, in the matter of item no. B.1 on the Closed Session agenda, Conference with Legal Counsel - Anticipated Litigation, to settle the matter for Employee ID #443.

P. Matz seconded the motion.

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

Steve Fraire

Signed by Steve Fraire on 1/13/2026

Roll Call

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

VIII. Public Comments/Recognition/Reports

A. Public Comment

There was no request for public comment.

IX. Correspondence/Proposals/Reports

A. Sage Oak Highlights

The Board tabled this item for presentation at the January 8, 2026, Regular Meeting of the Board of Directors. No formal motion or vote occurred.

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

The Board tabled this item for presentation at the January 8, 2026, Regular Meeting of the Board of Directors. No formal motion or vote occurred.

X. Consent Agenda

A. Consent - Business Services

1. Check Register - October 2025
2. Check Register - November 2025
3. Report of Investment Activity - September 2025
4. Report of Investment Activity - October 2025
5. Ratification of CloudHesive Change Order Form
6. Ratification of Young, Minney & Corr, LLP Agreement for the Provision of Legal Services (Renewal)
7. Ratification of JAMF Software, LLC Quote: Q-765683
8. Ratification of Wendy Cleaning Services Agreement
9. Ratification of BrainFreeze LLC Order Form
10. Ratification of Sage Staffing System Proposal
11. Ratification of Brisk Teaching Quote

B. Consent - Education Services

1. Ratification of TPR Education, LLC d/b/a The Princeton Review Service Order

Steve Fraire

Signed by Steve Fraire on 1/13/2026

2. Ratification of Live Nation Worldwide, Inc. Special Event Agreement
3. Ratification of Cordance Operations LLC, Hapara Quote (Renewal)
4. Ratification of Four Points Rancho Cucamonga Banquet Event Order
5. Ratification of City of Redlands Park Reservation Request
6. Ratification of City of Redlands Park Reservation Request
7. Ratification of City of Victorville Park Reservation Request
8. Ratification of Alliance for African Assistance Language Services Agreement
9. Ratification of City of Ontario Field Use Application
10. Ratification of Memorandum of Understanding with iLead Hybrid Exploration
11. Ratification of Marriott Riverside at the Convention Center Group Sales Agreement
12. Ratification of Courtyard by Marriott, Temecula-Murrieta Event Sales Agreement
13. Ratification of City of Murrieta Permits
14. Ratification of Springhill Suites Corona Riverside Banquet Event Order
15. Ratification of Partners in Special Education Support Services Agreement
16. Ratification of SimpleK12 Quote
17. Approval of CASL State Conference Overnight Field Trip Request Form (Grades 9-12)

C. Consent - Human Resources

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

D. Consent - Operations & Accountability

1. Acknowledgement for Reporting the 2023-24 Sage Oak Charter Schools Teaching Assignment Monitoring Outcomes (TAMO) Data (*Informational ONLY*)
2. Approval of Sage Oak Charter Schools Crisis Communications Plan Revisions
3. Ratification of Parsec Education Service Order
4. Ratification of ScubaCat Educational Data, LLC Contract
5. Ratification of Scout Edu, Inc. Quote
6. Ratification of Fagen Friedman & Fulfroost LLP Contract

E. Consent - Policy Development

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

5000 Series - Student Services

- 5020-SO Suicide Prevention
- 5025-SO Title IX, Sex-Based Discrimination and Sex-Based Harassment Policy
- 5035-SO Student Freedom of Speech and Expression Policy
- 5055-SO Self-Administration Medicine
- 5075-SO Transcripts from Non-Accredited Schools Policy
- 5090-SO Harassment, Intimidation, Discrimination, and Bullying Policy

Steve Fraire

Signed by Steve Fraire on 1/13/2026

5095-SO Retention Policy

Governance Documents

9323-SO Public Participation at Board Meetings

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.

M. Humphrey made a motion to S. Fraire, Board Clerk, to approve the items listed under the Consent Agenda as presented.

P. Matz seconded the motion.

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

Roll Call

M. Humphrey Aye

W. Hall Absent

S. Houle Absent

P. Matz Aye

S. Fraire Aye

XI. Human Resources

A. (Action) Approval of Revised 2025-26 Salary Schedules

M. Humphrey made a motion to S. Fraire, Board Clerk, to approve the revised 2025-26 salary schedules, effective December 1, 2025, and the advanced degree stipend, effective July 1, 2025, as presented.

P. Matz seconded the motion.

**It was noted that current senior directors will remain on Range 20.*

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

Roll Call

S. Fraire Aye

M. Humphrey Aye

W. Hall Absent

P. Matz Aye

S. Houle Absent

B. (Action) Approval of a Retroactive, One-time 4.3% Off-Salary-Schedule Payment Issued to all Actively Employed Staff on June 26, 2023

M. Humphrey made a motion to S. Fraire, Board Clerk, to approve a retroactive, one-time 4.3% off-salary-schedule payment issued to all actively employed staff on June 26, 2023, as presented.

P. Matz seconded the motion.

Steve Fraire

Signed by Steve Fraire on 1/13/2026

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

Roll Call

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

C. (Action) Approval of NEOGOV Order Form

M. Humphrey made a motion to S. Fraire, Board Clerk, to approve the NEOGOV order form as presented.

P. Matz seconded the motion.

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

Roll Call

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

XII. Business Services

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

M. Humphrey made a motion to S. Fraire, Board Clerk, to approve the 2025-26 Sage Oak Charter Schools First Interim Budget (FIB) Report as presented.

P. Matz seconded the motion.

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

Roll Call

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

B. (Action) Approval of Annual Independent Auditors' Report for Sage Oak Charter Schools, Year Ended June 30, 2025 (Draft)- Prepared and Presented by CliftonLarsonAllen (CLA)

M. Humphrey made a motion to S. Fraire, Board Clerk, to approve the Annual Independent Auditors' Report for Sage Oak Charter Schools, year ended June 30, 2025 (draft) as presented.

P. Matz seconded the motion.

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

Steve Fraire

Signed by Steve Fraire on 1/13/2026

Roll Call

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

XIII. Policy Development

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

The Board tabled this item for the January 8, 2026, Regular Meeting of the Board of Directors. No formal motion or vote occurred.

XIV. Organizational Structure - Annual Meeting of the Board

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

The Board tabled this item for the January 8, 2026, Regular Meeting of the Board of Directors. No formal motion or vote occurred.

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

The Board tabled this item for the January 8, 2026, Regular Meeting of the Board of Directors. No formal motion or vote occurred.

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

The Board tabled this item for the January 8, 2026, Regular Meeting of the Board of Directors. No formal motion or vote occurred.

D. (Action) Full Board Action In Lieu of Audit Committee, Fiscal Year 2025-26

M. Humphrey made a motion to S. Fraire, Board Clerk, to approve full Board action in lieu of an audit committee for the fiscal year 2025-26.

P. Matz seconded the motion.

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

Roll Call

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

XV. Calendar

A. Future Meetings

Steve Fraire

Signed by Steve Fraire on 1/13/2026

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

XVI. Comments

A. Board Comments

The Board expressed strong appreciation for Superintendent Woodgrift's leadership, highlighting her ability to build and retain a high-quality team. Members also thanked staff for a well-run meeting and extended warm holiday wishes to all.

B. Superintendent Comments

Superintendent Woodgrift wished Steve Fraire, Board Clerk, a happy birthday and thanked him for his uplifting support. She noted that communication would be forthcoming regarding the new SB 848 requirement for Board members to complete annual mandated reporter training. Superintendent Woodgrift extended wishes for a healthy and happy holiday season and looks forward to seeing everyone at the January meeting.

XVII. Closing Items

A. Adjourn Meeting

M. Humphrey made a motion to S. Fraire, Board Clerk, to adjourn the Regular Meeting of the Board of Directors on December 15, 2025.

P. Matz seconded the motion.

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

Roll Call

S. Fraire Aye

P. Matz Aye

M. Humphrey Aye

S. Houle Absent

W. Hall Absent

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:14 PM.

Respectfully Submitted,
S. Fraire

Documents used during the meeting

- Sage Oak Highlights_October & November 2025.pdf
- Student Achievement Presentation.pdf
- BUS Consent - Business Services.pdf

Steve Fraire

Signed by Steve Fraire on 1/13/2026

- BUS Consent - Education Services.pdf
- BUS Consent - Human Resources.pdf
- BUS Consent - Operations & Accountability.pdf
- BUS Consent - Policy Development.pdf
- Classification & Compensation Study Recommendations_Presentation.pdf
- 2025-26 Sage Oak Charter Schools Classified Hourly Salary Schedule.pdf
- 2025-26 Sage Oak Charter Schools Certificated Educator Salary Schedule.pdf
- 2025-26 Sage Oak Charter Schools Professional Management Salary Schedules.pdf
- 2025-26 Sage Oak Charter Schools Assistant Superintendent Salary Schedule.pdf
- 2025-26 Sage Oak Charter Schools Positions.pdf
- NEOGOV Order Form.pdf
- 2025-26 Sage Oak Charter Schools First Interim Budget (FIB) Report.pdf
- 2025-26 Sage Oak Charter Schools First Interim Budget (FIB) Report Presentation.pdf
- Annual Independent Auditors' Report for Sage Oak Charter Schools, Year Ended June 30, 2025_Draft.pdf
- 1015-SO Social Media Policy.pdf

FOR MORE INFORMATION

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

Steve Fraire

Signed by Steve Fraire on 1/13/2026