



Sage Oak Charter Schools

Regular Meeting of the Board of Directors

Published on October 4, 2024 at 10:39 AM PDT

Amended on October 7, 2024 at 2:29 PM PDT

Date and Time

Tuesday October 8, 2024 at 9:00 AM PDT

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: 94977130778

Passcode: 232370

[\(US\) +1 309-205-3325](#)

Passcode: 232370

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.

Agenda

	Purpose	Presenter	Time
I. Opening Items			9:00 AM
A. Call the Meeting to Order		Board President	1 m
B. Record Attendance		Board President	1 m
Roll Call:			
William Hall, President			
Michael Humphrey, Vice President			
Steve Fraire, Clerk			
Susan Houle, Member			
Peter Matz, Member			
II. Pledge of Allegiance			9:02 AM
A. Led by Board President or designee		Board President	1 m
III. Approve/Adopt Agenda			9:03 AM
A. (Action) Approval of Agenda for October 8, 2024 Regular Meeting of the Board of Directors	Vote	Board President	1 m
It is recommended the Board approve the agenda for the October 8, 2024, Regular Meeting of the Board of Directors as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).			

	Purpose	Presenter	Time
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Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent ____

IV. Approve Minutes

9:04 AM

- | | | | |
|---|-----------------|-----------------|-----|
| A. (Action) Approval of Minutes for September 12, 2024 Regular Meeting of the Board of Directors | Approve Minutes | Board President | 1 m |
|---|-----------------|-----------------|-----|

It is recommended the Board approve the minutes from the September 12, 2024, Regular Meeting of the Board of Directors as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

V. Public Comments/Recognition/Reports

Please submit a Request to Speak to the Board of Directors using the chat feature on the right-hand side of the Zoom platform. Please state the agenda item number that you wish to address prior to the agenda item being called by the Board President. Not more than three (3) minutes are to be allotted to any one (1) speaker, and no more than twenty (20) minutes on the same subject. This portion of the agenda is for comments, recognitions, and reports to the Board and is not intended to be a question and answer period. If you have questions for the Board, please provide the Board President with a written statement, and an administrator will provide answers at a later date.

VI. Correspondence/Proposals/Reports

9:05 AM

	Purpose	Presenter	Time
A.	Sage Oak Highlights Krista Woodgrift, Superintendent/CEO	Krista Woodgrift	8 m
B.	2023-2024 Student Achievement Data Poppy Perfect, Data & Educational Reporting Coordinator	Lisa Thompson	14 m
C.	Principals' Plan for the Year Erin Bunch, Assistant Superintendent of Education Services Chelsey Anema, Personalized Learning Academy Principal Lana Beshara, Virtual Learning Academy Principal Traci King, High School Principal	Erin Bunch	15 m
D.	Student Highlight Lana Beshara, Virtual Learning Academy Principal Student: Sophie Ghosn, 7th Grade Teacher: Jaimielynn Lake	Erin Bunch	7 m
E.	AI Update - Data Lake Brad Bookser, Director of Information Technology	Brad Bookser	10 m

VII. Consent Agenda 9:59 AM

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.

The items below form our Consent Agenda. The last item in this section is a single vote to approve them en masse.

A.	Consent - Business Financial/Services		1 m
	<ol style="list-style-type: none"> 1. Check Register - September 2024 2. Report of Investment Activity - August 2024 3. Ratification of City of Rancho Cucamonga R. C. Sports Center Permit #R22068 4. Ratification of Chaffey College, Chino Community Center, Facility Rental Contract 5. Ratification of Fullerton Parks & Recreation Permit & Agreement 6. Ratification of Trinity United Presbyterian Church Request for Usage 7. Ratification of Microsoft Open Value Subscription Agreement for Education Solutions 		

	Purpose	Presenter	Time
	8. Ratification of DI Technology Inc. Statement of Work		
	9. Ratification of Courtyard by Marriott Letter of Agreement		
	10. Ratification of Educators Cooperative Proposal		
	11. Ratification of Intellinetics, Inc. dba YellowFolder Quotes #2021417 & 2021470		
	12. Ratification of School Pathways LLC Quote Form with Sage Oak Charter School - Keppel: Canvas Two-Way Integration (Renewal)		
	13. Ratification of School Pathways LLC Quote Form with Sage Oak Charter School - South: Canvas Two-Way Integration (Renewal)		
	14. Ratification of School Pathways LLC Quote Form with Sage Oak Charter School: Canvas Two-Way Integration (Renewal)		
	15. Ratification of LB Parks, Recreation, and Marine Permit #R35725		
	16. Ratification of Live Nation Worldwide, Inc. Special Event Agreement		
	17. Ratification of City of Redlands Park Reservation QPR-2278		
	18. Ratification of City of Rancho Cucamonga Central Park Permit #R22250		
	19. Ratification of Embassy Suites Express Agreement		
B.	Consent - Education Services		1 m
	1. Ratification of Edmentum Master Contract #Q-652454		
C.	Consent - Human Resources		1 m
	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-366457		
	5. Ratification of Metlife Dental/Vision Policy Amendment		
D.	Consent - Operations & Accountability		
	1. Approval of 2025-2026 Sage Oak Charter Schools Academic Calendar		
	2. Approval of Sage Oak Charter Schools Crisis Communications Plan Revisions		
E.	(Action) Approve Consent Agenda	Vote	Board President
			1 m
	<i>Items listed under the Consent Agenda are considered routine and will be approved/adopted by a single motion.</i>		

It is recommended the Board approve the Consent Agenda as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Purpose Presenter Time

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

VIII. Business Services

10:03 AM

- A.** (Action) Approval of Riverside Convention Center Contract Vote Tim O'Brien 2 m

It is recommended the Board approve the Riverside Convention Center Contract as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Fiscal Impact: \$50,000 (estimated)

Sage Oak Charter School (#1885)	\$40,450
Sage Oak Charter School - Keppel (#1886)	\$3,700
Sage Oak Charter School - South (#2051)	\$5,850

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

- B.** (Action) Approval of Marriott Riverside at the Convention Center Agreement Vote Tim O'Brien 2 m

It is recommended the Board approve the Marriott Riverside at the Convention Center Agreement as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Fiscal Impact: \$43,480

Sage Oak Charter School (#1885)	\$35,175
Sage Oak Charter School - Keppel (#1886)	\$3,218
Sage Oak Charter School - South (#2051)	\$5,087

	Purpose	Presenter	Time
Roll Call Vote:			
William Hall			
Michael Humphrey			
Steve Fraire			
Susan Houle			
Peter Matz			
Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____			

IX. Calendar

The next scheduled meeting will be a Study Session held on November 14, 2024.

X. Comments 10:07 AM

A. Board Comments 2 m

B. Superintendent Comments 2 m

XI. Closing Items 10:11 AM

A. Adjourn Meeting Vote Board President 1 m

Roll Call Vote:
 William Hall
 Michael Humphrey
 Steve Fraire
 Susan Houle
 Peter Matz
 Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

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

Coversheet

(Action) Approval of Minutes for September 12, 2024 Regular Meeting of the Board of Directors

Section: IV. Approve Minutes
Item: A. (Action) Approval of Minutes for September 12, 2024 Regular Meeting of the Board of Directors
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Meeting of the Board of Directors on September 12, 2024

APPROVED



Sage Oak Charter Schools

Minutes

Regular Meeting of the Board of Directors

Date and Time

Thursday September 12, 2024 at 9:00 AM

Location

Sage Oak Charter Schools

1473 Ford Street, Suite #105

Redlands, CA 92373

[Join Zoom Meeting](#)

ID: 99067268310

Passcode: 003261

[\(US\) +1 689-278-1000](#)

Passcode: 003261

Teleconference Locations

39251 Camino Las Hoyas, Indio, CA 92203

16222 Quail Rock Road, Ramona, CA 92065

25 Kingston Court E., Coronado CA 92118

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Directors Present

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

Directors Absent

M. Humphrey, W. Hall

Guests Present

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

I. Opening Items

A. Call the Meeting to Order

S. Fraire called a meeting of the board of directors of Sage Oak Charter Schools to order on Thursday Sep 12, 2024 at 9:01 AM.

B. Record Attendance

II. Pledge of Allegiance

A. Led by Board President or designee

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

III. Approve/Adopt Agenda

A. (Action) Approval of Agenda for September 12, 2024 Regular Meeting of the Board of Directors

P. Matz made a motion to S. Fraire, Board Clerk, to approve the agenda as presented for the Regular Meeting of the Board of Directors on 09-12-2024.

S. Houle seconded the motion.

S. Fraire, Board Clerk, presided as the Board President designee.

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

Roll Call

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

IV. Approve Minutes

A. (Action) Approval of Minutes for August 8, 2024 Board of Directors Study Session

P. Matz made a motion to S. Fraire, Board Clerk, to approve the minutes from Board of Directors Study Session on 08-08-24.

S. Houle seconded the motion.

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

Roll Call

P. Matz	Aye
W. Hall	Absent
S. Fraire	Aye
M. Humphrey	Absent
S. Houle	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. Houle made a motion to S. Fraire, Board Clerk, to adjourn to Closed Session at 9:03 a.m.

P. Matz seconded the motion.

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

Roll Call

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

Roll Call

S. Houle Aye

VII. Closed Session

A. Closed Session Agenda

1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

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

a. YL v. The Collaborative Charter Services Organization, et al.

VIII. Reconvene Regular Meeting

A. Report Out Any Action Taken in Closed Session

The Regular Meeting of the Board of Directors reconvened at 9:24 a.m. S. Fraire, Board Clerk, reported there was no action taken in Closed Session.

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 2024.

B. Budget/Fiscal Update

Tim O'Brien, Assistant Superintendent of Business Services, presented a budget/fiscal update.

C. 2022-2023 Teacher Assignment Monitoring Outcome

Candice Coffey, Assistant Superintendent of Human Resources, presented the 2022-2023 Teacher Assignment Monitoring Outcome Report.

D. CliftonLarsonAllen LLP (CLA) Governance Entrance Letter

Tim O'Brien, Assistant Superintendent of Business Services reviewed the Governance Entrance Letter from CliftonLarsonAllen (CLA) LLP.

XI. Consent Agenda

A.

Consent- Business Services

1. Check Register - June 2024
2. Check Register - July 2024
3. Check Register - August 2024
4. Report of Investment Activity - July 2024
5. Ratification of Instructure Services Order Form #Q-355637
6. Ratification of Intellinetics, Inc. dba YellowFolder Proposal for Data Migration #2021435
7. Ratification of R C Steward Corp Proposal
8. Ratification of Document Tracking Services, LLC (DTS) Licensing Agreement
9. Ratification of OC Audio Visual Solutions Invoice
10. Ratification of CloudHesive Independent Consulting Agreement
11. Ratification of Encore Quote #2646-1821
12. Ratification of Tabor Storage Solutions, LLC Proposal
13. Ratification of 2024-2025 Hatch & Cesario Legal Services Agreement (Renewal)
14. Ratification of Google Workspace for Education Student Enrollment Verification Letter (Renewal)
15. Ratification of JW Marriott Addendum
16. Ratification of Goldy S. Lewis Community Center Permit #R21749
17. Ratification of Hapara Quote (Renewal)
18. Ratification of Courtyard by Marriott Letter of Agreement
19. Ratification of Mobile Beacon Agreement
20. Ratification of Centerpoint Church Facility Use Request and Agreement Form
21. Ratification of UPS Carrier Agreement
22. Ratification of FedEx Transportation Services Agreement
23. Ratification of ClickUp Order Form
24. Ratification of U-Haul Corporate Account Agreement and Terms and Conditions
25. Ratification of Sage Intacct, Inc. Agreement
26. Ratification of Evolve Media Statement of Work
27. Ratification of Skill Struck Chat for Schools Quote
28. Ratification of School Services of California, Inc. Agreement (Renewal)
29. Ratification of Pepper & Olive Letter of Agreement
30. Ratification of Ponte Estate Event Contract
31. Ratification of Ponte Estate Group Booking Agreement

B. Consent - Education Services

1. Ratification of 2024-2025 Nonpublic, Nonsectarian School/Agency Services, Master Contract and Individual Service Agreement
2. Ratification of 2024-2025 Special Education Contracted Vendors List
3. Ratification of StrongMind, Inc. Services Agreement
4. Ratification of BrightThinker Order Form #SQ-0490 (Renewal)
5. Ratification of BrightThinker Order Form #SQ-0671

6. Ratification of Time4Learning Purchase Order Agreement 2024
7. Ratification of TPR Education, LLC dba The Princeton Review Statement of Work
8. Ratification of ABCYa.com Order Form
9. Ratification of NWEA (Northwestern Evaluation Association) Sales Order
10. Approval of Sacramento One-Day Field Trip for 2024-2025 School Year, Grades 8-12
11. Approval of Chicago Overnight Field Trip for 2024-2025 School Year, Grades 9-12

C. Consent- Human Resources

1. Approval of Certificated Personnel Report
2. Approval of Classified Personnel Report
3. Approval of Job Descriptions
4. Ratification of Looking Glass Media Agreement
5. Ratification of Los Angeles County Office of Education Contract (Renewal)
6. Ratification of Spark Hire Order Form

D. Consent - Policy Development

5000 Series- Student Services: Revised

1. 5065-SO Enrollment Policy

E. (Action) Approve Consent Agenda

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

S. Houle seconded the motion.

Items listed under the Consent Agenda are considered routine and will be approved/adopted by a single motion.

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

Roll Call

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

XII. Board Governance

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

S. Houle made a motion to S. Fraire, Board Clerk, to approve the Annual Board Self-Evaluation as presented.

P. Matz seconded the motion.

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

Roll Call

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

B. (Action) Approval of 2024-2027 Sage Oak Charter Schools Strategic Plan

S. Houle made a motion to S. Fraire, Board Clerk, to approve the 2024-2027 Sage Oak Charter Schools Strategic Plan as presented.

P. Matz seconded the motion.

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

Roll Call

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

XIII. Business Services

A. (Action) Approval of Sage Oak Charter Schools Unaudited Actuals Financial Report 2023-2024

S. Houle made a motion to S. Fraire, Board Clerk, to approve the Sage Oak Charter Schools Unaudited Actuals Financial Report 2023-2024 as presented.

P. Matz seconded the motion.

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

Roll Call

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

B. (Action) Approval of 2024–2025 Consolidated Application and Reporting System (CARS) Spring Release

P. Matz made a motion to S. Fraire, Board Clerk, to approve the 2024-2025 Consolidated Application and Reporting System (CARS) Spring release as presented.

S. Houle seconded the motion.

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

Roll Call

S. Fraire Aye

Roll Call

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

XIV. Calendar

A. Future Meetings

The next scheduled meeting will be a Regular Board of Directors Meeting held on October 8, 2024.

XV. Comments

A. Board Comments

The Board expressed excitement about the strong start to the new school year, acknowledged everyone's hard work, and commended the team for the thoroughness of the Strategic Plan, highlighting that everything is so methodically and intricately aligned. They also praised the school's ability to maintain quality while growing, noting the impressive staff retention rate of 96 percent.

B. Superintendent Comments

Superintendent Woodgrift reflected on the success of the recent Summit, highlighting the team's hard work. She specifically thanked Program Directors/Principals Chelsey Anema, Lana Beshara, and Traci King for their efforts in developing the presentation and managing key event aspects, from video creation to speaker coordination. She also praised the breakout sessions for aligning with the Strategic Plan. She appreciated Larry King, Senior Director of Outreach & Development, for securing vendor donations that contributed to the 10-year celebration. Additionally, Superintendent Woodgrift acknowledged the challenges posed by ongoing fires affecting students, families, and staff, encouraging those needing support to reach out. She expressed gratitude to the Board for their continuous support and collaboration.

XVI. Closing Items

A. Adjourn Meeting

P. Matz made a motion to S. Fraire, Board Clerk, to adjourn the Regular Meeting of the Board of Directors on September 12, 2024.

S. Houle seconded the motion.

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

Roll Call

P. Matz Aye
M. Humphrey Absent

Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:08 AM.

Respectfully Submitted,
S. Fraire

Documents used during the meeting

- Sage Oak Highlights_July & August 2024.pdf
- Budget_Fiscal Update_9.12.2024.pdf
- 2022-2023 Teacher Assignment Monitoring Outcome_9.12.2024.pdf
- CliftonLarsonAllen LLP (CLA) Governance Entrance Letter_9.12.2024.pdf
- BUS Consent - Business Services_9.12.2024.pdf
- Check Register_June 2024_9.12.2024.pdf
- Check Register_July 2024_9.12.2024.pdf
- Check Register_August 2024_9.12.2024.pdf
- Report of Investment Activity_August 2024_9.12.2024.pdf
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- OC Audio Visual Solutions Invoice_9.12.2024.pdf
- CloudHesive Independent Consulting Agreement_9.12.2024.pdf
- Encore Quote #2646-1821_9.12.2024.pdf
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- Mobile Beacon Agreement_9.12.2024.pdf
- Centerpoint Church Facility Use Request_9.12.2024.pdf

- UPS Carrier Agreement_9.12.2024.pdf
- FedEx Transportation Services Agreement_9.12.2024.pdf
- ClickUp Order Form_9.12.2024.pdf
- U-Haul Corporate Account Agreement and Terms & Conditions_9.12.2024.pdf
- Sage Intacct, Inc. Agreement_9.12.2024.pdf
- Evolve Media Statement of Work_9.12.2024.pdf
- Skill Struck Chat for Schools Quote_9.12.2024.pdf
- School Services of California, Inc. Agreement_9.12.2024.pdf
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- 2024-2025 Special Education Contracted Vendors List_9.12.2024.pdf
- StrongMind, Inc. Service Agreement_9.12.2024.pdf
- BrightThinker Order #SQ-0490_9.12.2024.pdf
- Bright Thinker Order Form #SQ-0671_9.12.2024.pdf
- Time4Learning Purchase Order Agreement 2024_9.12.2024.pdf
- TPR Education, LLC dba The Princeton Review Statement of Work_9.12.2024.pdf
- ABCYa.com Order Form_9.12.2024.pdf
- NWEA Sales Order_9.12.2024.pdf
- 2024-2025 Sacramento One-Day Field Trip Request Form_9.12.2024.pdf
- 2024-2025 Chicago Overnight Field Trip Request Form_9.12.2024.pdf
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- Job Descriptions_9.12.2024.pdf
- Looking Glass Media Agreement_9.12.2024.pdf
- Los Angeles County Office of Education Contract_9.12.2024.pdf
- Spark Hire Order Form_9.12.2024.pdf
- BUS Consent - Policy Development_9.12.2024.pdf
- Annual Board Self-Evaluation_FINAL_9.12.2024.pdf
- 2024-2027 Sage Oak Charter Schools Strategic Plan_FINAL_9.12.2024.pdf
- 2024-2027 Sage Oak Charter Schools Strategic Plan Revisions_9.12.2024.pdf
- Sage Oak Charter Schools Unaudited Actuals Financial Report 2023-2024_9.12.2024.pdf
- Sage Oak Charter Schools Unaudited Actuals 2023-2024 Presentation_9.12.2024.pdf

- CARS 2024-2025 Application and Certifications_Sage Oak Charter School #1885_9.12.2024.pdf
 - CARS 2024-2025 Application and Certifications_Sage Oak Charter School - Keppel #1886_9.12.2024.pdf
 - CARS 2024-2025 Application and Certifications_Sage Oak Charter School - South #2051_9.12.2024.pdf
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FOR MORE INFORMATION

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

Coversheet

Sage Oak Highlights

Section: VI. Correspondence/Proposals/Reports
Item: A. Sage Oak Highlights
Purpose:
Submitted by:
Related Material: Sage Oak Highlights_September 2024.pdf



Excellence through Personalized Learning SEPTEMBER HIGHLIGHTS

2024-25

GOAL #1: STUDENT SUCCESS



GOAL #2: ENGAGEMENT

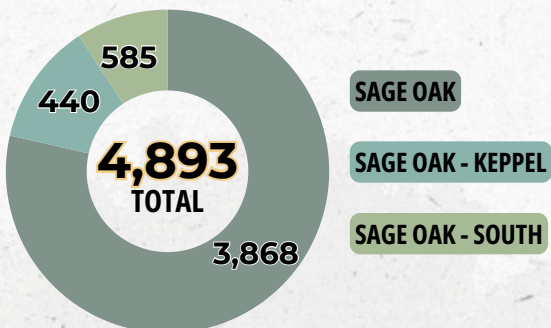


GOAL #3: SMART LEARNING SYSTEMS

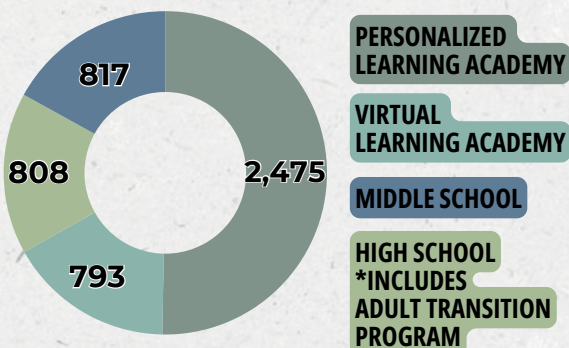


CURRENT ENROLLMENT

BY SCHOOL



BY PROGRAM



A LOOK INSIDE THIS ISSUE....

GOAL #1 FEATURED HIGHLIGHT:

- Our Personalized Learning Academy Back-to-School Socials were an exciting kick-off to the school year with a **record 1,650 students and family members** signed up to attend.
- The Sage Oak community came together for our first-ever all-school service project. Participants collected **over 130 pounds of trash in Huntington Beach.**

GOAL #2 FEATURED HIGHLIGHT:

- Our first school-wide Western Association of Schools and Colleges (WASC) Home Group meetings were held with great success on September 11th!

[CLICK HERE TO VIEW PROFESSIONAL DEVELOPMENT](#)

GOAL #3 FEATURED HIGHLIGHT:

- The Sage Oak Artificial Intelligence (AI) Committee will introduce a student-facing AI platform that focuses on building AI literacy for students where they can earn a certificate in AI Literacy.



STUDENT HIGHLIGHT: DANIELA

Meet Daniela B., one of our talented students participating in the Resin Creations Oakschool class! Guided by expert art teacher June McDonald, Daniela, and her 4th-8th grade peers are learning to create stunning crafts while exploring the limitless possibilities of resin art.

GOAL #1: STUDENT SUCCESS



CAREER INSIGHTS WITH SAGE STAGE & OAKSCHOOL

In September, our Sage Studio podcast highlighted Jaimielynn Lake, host of the Sage Stage. This year, the Sage Stage will feature guest speakers from various career and technical fields, providing students with exposure to real-world career paths. In our episode about Oakschool, we highlighted new career-focused enrichment classes and in-person opportunities available to students.



On September 20th, Sage Oak teachers, staff, students, and families came together for our first-ever all-school service project. Taking place alongside California Coastal Clean-Up Day, **over 600 attendees signed up to participate and collected over 130 pounds** of trash in Huntington Beach. This event facilitated connection and relationship-building within all of our Sage Oak programs and allowed our students to make a positive impact for the good of the wider Southern California community.

SAGE OAK'S COASTAL CLEAN-UP SUCCESS!



K-8 STUDENTS COOK UP CAREER DREAMS

Our K-8th grade students had the opportunity to attend career-focused field trips to In-N-Out locations in their areas where they learned about careers in entrepreneurship, management, and hospitality.

IDENTIFYING GIFTED MINDS WITH NNAT3

This month, the Program for Advanced and Gifted Education (P.A.G.E.) implemented the Naglieri Nonverbal Ability Test (NNAT3), a culture-fair assessment measuring reasoning and problem-solving skills through geometric shapes. The 30-minute test can be taken at home on Chromebooks. With 70 students participating, the results will help determine eligibility for P.A.G.E. We are actively seeking and identifying our gifted population and look forward to expanding the program!



+32 NHS
+10 NJHS
NEW STUDENT MEMBERS

HONOR SOCIETIES ATTRACT MORE STUDENTS THIS SCHOOL YEAR

Induction ceremonies for our National Honor Society (NHS) and National Junior Honor Society (NJHS) were held this month, with NHS growing to 69 members from 37 last year, and NJHS increasing to 19 from 9. We're thrilled to see these programs expanding.

GOAL #1: STUDENT SUCCESS

NEW



SAGE OAK Virtual Academy MIDDLE SCHOOL HONORS COURSES

NEW HONORS PROGRAM FOR VIRTUAL LEARNING ACADEMY

We are introducing a new middle school honors program for our Virtual Learning Academy students. This program includes quarterly projects supported by small group instruction, aligning with core subjects and collaborating with peers. Students who complete both projects with passing grades will earn honors credit on their report cards.



IN-PERSON OAKSCHOOL OPPORTUNITIES

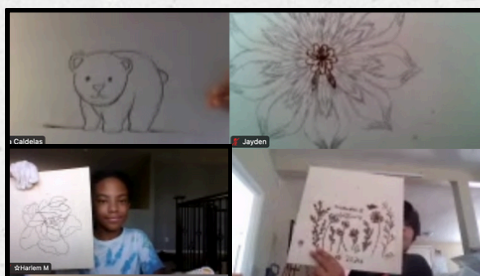
A brand-new addition to Oakschool this year, Outdoor School, takes students through various wilderness areas across Southern California. During these excursions, students acquire essential survival skills and embark on guided hikes.



NEW

These experiences have already attracted 104 participants. Our in-person Art in the Park sessions are continuing this year, with a remarkable 314 students enrolled. These events are aimed to inspire students to join virtual classes aligned with the Arts, Media, and Entertainment Pathway.

OAKSCHOOL CLASSES ALIGN WITH CALIFORNIA INDUSTRY SECTORS



Arts, Media, & Entertainment Pathway

Mrs. June McDonald is leading our 4th-8th graders into the captivating world of artistic wood burning. Students are busy learning how to create intricate designs on wood using specialized tools. This class emulates imagination and craftsmanship!

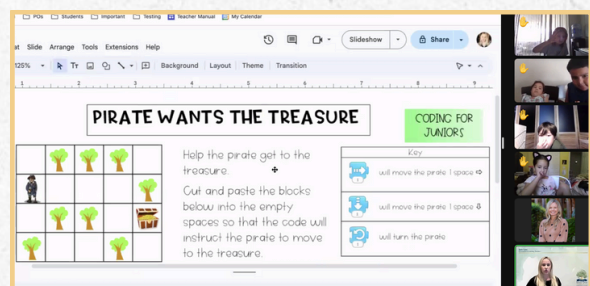
Information & Communication Pathway Class Highlights

Mrs. Katie Lane is guiding our Kindergarten through 2nd grade students on how to use the Scratch platform to better build their confidence in digital creation and coding. This yearlong class will encourage student interest in computer programming in alignment with our information technology pathway.

INTERVENTION CLASSES EXPAND



Intervention classes began at the end of September, kicking off our third year. This year, we expanded our comprehensive math classes to include 3rd-5th grades and added a full-time K-2nd grade reading specialist. We currently have 405 students enrolled in synchronous intervention classes!



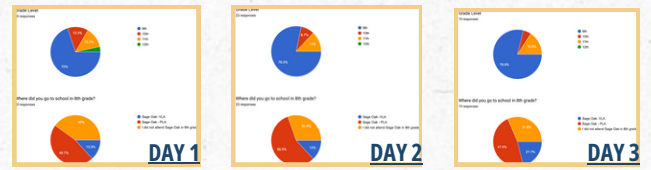
GOAL #1: STUDENT SUCCESS

SENIOR SUNRISE: DONUTS & DREAMS



Fifteen members of the Class of 2025 gathered at Huntington Beach pier for our annual tradition, the Sage Oak Senior Sunrise, marking the start of their final year of high school. During this reflective gathering, students enjoyed donuts, created a commemorative class sign, and, on paper lanterns, wrote down their future aspirations and what they hope to let go of as they embark on this important chapter.

"GET READY FOR HIGH SCHOOL BOOT CAMP"



High School counselor Coral Prendergast hosted a "Get Ready For High School Boot Camp" that included working with students on digital organization and time management and introducing study skills, tools, and resources to help students be successful this year. She also put together a **resource** for education advisors that will help students all year long who enroll late and need to get a jump start in the independent study model.

CAREER TECHNICAL EDUCATION (CTE) PATHWAYS PROVIDE INSIGHT INTO FUTURE OPPORTUNITIES

Student Enrollments by Pathway

179	Arts/Media
55	Marketing & Entrepreneurship
49	Child Development
44	Sports Medicine
40	Information Technology



On September 16th, we hosted our first guest speaker of the year, a retired Director of Sculpture from Walt Disney Imagineering. Prior to the visit, students practiced interview strategies and prepared insightful questions for the speaker. Students will be completing their first hands-on art projects, creating two sculptures—one in clay and one in wire. Animation students had their first experience with figure drawing, a fundamental skill required for art college portfolios. Johanna Cruz, who is enrolled in both Animation I and Animation II, has taken on the role of drawing club leader and excelled in her first animation project last week.



Students are exploring the question, "What is an entrepreneur?" by defining the characteristics of an entrepreneur, examining their own entrepreneurial qualities, and researching famous entrepreneurs. On Tuesday, September 24th, students attended a college tour of California State University, San Bernardino's Entrepreneurship Program, where they visited Jack H. Brown Hall to meet the team at the School of Entrepreneurship. This visit will give students an inside look at the program and provide an opportunity to ask questions.



This month in Child Development I, students reflected on how teen pregnancy could impact their lives. Pregnancy simulation suits have begun to be shipped and will rotate among all students by December. In Child Development II, students learned about the typical characteristics of a one-year-old, including appearance, motor behavior, language development, and social and environmental interactions. They also explored common routines for a one-year-old and techniques for caregiving and recorded their observations.



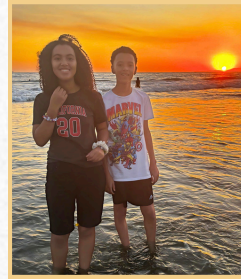
GOAL #1: STUDENT SUCCESS



In the Computer Science pathway, all students who attempted the Advanced Placement (AP) Computer Science principles exam last year passed with a score of three or higher. This year, the number of students registered for the exam has tripled. The first Esports meeting was held on September 19th, and students are preparing for their first in-person Esports tournament, scheduled for October 19th. Additionally, the Information Technology (IT) internship program, led by Brad Bookster, has begun, with four students participating. These students, who will complete the IT pathway this year, will attend a "Lunch and Learn" event on October 11th at the Redlands office.

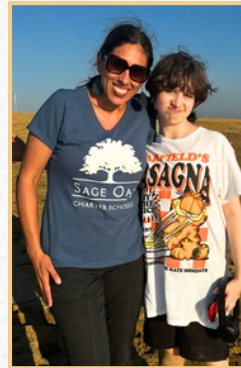
AVID: SKILL GROUPS FOR SUCCESS

As we prepare to establish an AVID (Advanced Via Individual Determination) elective for our middle school in the future, we are pleased to share that one of our 7th-grade virtual teachers, Jaimielynn Lake, has initiated a small group that meets weekly in the afternoons that focuses on the development of organizational skills, a core component of AVID's framework. We are excited to see how this effort unfolds and anticipate it will lay the groundwork for the AVID-inspired elective we hope to launch next year.



FIRST-EVER MIDDLE SCHOOL BEACH PARTY

Thirty-seven middle school students participated in our first-ever Welcome Back Beach Party, an event co-hosted with the high school department. This gathering also marked the launch of our first "Parent Connection" initiative, with **18 parents in attendance**. The middle school community is enthusiastic about the new opportunities being introduced this year. The event highlighted the importance of fostering connections within the school community and setting a positive tone for the academic year ahead.



100% PARTICIPATION RATE IN IREADY TESTING!

The fall local assessment window has come to a close and we are pleased to report a 100% participation rate! Scores are being disaggregated by school, program, and student group for analysis and teachers are reviewing results with parents at their first Learning Period Meetings.

GOAL #2: ENGAGEMENT



STAFF ANALYZE TESTING DATA IN FIRST WASC HOME GROUP MEETINGS

Our first Western Association of Schools and Colleges (WASC) Home Group meetings were held with great success school-wide on September 11th! Staff analyzed testing data, special student groups, and enrollment. The extensive feedback collected has been added to artificial intelligence (AI) software, thanks to Brad Bookser, and this data will be analyzed further as we look at trends in our upcoming Focus Group Meeting with the leadership team and a few other staff members.



ACTIVE RECRUITMENT FOR THE 2024-25 SCHOOL YEAR CONTINUES

We are actively recruiting for multiple classified and certificated roles throughout the organization in business services, human resources, operations and accountability, special education, and education services.



GOAL #2: ENGAGEMENT

COMMUNITY OUTREACH TEAM VISITS TWO AUTHORIZERS TO KICK-OFF THE NEW SCHOOL YEAR

On September 10th, Larry King, Senior Director of Outreach and Development, and Laura Bookser, Marketing Manager, attended the Warner Unified School District and Helendale School District board meetings. They updated the Board members about Sage Oak's recent accomplishments, which included increased enrollment, a successful August Summit, and our Back-to-School Socials. At both meetings, they took a moment to celebrate the continued partnership resulting from two unanimously approved seven-year renewals.



CALIFORNIA CHARTER SCHOOLS' ASSOCIATION REPORTS INCREASE IN CHARTER SCHOOL ENROLLMENT NUMBERS IN CALIFORNIA

On Thursday, September 26th, Larry King attended the fall regional California Charter Schools Association (CCSA) meeting. At the meeting, CCSA Chief Executive Officer Myrna Castrejón shared that enrollment numbers in charter schools throughout the state have increased. Larry had the opportunity to connect with CCSA's new Chief Lobbyist, Xavier Maltese, and Legal Counsel, Ricardo Soto. Larry also shared with the group about Sage Oak's successes and best practices regarding the authorization renewal process.



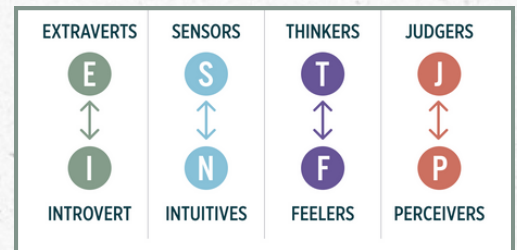
SURVEY SEEKS INPUT FROM FAMILIES ON BUILDING COMMUNITY AT SAGE OAK



This month, we are conducting a survey to gather insight from families on ways they would like to be involved in the Sage Oak community. Parents are being asked if they are interested in connecting with families in their area and which activities they'd like to participate in, from helping to organize events, opportunities to volunteer, or local meet-ups with other Sage Oak parents and families.

MYERS-BRIGGS FRAMEWORK SUPPORTS EFFECTIVE LEADERSHIP

The Leadership Academy met on September 17th and used the time to get to know each other better through the Myers-Briggs framework, discussing how this tool can support effective leadership.

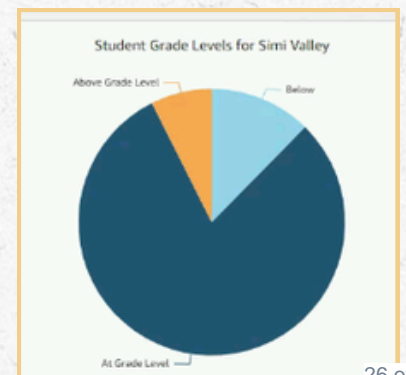


GOAL #3: SMART LEARNING SYSTEMS



NEW DASHBOARDS PROVIDE INSIGHTS ON STUDENT DATA

The development of the data lake is progressing as planned. We are currently in the initial stages of dashboard development, focusing on student achievement data. These dashboards will provide key insights and visualizations to support data-driven decision-making within the school.

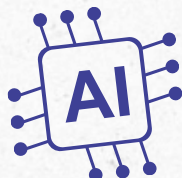


GOAL #3: SMART LEARNING SYSTEMS



IMPROVING EFFICIENCY AND USER EXPERIENCE IN STUDENT INFORMATION SYSTEMS

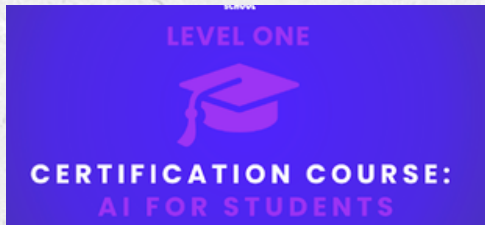
We continue to make improvements to our custom tools. Recent updates have been made to the Student Information Portal and the Special Education Assessment Management System. This month's updates were focused on increasing efficiency and user experience.



AI AT SAGE OAK

ARTIFICIAL INTELLIGENCE (AI) PROGRAM FOR STUDENTS

We are continuing our AI Innovators program partnership with Magic School and will introduce a student-facing AI platform that focuses on building AI literacy for students where they can earn a certificate in AI Literacy. Committee members attended training this month on how to customize the AI tools in Magic School to fit the needs of each grade level.

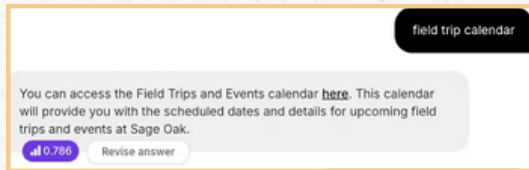


AI COMMITTEE ORGANIZES EFFORTS FOCUSING ON FOUR KEY AREAS

Our 10-member AI Committee is dedicated to preparing our students and staff for the evolving AI landscape by fostering AI literacy and promoting responsible use. We've organized our committee into four focus areas: Professional Development and Community Engagement; AI Implementation and Innovation; Data Privacy, Security, Legal Compliance, Ethics, Equity, and Accessibility; and AI Curriculum. Each area of focus will consist of two to three members. We felt that by organizing the committee into these specific roles allows for focused attention on all critical aspects of AI integration.

SAGE OAK AI SUPPORTS SPECIAL EDUCATION & WASC HOME GROUPS

The team is working on improving the existing artificial intelligence (AI) and expanding the portal to include a custom chatbot designed to assist with the special education department manual. We have developed a custom AI tool to help the WASC team analyze home group feedback from earlier this month. This AI will provide insights by identifying common responses and trends.



Coversheet

2023-2024 Student Achievement Data

Section: VI. Correspondence/Proposals/Reports
Item: B. 2023-2024 Student Achievement Data
Purpose:
Submitted by:
Related Material: 2023-2024 Student Achievement Data_10.8.2024.pdf



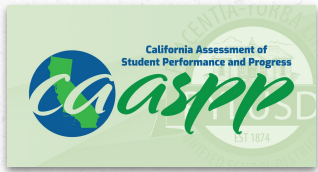
Student Achievement 23 - 24





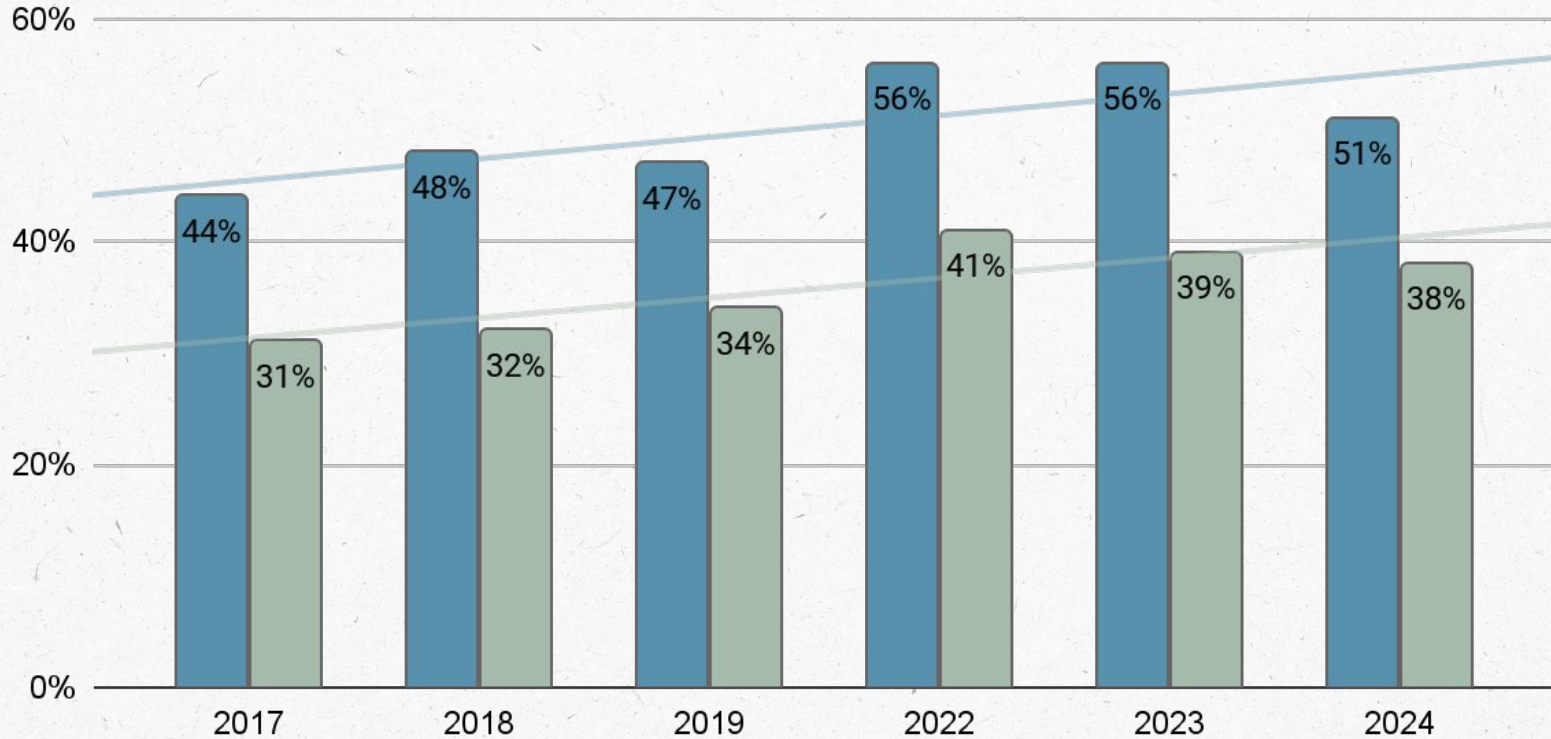
Participation

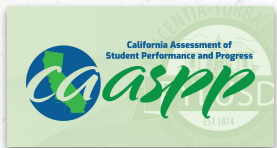




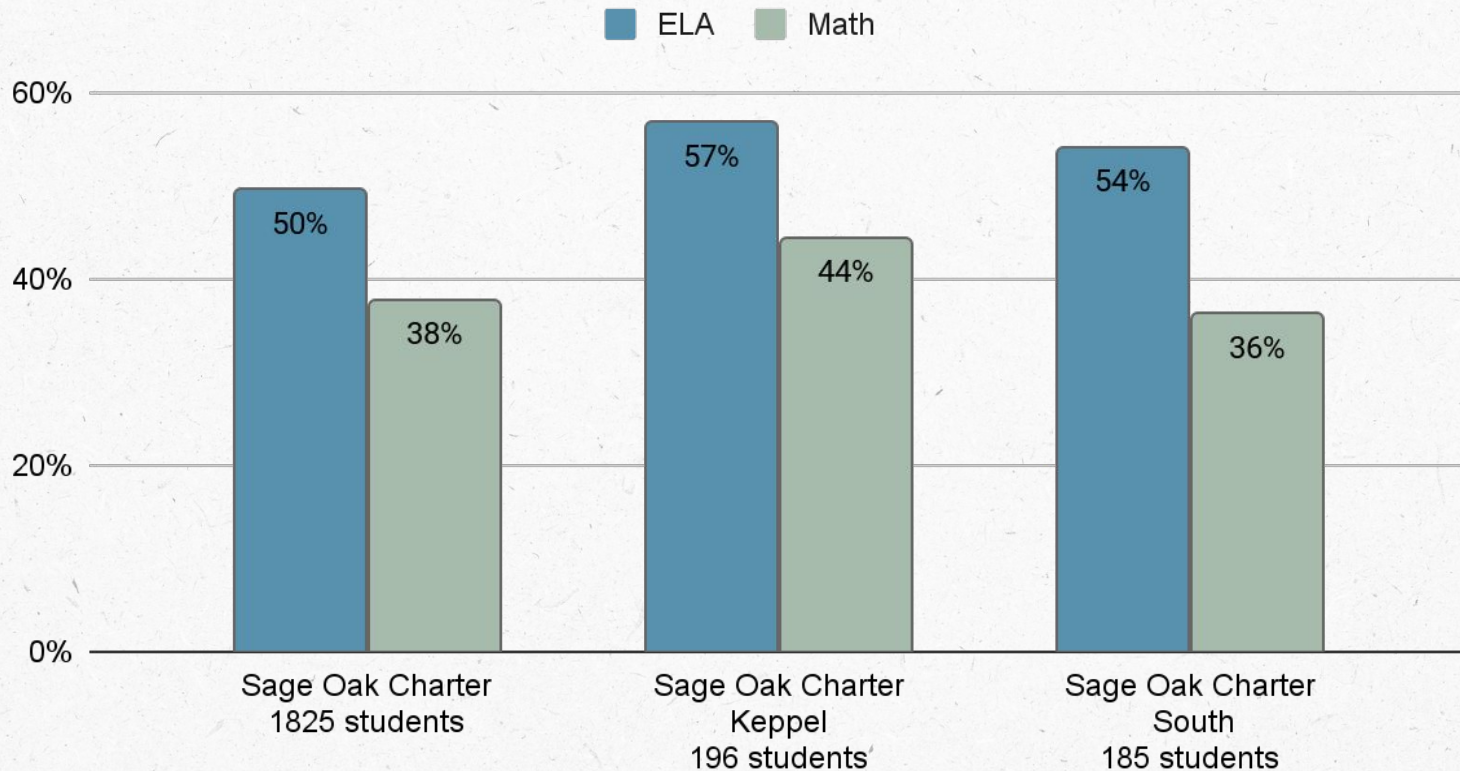
SOCS CAASPP Year over Year Comparison

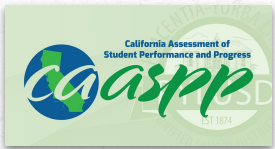
■ ELA ■ Math



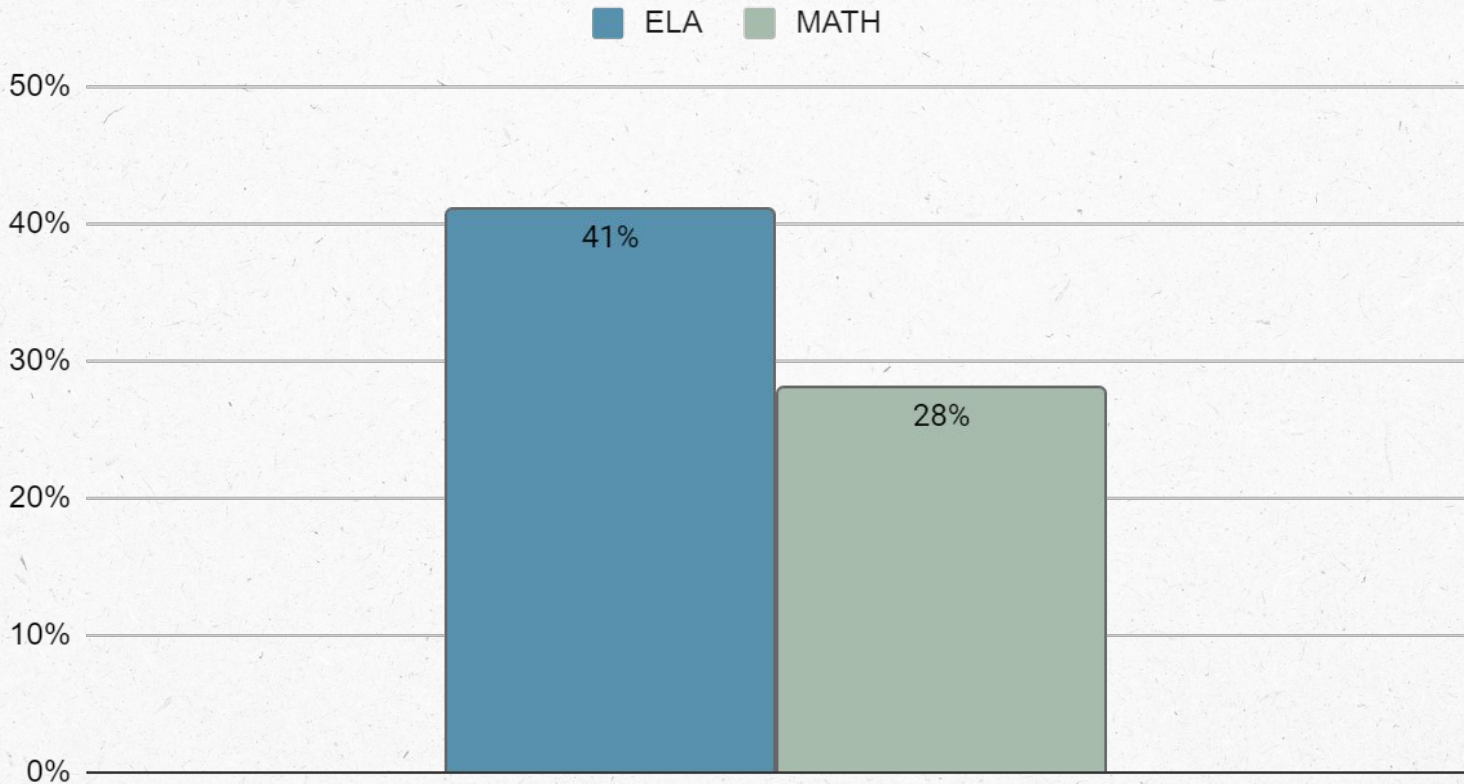


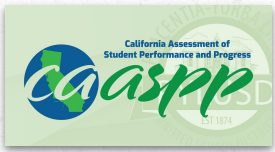
CAASPP - Students Met/Exceeded Standard



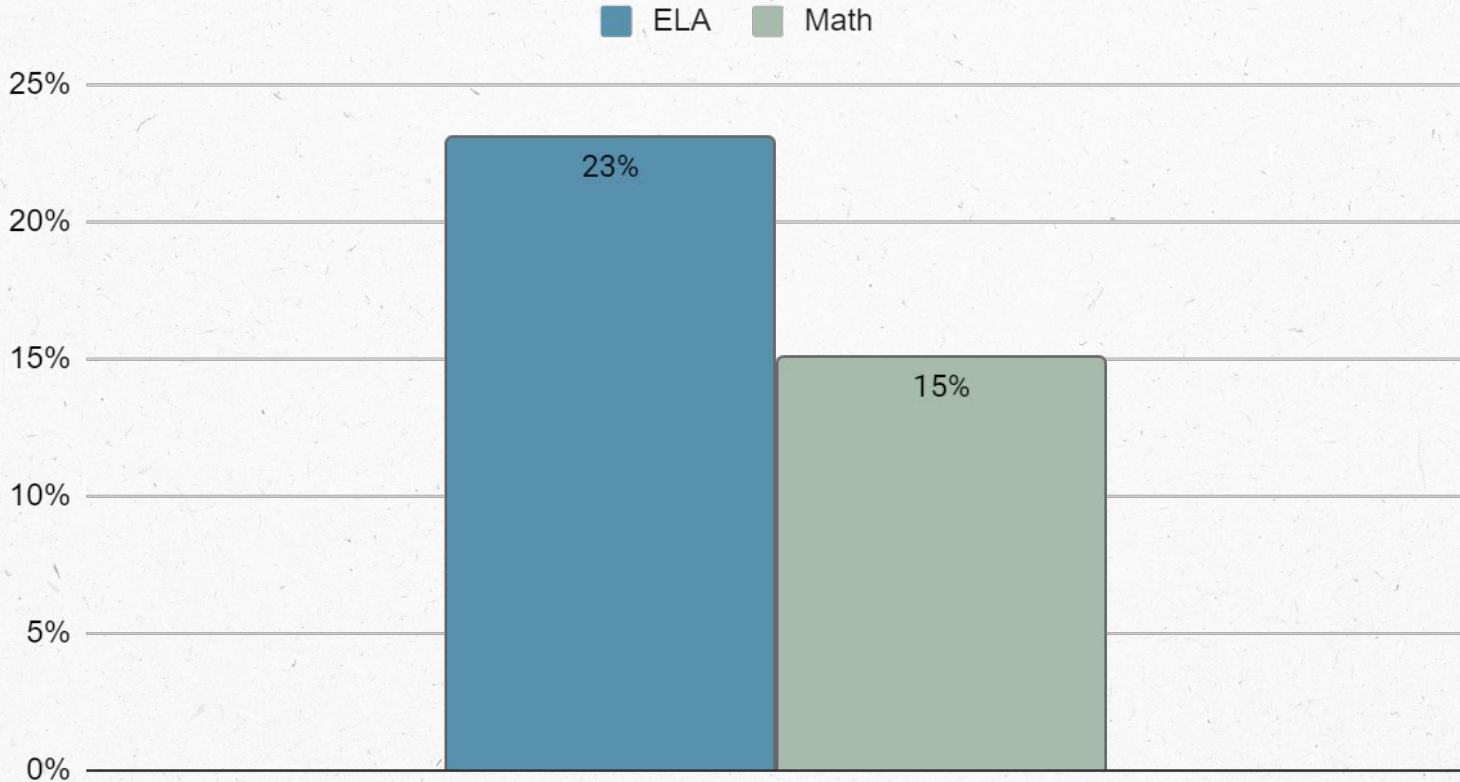


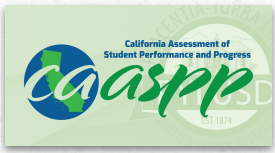
Socioeconomically Disadvantaged Student Group - CAASPP



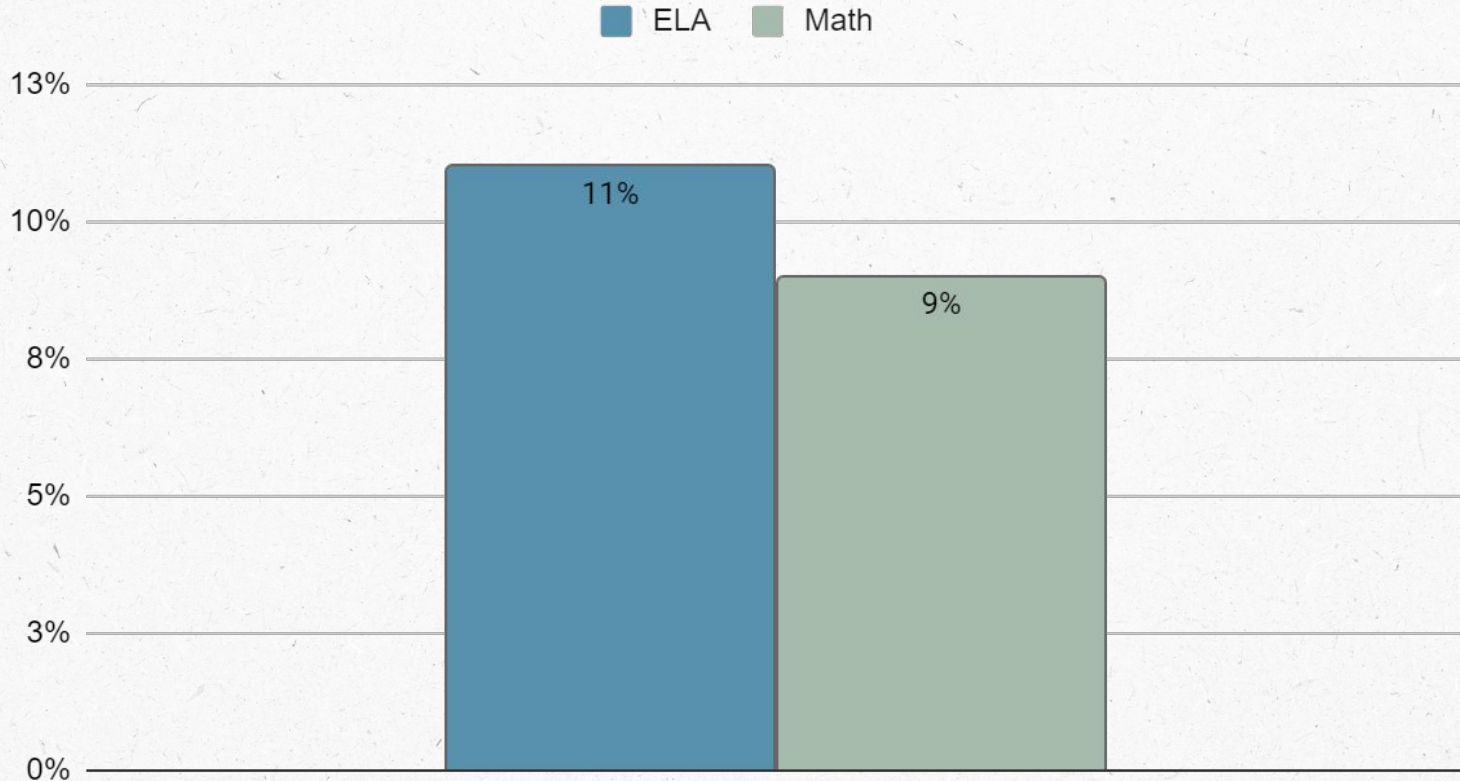


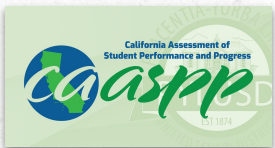
Students With Disabilities Student Group



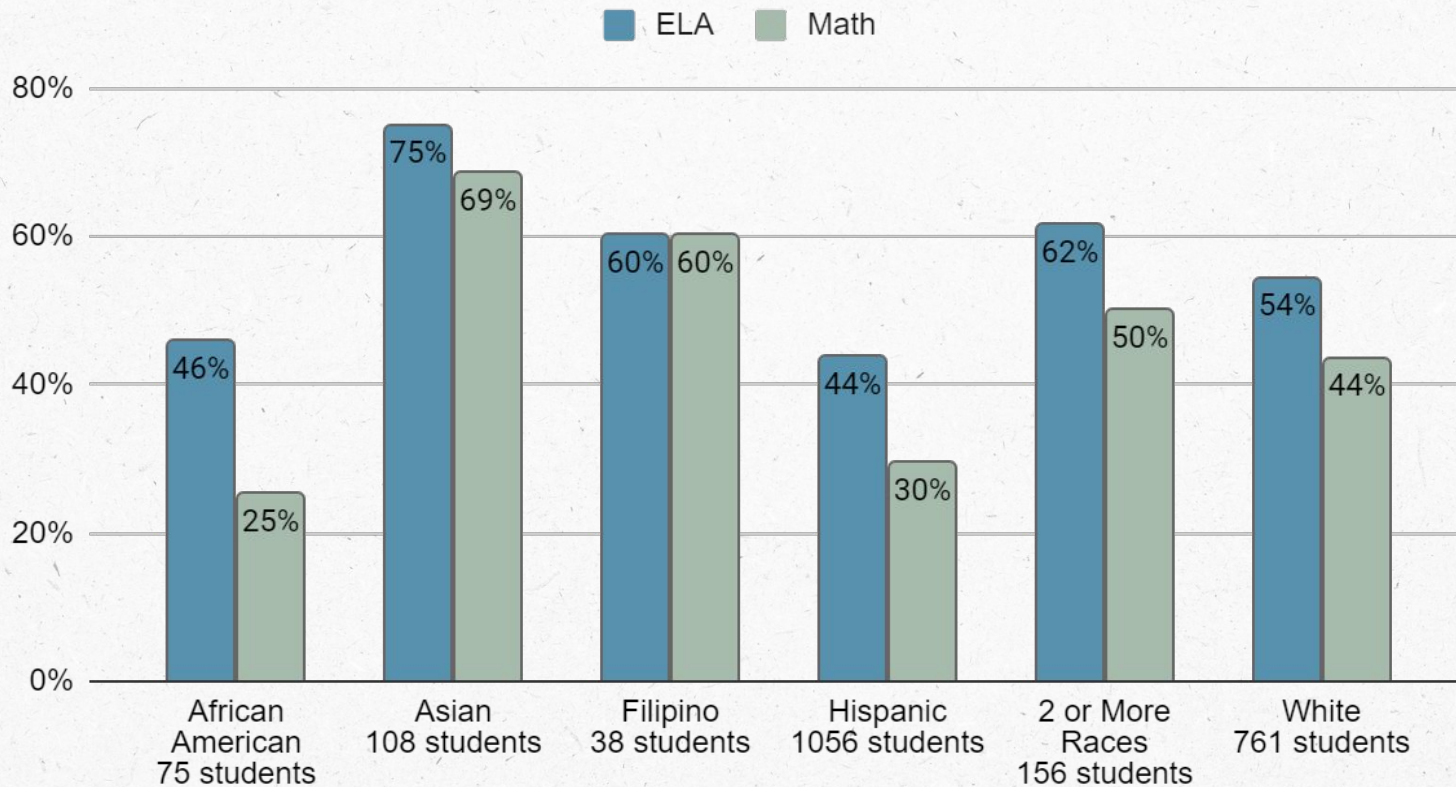


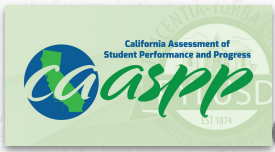
English Language Learner Student Group



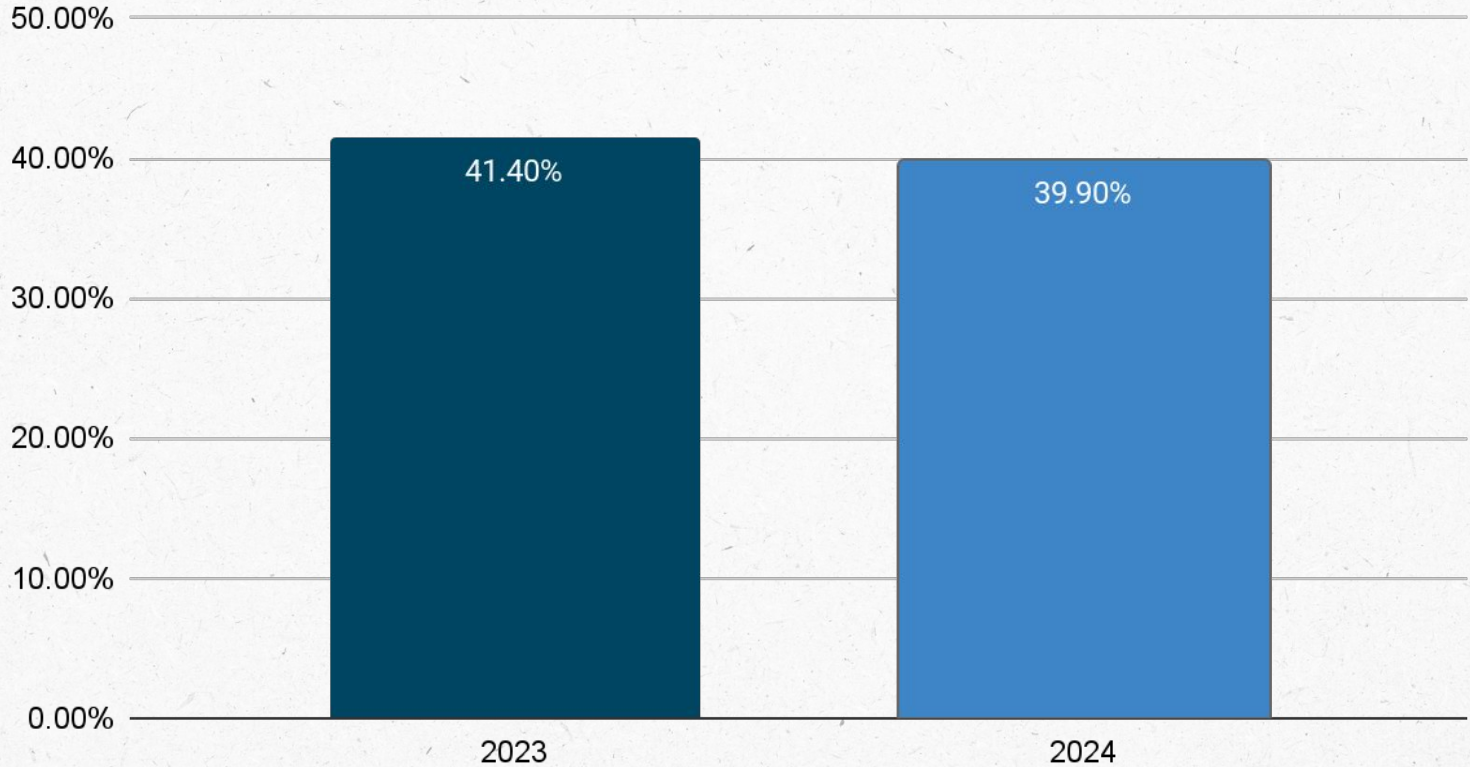


Student Groups Met/Exceeded Standard - CAASPP





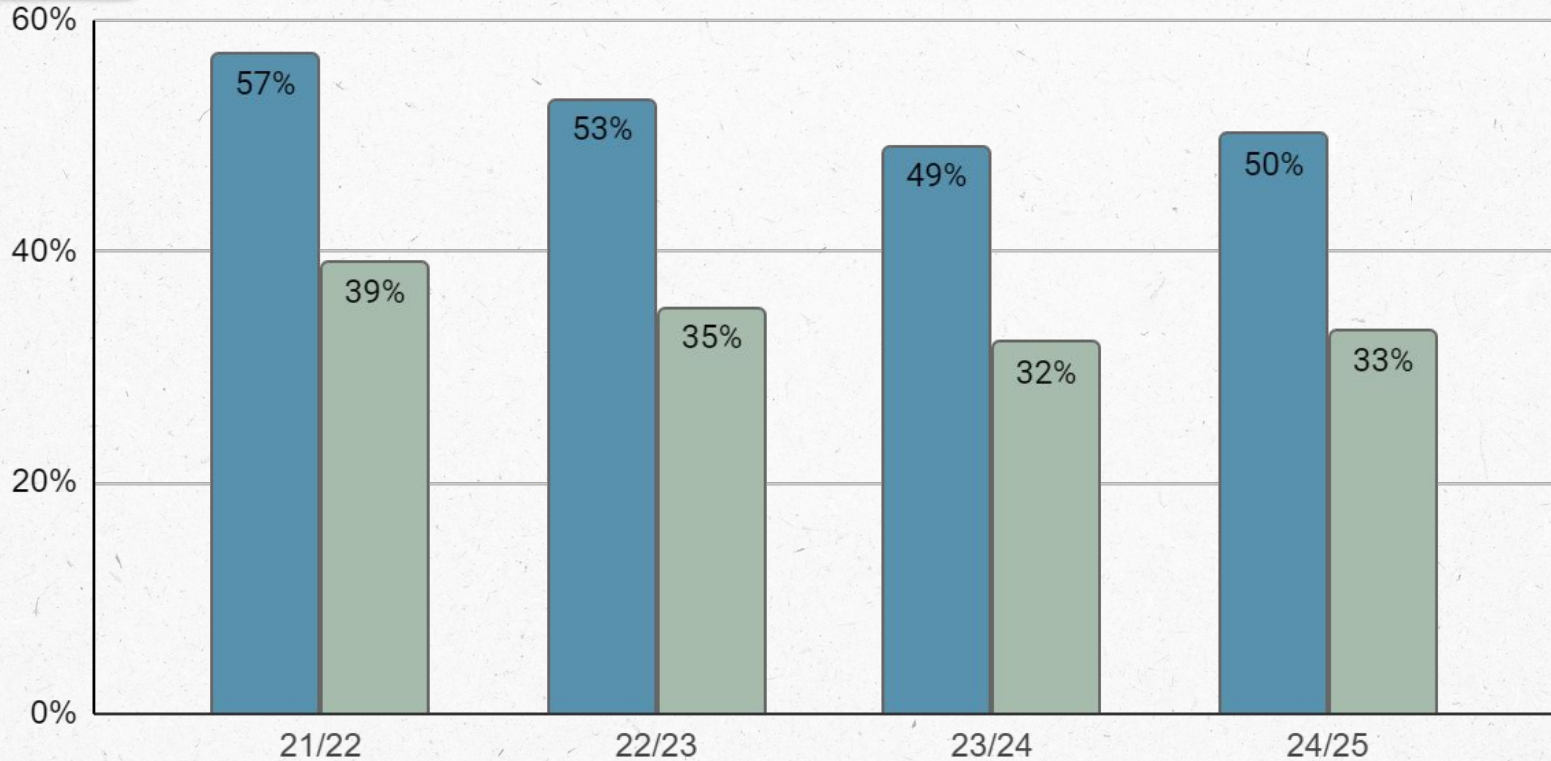
CAST (CA Science Test) - Students Met/Exceeded Standard





i-Ready Year Over Year Pre Test Scores

■ **READING Pre** ■ **MATH Pre**





Next Steps

- Data Driven Focus
- English Language Development Program (ELD)
- Intervention
- Assessment Readiness
- Program for Advanced and Gifted Education (PAGE)



Questions?

Coversheet

Principals' Plan for the Year

Section: VI. Correspondence/Proposals/Reports
Item: C. Principals' Plan for the Year
Purpose:
Submitted by:
Related Material: Principals' Plan for the Year Presentation_10.8.2024.pdf





Principal Goals 2024 - 2025





STUDENT SUCCESS

To improve academic performance and College and Career Readiness for all students, we will implement comprehensive, grade-appropriate College and Career Readiness programs. This initiative will cultivate the confidence, skills, and spirit of innovation necessary for each student to confidently navigate their unique paths, enabling them to make a meaningful impact in their communities and the world.



SAGE OAK STRATEGIC PLAN



STUDENT SUCCESS

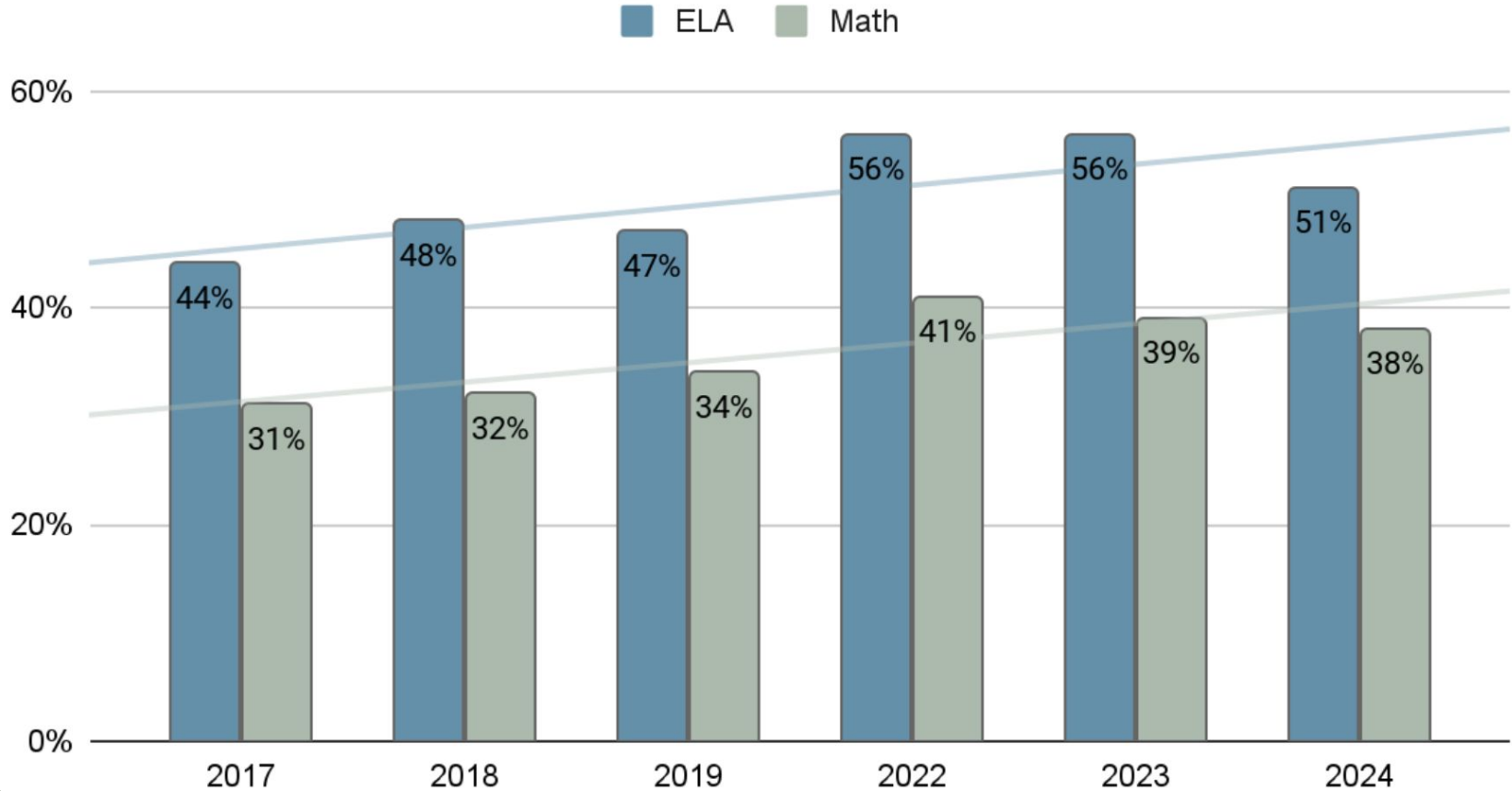


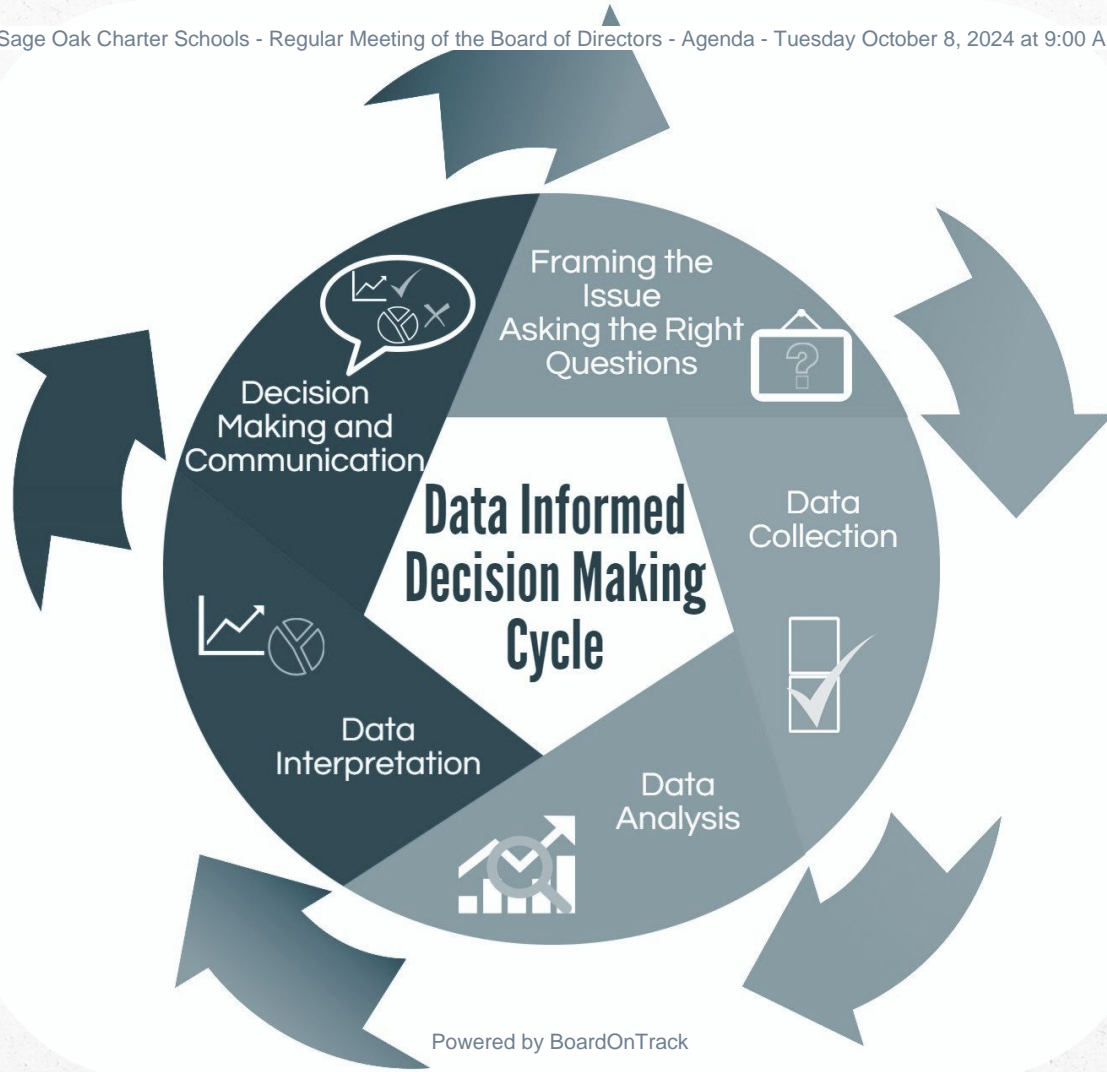
ENGAGEMENT
Powered by BoardOnTrack



SMART LEARNING SYSTEMS

SOCS CAASPP Year over Year Comparison





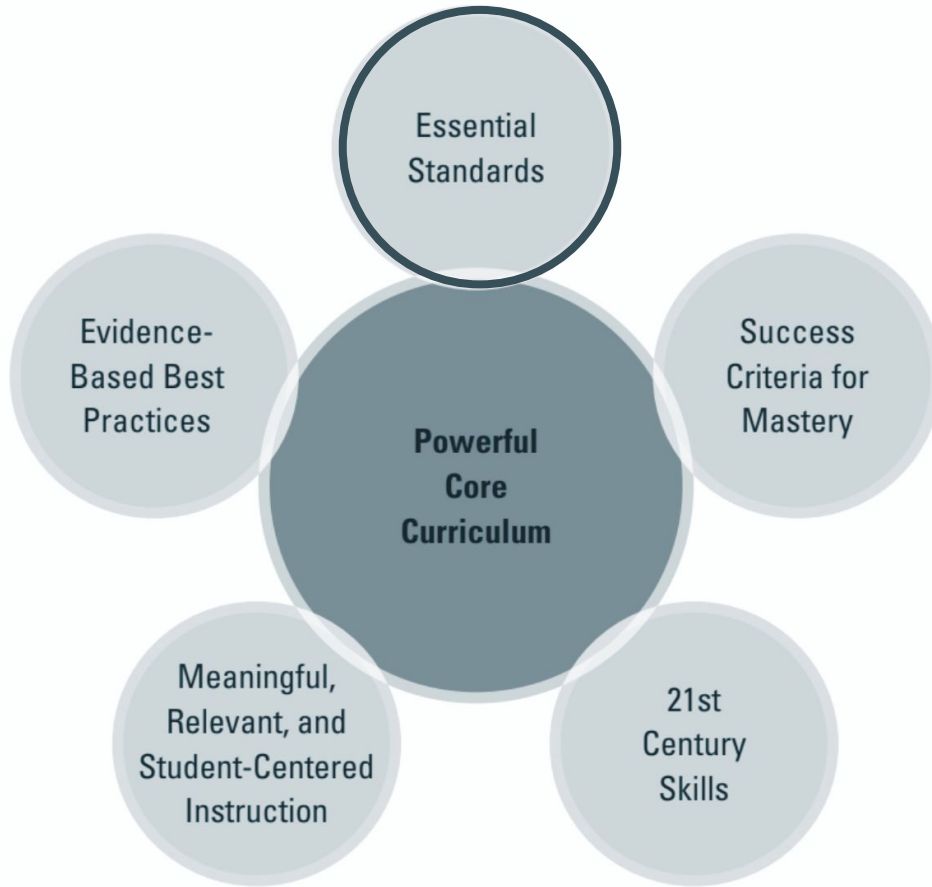
Street Data

Plan to get student to grade level:



Virtual Learning Academy

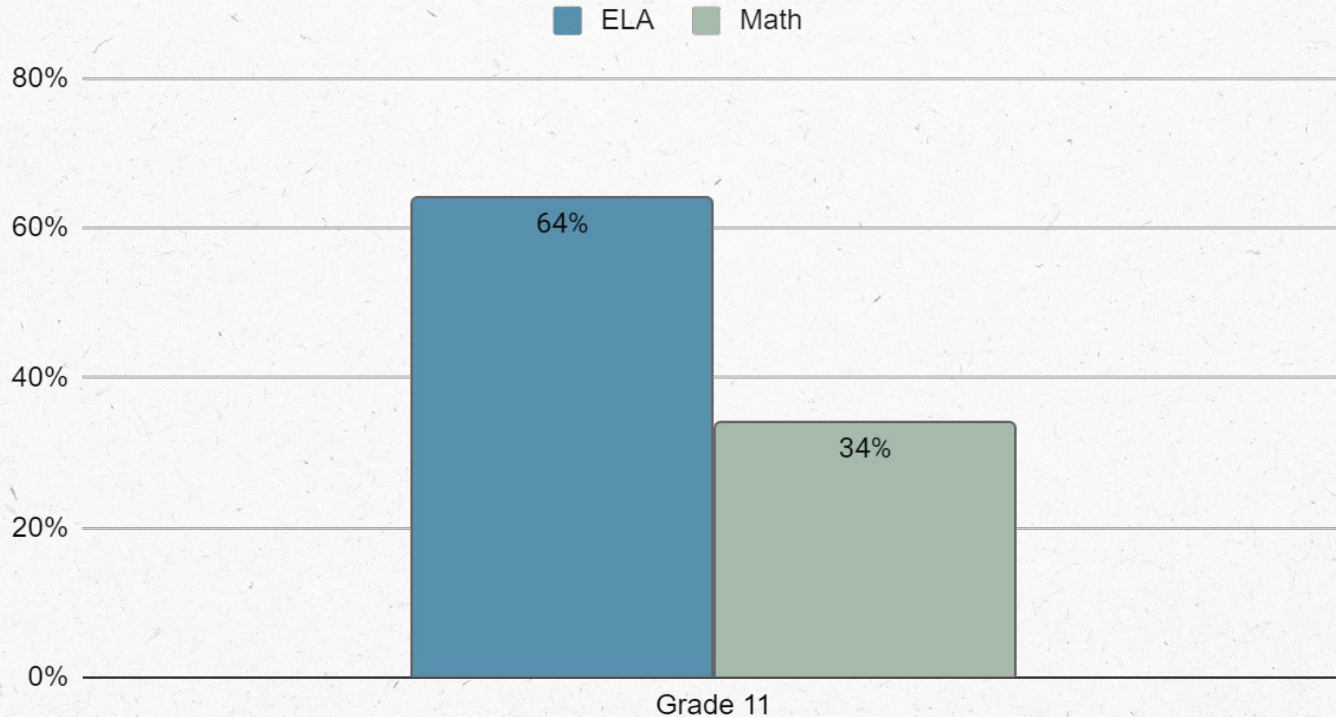






High School

CAASPP - HS Students Met/Exceeded Standard 23/24



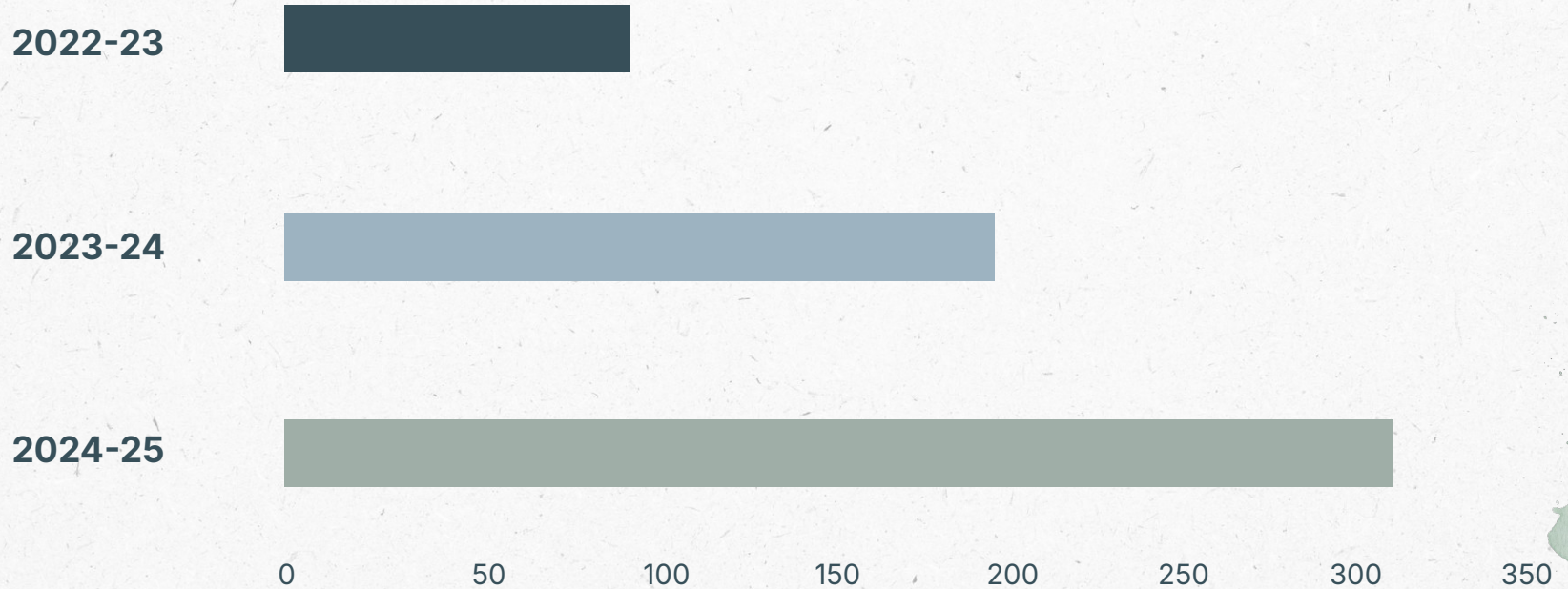




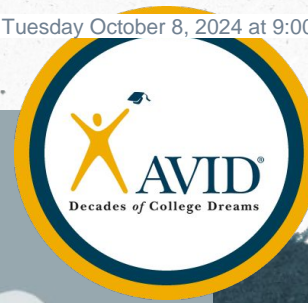
Career Technical Education



Oakschool CTE Course Data







Career Exploration



High School CTE Pathways



Internships





“

**Education is the most powerful weapon which
you can use to change the world. Set your
goals high, and don't stop until you get there.**

- Nelson Mandela

”

Thank You



Coversheet

Student Highlight

Section: VI. Correspondence/Proposals/Reports
Item: D. Student Highlight
Purpose:
Submitted by:
Related Material: Student Highlight_Sophie Ghosn_10.8.2024.pdf

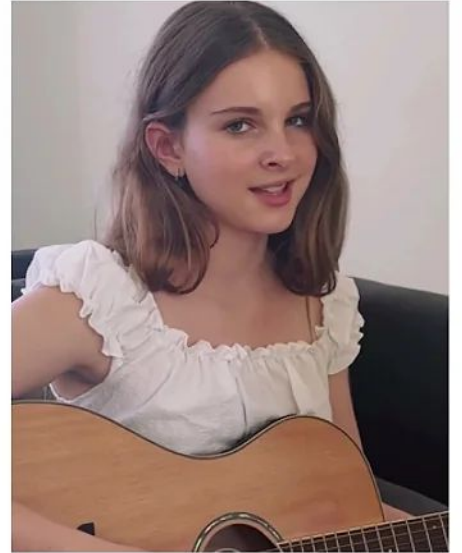
Student Highlight
Sophie Ghosn



All About Sophie



Love Story ❤️❤️❤️



❤️❤️❤️ **Taylor Swift**



Sophie Ghost Cover



Someone You Loved

Coversheet

AI Update - Data Lake

Section: VI. Correspondence/Proposals/Reports
Item: E. AI Update - Data Lake
Purpose:
Submitted by:
Related Material: AI Update - Data Lake_10.8.2024.pdf



SAGE OAK
CHARTER SCHOOLS

SAGE OAK DATA LAKE



SAGE OAK DATA LAKE

**TRANSFORMING DATA INTO
ACTIONABLE INSIGHTS**



SAGE OAK
CHARTER SCHOOLS



Overview

Today we will explore the What, How and Why of the Sage Oak Data Lake.

WHAT

What is a Data lake?

A massive digital data library

HOW

How is a Data Lake created?

Gather, store, organize, analyze and visualize data

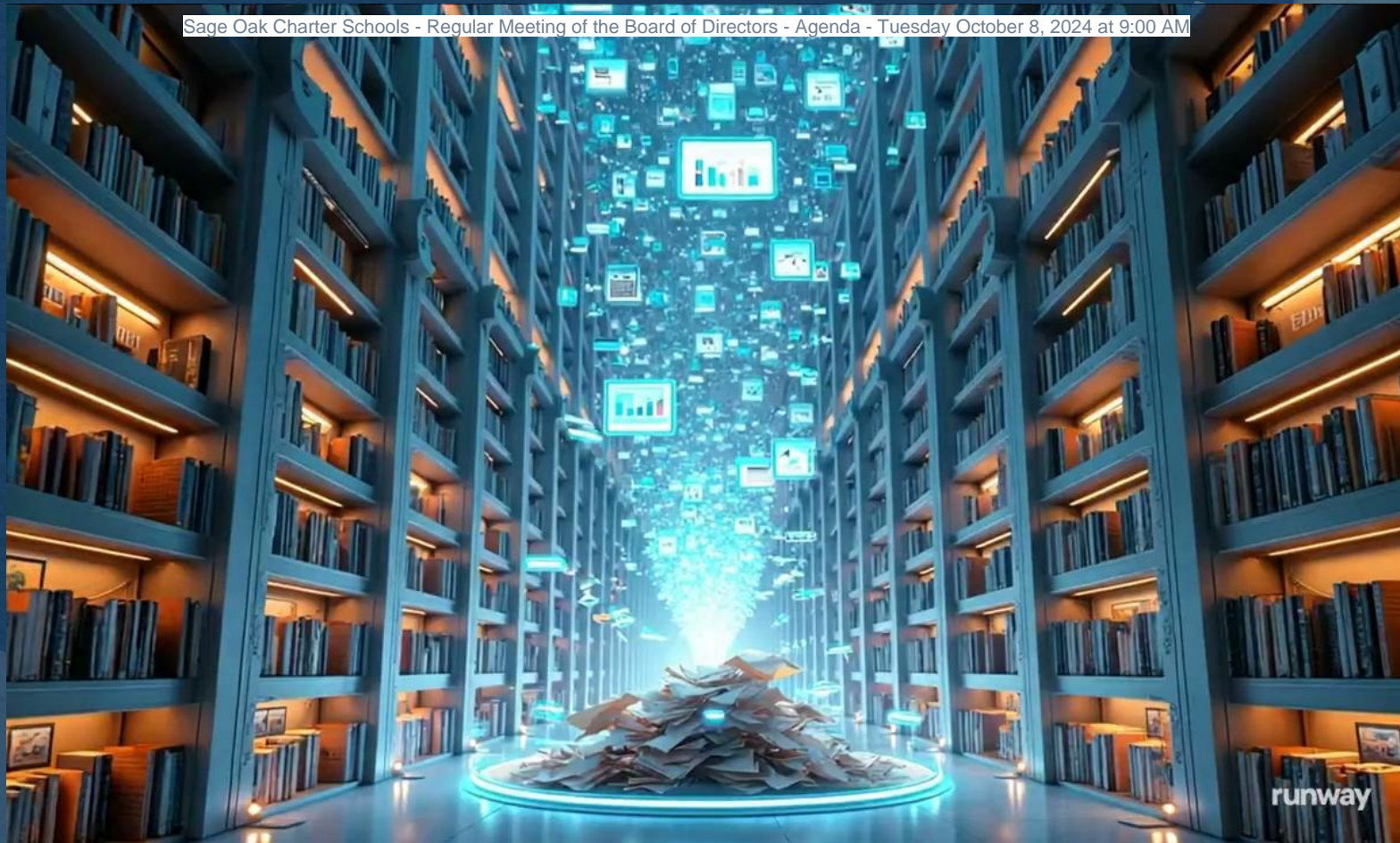
WHY

Why a Data lake?

Enhance student outcomes and staff efficiency

What is a Data Lake?





runway

Data Collection: Gathering the Books

Data is gathered from various source.



Storage System: The Digital Library

Data is securely stored in a large storage area.



Organization: Sorting the Books

A smart tool is used to sort and catalog the data



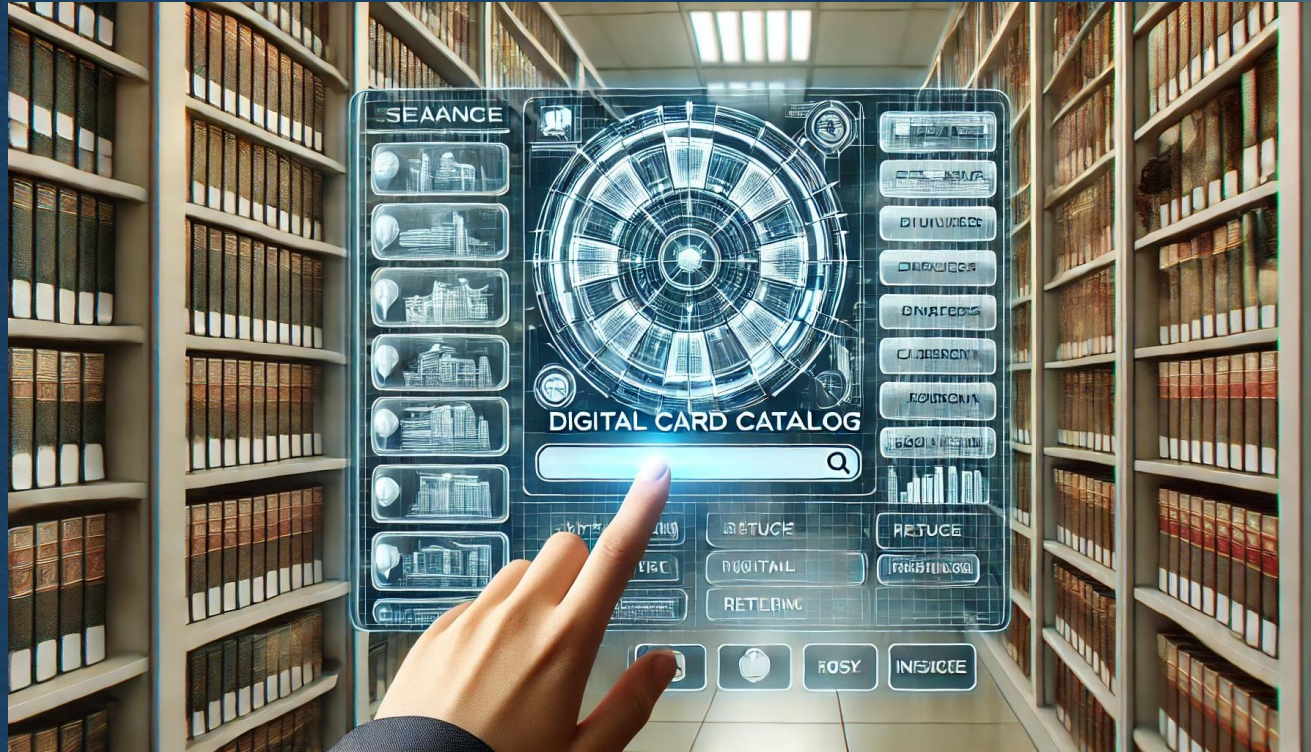
Transformation: Preparing the Books for Reading

Another tool that cleans and converts the data into usable formats.



Querying: The Card Catalog

A search tool is employed to retrieve specific information



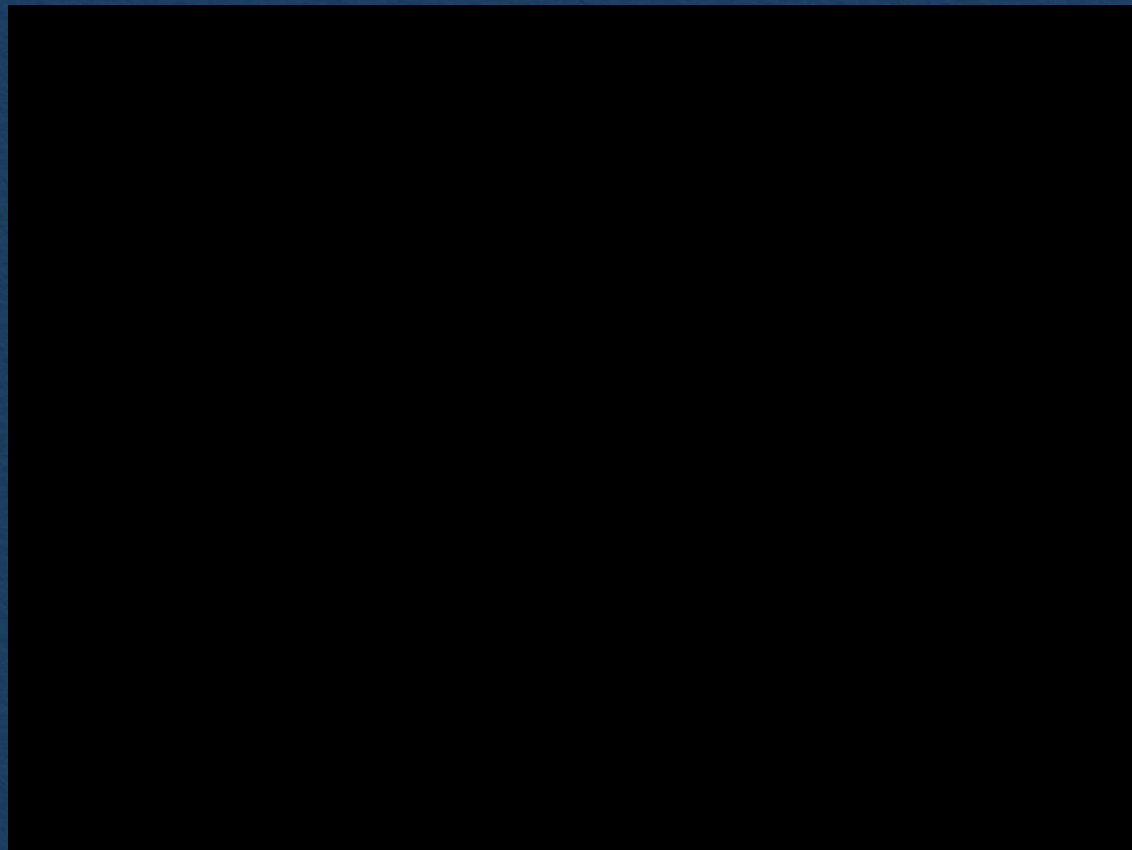
Visualization: The Book Reviews

Tools for creating dashboards and reports



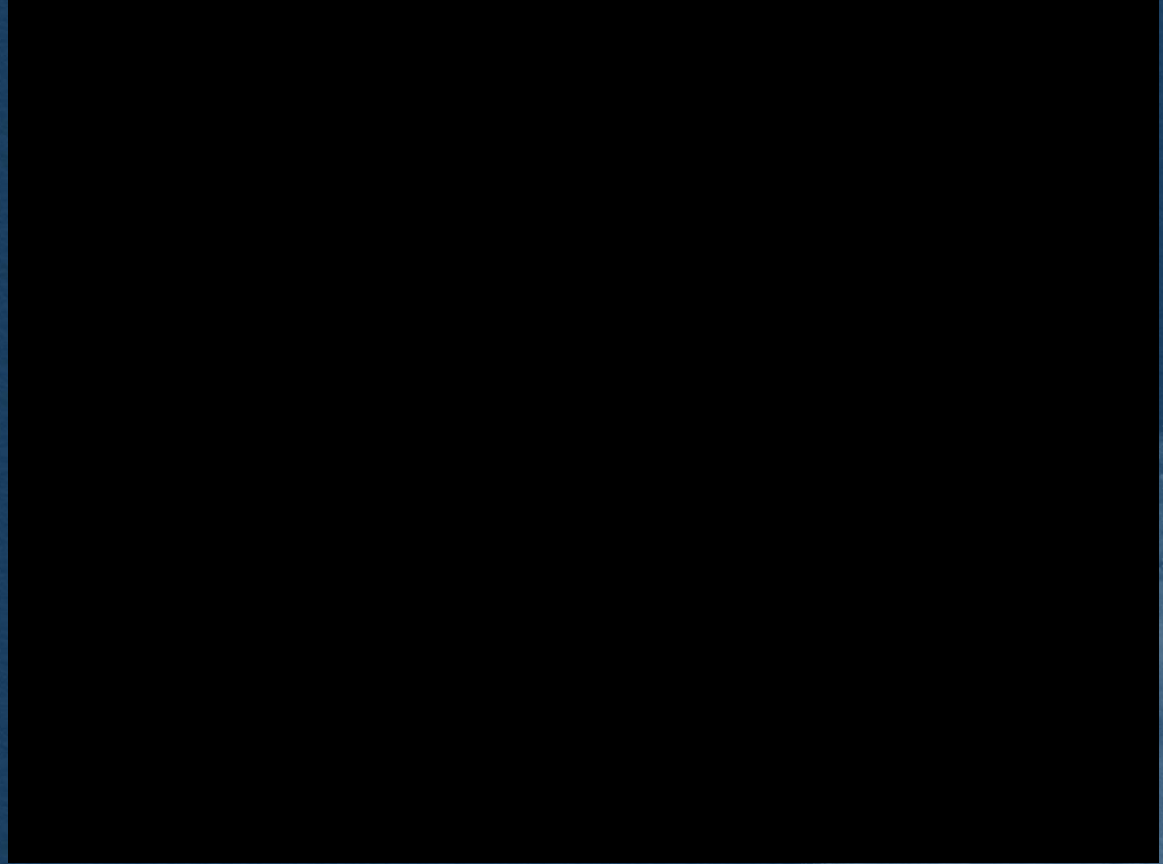
Why the Sage Oak Data Lake?

Understanding Student Achievement



Why the Sage Oak Data Lake?

**Enhancing Staff
Efficiency & Job
Satisfaction**





Summary and Next Steps

- 01 | What is a Data Lake?
- 02 | Importance for Sage Oak
- 03 | The Path Forward



SAGE OAK
CHARTER SCHOOLS

Q&A



Coversheet

Consent - Business Financial/Services

Section: VII. Consent Agenda
Item: A. Consent - Business Financial/Services
Purpose:
Submitted by:
Related Material: BUS Consent - Business Services_10.8.2024.pdf

SAGE OAK CHARTER SCHOOLS

Regular Meeting of the Board of Directors October 8, 2024

BUS Consent Items - Business Services

Items listed under Consent are considered routine and will be approved/adopted by a single motion.

1. Item: [Check Register - September 2024](#)
2. Item: [Report of Investment Activity - August 2024](#)
3. Item: Ratification of [City of Rancho Cucamonga R. C. Sports Center Permit #R22068](#)

Background:

Sage Oak Charter Schools requests the Board ratify the City of Rancho Cucamonga R.C. Sports Center Permit #R22068. The permit is for the Personalized Learning Academy, Rancho Cucamonga Region, Back to School Social on September 6, 2024. The expense was approved on June 20, 2024, as part of the 2024-2025 Adopted Budget.

Recommendation:

It is recommended the Board ratify the R.C. Sports Center Permit as presented.

4. Item: Ratification of [Chaffey College, Chino Community Center, Facility Rental Contract](#)

Background:

Sage Oak Charter Schools requests the Board ratify the facility rental contract with Chaffey College to use the Chino Community Center as the location for the high school homecoming dance on October 26, 2024. The expense was approved on June 20, 2024, as part of the 2024-2025 Adopted Budget.

Recommendation:

It is recommended the Board ratify the Chaffey College, Chino Community Center, Facility Rental Contract, as presented.

5. Item: Ratification of [Fullerton Parks & Recreation Permit & Agreement](#)

Background:

Sage Oak Charter Schools requests the Board ratify the Fullerton Parks & Recreation Permit & Agreement. The permit is for the use of the Fullerton Sports Complex for the Personalized Learning Academy, Fullerton Region, Back to School Social on September 6, 2024. The expense was approved on June 20, 2024, as part of the 2024-2025 Adopted Budget.

Recommendation:

It is recommended the Board ratify the Fullerton Parks & Recreation Permit & Agreement as presented.

6. Item: Ratification of [Trinity United Presbyterian Church Request for Usage](#)

Background:

Sage Oak Charter Schools requests the Board ratify the Trinity United Presbyterian Church in Santa Ana, CA Request for Usage. The location will be used for the Personalized Learning Academy, Santa Ana Region, Back to School Social on September 13, 2024. The expense was approved on June 20, 2024, as part of the 2024-2025 Adopted Budget.

Recommendation:

It is recommended the Board ratify the Trinity United Presbyterian Church Request for Usage as presented.

7. Item: Ratification of [Microsoft Open Value Subscription Agreement for Education Solutions](#)

Background:

Sage Oak Charter Schools requests the Board ratify the Microsoft Open Value Subscription Agreement for Education Solutions for the 2024-2025 school year. Sage Oak Charter Schools receives licensed services from Microsoft via their third-party reseller, Computer Discount Warehouse (CDW), who prepared this agreement. The Open Value Subscription services give Sage Oak licensed access to services such as Microsoft Office 365 and Windows device management. The expense was approved on June 20, 2024, as part of the 2024-2025 Adopted Budget.

Recommendation:

It is recommended the Board ratify the Microsoft Open Value Subscription Agreement for Education Solutions as presented.

8. Item: Ratification of [DI Technology Inc. Statement of Work](#)

Background:

Sage Oak Charter Schools requests the Board ratify the DI Technology, Inc. Statement of Work for the 2024-2025 school year. This agreement covers a cybersecurity inspection of Sage Oak's core systems, which are essential for daily operations. The findings from this inspection will help Sage Oak identify current risks and provide recommendations for improvement. The expense was approved on June 20, 2024, as part of the 2024-2025 Adopted Budget.

Recommendation:

It is recommended the Board ratify the DI Technology, Inc. Statement of Work as presented.

9. Item: Ratification of [Courtyard by Marriott Letter of Agreement](#)

Background:

Sage Oak Charter Schools requests the Board ratify the Courtyard by Marriott Letter of Agreement. The agreement reserves a meeting space on December 16, 2024, for a Special Education department meeting. The expense was approved on June 20, 2024, as part of the 2024-25 Adopted Budget.

Recommendation:

It is recommended the Board ratify the Courtyard by Marriot Letter of Agreement as presented.

10. Item: Ratification of [Educators Cooperative Proposal](#)

Background:

Sage Oak Charter Schools requests the Board ratify the Educators Cooperative proposal, which outlines support for the executive team in enhancing students' college and career readiness. The expense was approved on June 20, 2024, as part of the 2024-25 Adopted Budget.

Recommendation:

It is recommended the Board ratify the Educators Cooperative Proposal as presented.

11. Item: Ratification of [Intellinetics, Inc. dba YellowFolder Quotes #2021417 &2021470](#)

Background:

Sage Oak Charter Schools requests the Board ratify the quotes for Intellinetics, Inc. dba YellowFolder. for the 2024-2025 school year. The agreement is for return transportation and delivery of boxes from the YellowFolder Record Center to the Sage Oak warehouse. The expense was approved on June 20, 2024, as part of the 2024-25 Adopted Budget.

Recommendation:

It is recommended the Board ratify the quotes for Intellinetics, Inc. dba YellowFolder as presented.

12. Item: **Ratification of [School Pathways LLC Quote Form with Sage Oak Charter School - Keppel: Canvas Two-Way Integration \(Renewal\)](#)**

Background:

Sage Oak Charter Schools requests the Board ratify the School Pathways, LLC quote for the 2024-2025 school year. This quote is for the renewal of data bridge services between Canvas and Sage Oak's Student Information System, School Pathways. The expense was approved on June 20, 2024, as part of the 2024-25 Adopted Budget.

Recommendation:

It is recommended the Board ratify the School Pathways LLC Quote Form with Sage Oak Charter School - Keppel: Canvas Two-Way Integration as presented.

13. Item: **Ratification of [School Pathways LLC Quote Form with Sage Oak Charter School - South: Canvas Two-Way Integration \(Renewal\)](#)**

Background:

Sage Oak Charter Schools requests the Board ratify the School Pathways, LLC quote for the 2024-2025 school year. This quote is for the renewal of data bridge services between Canvas and Sage Oak's Student Information System, School Pathways. The expense was approved on June 20, 2024, as part of the 2024-25 Adopted Budget. The expense was approved on June 20, 2024, as part of the 2024-25 Adopted Budget.

Recommendation:

It is recommended the Board ratify the School Pathways LLC Quote Form with Sage Oak Charter School - South: Canvas Two-Way Integration as presented.

14. Item: **Ratification of [School Pathways LLC Quote Form with Sage Oak Charter School: Canvas Two-Way Integration \(Renewal\)](#)**

Background:

Sage Oak Charter Schools requests the Board ratify the School Pathways, LLC quote for the 2024-2025 school year. This quote is for the renewal of data bridge services between Canvas and Sage Oak's Student Information System, School Pathways. The expense was approved on June 20, 2024, as part of the 2024-25 Adopted Budget. The expense was approved on June 20, 2024, as part of the 2024-25 Adopted Budget.

Recommendation:

It is recommended the Board ratify the School Pathways LLC Quote Form with Sage Oak Charter School: Canvas Two-Way Integration as presented.

15. Item: **Ratification of [LB Parks, Recreation and Marine Permit #R35725](#)**

Background:

Sage Oak Charter Schools requests the Board ratify the LB Parks, Recreation and Marine permit

#R35725, for the 2024-2025 school year. Permit #R35725 is to reserve space for the Long Beach Region Back to School Social on September 13, 2024. The expense was approved on June 20, 2024, as part of the 2024-25 Adopted Budget.

Recommendation:

It is recommended the Board ratify the LB Parks, Recreation and Marine Permit #R35725 as presented.

16. Item: Ratification of [Live Nation Worldwide, Inc. Special Event Agreement](#)

Background:

Sage Oak Charter Schools requests the Board ratify the Special Event Agreement with Live Nation Worldwide, Inc. to reserve the House of Blues in Anaheim, CA, for the Sage Oak Charter Schools High School Prom on May 17, 2025. The expense was approved on June 20, 2024, as part of the 2024-25 Adopted Budget.

Recommendation:

It is recommended the Board ratify the Live Nation Worldwide, Inc. Special Event Agreement as presented.

17. Item: Ratification of [City of Redlands Park Reservation QPR-2278](#)

Background:

Sage Oak Charter Schools requests the Board ratify the City of Redlands park reservation QPR-2278 for the Back to School Social/Art in the Park Event scheduled for September 27, 2024. The expense was approved on June 20, 2024, as part of the 2024-25 Adopted Budget.

Recommendation:

It is recommended the Board ratify the City of Redlands Park Reservation QPR-2278 as presented.

18. Item: Ratification of [City of Rancho Cucamonga Central Park Permit #R22250](#)

Background:

Sage Oak Charter Schools requests the Board ratify the City of Rancho Cucamonga Central Park Permit #R22250 to host regional Personal Learning Community (PLC) events throughout the 2024-2025 school year. The expense was approved on June 20, 2024, as part of the 2024-25 Adopted Budget.

Recommendation:

It is recommended the Board ratify the City of Rancho Cucamonga Center Park Permit #R22250 as presented.

19. Item: Ratification of [Embassy Suites Express Agreement](#)

Background:

Sage Oak Charter Schools requests the Board ratify the Embassy Suites Express Agreement. This agreement covers the rental fees for a meeting room and accommodations for an all-day Strategic Plan and Leadership Professional Development event, scheduled for October 9, 2024, for the entire leadership team. The expense was approved on June 20, 2024, as part of the 2024-25 Adopted Budget.

Recommendation:

It is recommended the Board ratify the Embassy Suites Express Agreement as presented.

Coversheet

Consent - Education Services

Section: VII. Consent Agenda
Item: B. Consent - Education Services
Purpose:
Submitted by:
Related Material: BUS Consent - Education Services_10.8.2024.pdf

SAGE OAK CHARTER SCHOOLS

Regular Meeting of the Board of Directors- October 8, 2024

BUS Consent Items - Education Services

Items listed under Consent are considered routine and will be approved/adopted by a single motion.

1. Item: Ratification of [Edmentum Master Contract #Q-652454](#)

Background:

Sage Oak Charter Schools requests the Board ratify the Edmentum Master Contract for the 2024-2025 school year to provide high school students with digital curriculum options for AP courses. The expense is budgeted in student instructional funds; therefore, there will be no additional fiscal impact.

Recommendation:

It is recommended the Board ratify the Edmentum Master Contract #Q-652454 as presented.

Coversheet

Consent - Human Resources

Section: VII. Consent Agenda
Item: C. Consent - Human Resources
Purpose:
Submitted by:
Related Material: BUS Consent - Human Resources_10.8.2024.pdf

SAGE OAK CHARTER SCHOOLS

Regular Meeting of the Board of Directors- October 8, 2024

BUS Consent Items - Human Resources

Items listed under Consent are considered routine and will be approved/adopted by a single motion.

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

Background:

Job descriptions are critical to the successful personnel operations of the school. They provide structure in areas such as recruitment, onboarding, determining reasonable accommodations, performance evaluation, succession planning, staff development, and compensation analysis. Job descriptions are routinely revised to remove antiquated wording, reflect the current duties of the positions, and align the minimum qualifications, knowledge, and abilities to the duties. New job descriptions are developed based on the school's staffing plans and identified support needs.

New:

[Registrar Specialist](#)

[Hardware Support Clerk](#)

[Student Information and Reporting Manager](#)

Revised

[Education Services Clerk](#)

[Student Services Clerk](#)

[Administrative Assistant, Education Services](#)

[RTI Speech and Language Pathology Assistant](#)

[Bilingual Paraprofessional \(MTSS\)](#)

Recommendation:

It is recommended the Board approve the job description(s) and revisions as presented.

4. Item: Ratification of [Vector Solutions Quote, ID #Q-366457](#)

Background:

Sage Oak Charter Schools requests the Board to ratify the quote from Vector Solutions for an annual subscription to the SafeSchools platform, which provides legally required staff safety training. The expense was approved on June 20, 2024, as part of the 2024-2025 Adopted Budget.

Recommendation:

It is recommended the Board ratify the Vector Solutions Quote, ID #Q-366457 as presented.

5. Item: Ratification of [Metlife Dental/Vision Policy Amendment](#)

Background:

Sage Oak Charter Schools requests the Board to ratify the MetLife Dental/Vision Policy Amendment. This amendment is needed because the amounts listed on the MetLife bill did not match the figures provided during the renewal process. MetLife has corrected the issue, and the amendment needs to be signed to formalize the changes. The expense was approved on June 20, 2024, as part of the 2024-2025 Adopted Budget.

Recommendation:

It is recommended the Board ratify the Metlife Dental/Vision Policy Amendment as presented.

Coversheet

Consent - Operations & Accountability

Section: VII. Consent Agenda
Item: D. Consent - Operations & Accountability
Purpose:
Submitted by:
Related Material: BUS Consent - Operations & Accountability_10.8.2024.pdf

SAGE OAK CHARTER SCHOOLS

Regular Meeting of the Board of Directors- October 8, 2024

BUS Consent Items - Operations & Accountability

Items listed under Consent are considered routine and will be approved/adopted by a single motion.

1. **Item:** Approval of [2025-2026 Sage Oak Charter Schools Academic Calendar](#)

Background:

Sage Oak Charter Schools requests the Board approve the 2025-2026 Academic Calendar. The proposed calendar outlines a 175-day school year, beginning on August 25, 2025, and concluding on June 4, 2026.

Recommendation:

It is recommended the Board approve the 2025-2026 Sage Oak Charter Schools Academic Calendar as presented.

2. **Item:** Approval of [Sage Oak Charter Schools Crisis Communications Plan](#) Revisions

Background:

Sage Oak Charter Schools requests the Board approve revisions to the Crisis Communications Plan, including updated titles from the current organizational chart and the addition of support from the marketing manager and digital media specialist as needed.

Recommendation:

It is recommended the Board approve the Sage Oak Charter Schools Crisis Communications Plan revisions as presented.

Coversheet

(Action) Approval of Riverside Convention Center Contract

Section: VIII. Business Services
Item: A. (Action) Approval of Riverside Convention Center Contract
Purpose: Vote
Submitted by:
Related Material: Riverside Convention Center Contract_10.8.2024.pdf

BACKGROUND:

Sage Oak Charter Schools requests the Board approve a contract with the Riverside Convention Center in Riverside, CA. This contract covers meeting spaces, equipment rentals, and meals for the 2025 Sage Oak Summit, scheduled for August.

RECOMMENDATION:

It is recommended the Board approve the Riverside Convention Center Contract as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).



Presented by
RAINCROSS HOSPITALITY MANAGEMENT CORPORATION
a California Corporation as agent for the City of Riverside

3637 Fifth Street, Riverside, California 92501
Phone (951) 346-4700 Fax (951) 346-4706

CONTRACT

Monday, September 30, 2024

Laura Rosenkranz
Sage Oak Charter Schools
1473 Ford Street, Suite 105
Redlands, CA 92373

Dear Laura Rosenkranz,

Thank you for choosing Riverside and the Riverside Convention Center (the "Center") for your event ("Event"). The Center's hospitality team looks forward to ensuring that your event is a success.

It is my pleasure to offer for your approval and signature the following contract ("Contract") regarding use of the Riverside Convention Center. The contract is between Raincross Hospitality Management Corporation dba The Riverside Convention Center ("Center") as Agent for the City of Riverside and **Sage Oak Charter Schools** ("Client").

SECTION I: EVENT DETAIL

A. GROUP/CLIENT*: Sage Oak Charter Schools

NOTE: The Group/Client name listed here must exactly match the name on other required documents, including the Certificate of Insurance.

B. EVENT: Sage Oak Charter Schools Summit 2025

C. CONTACT:

Name: Laura Rosenkranz
Phone: 714-853-0382
Fax: 888-241-6118
Email: lrosenkranz@sageoak.education

D. EVENT DATES: Monday, August 18, 2025 through Tuesday, August 19, 2025

E. ATTENDEES: 400

F. CLIENT'S PRIMARY CONTACT AT THE CENTER:

Sales Manager's Name: **Amy Dryver**
 Phone: **951-335-7002**
 Email: **adryver@riv-cc.com**

NOTE: A summary of contacts is included in "QUICK LOOK SUMMARY" in Addendum "A", CONTACT SUMMARY.

G. TENTATIVE CONTRACT, DEPOSIT, and DEFINITE CONTRACT: Center is holding the above date(s) for Client on a tentative basis until **Friday, October 18, 2024**. If Center has not received a signed contract, the deposit, and applicable Certificate of Insurance by **Friday, October 18, 2024**, the held date(s) will be released, and this Contract will be terminated and of no further force and effect. This Contract will become binding on the parties once Center confirms receipt of the following: 1) A fully executed contract, including all pages initialed and/or signed (by scan, fax or other form of delivery), 2) the specified deposit, 3) a Certificate of Insurance that meets the contractual requirements as listed in "SECTION II: GENERAL CONTRACT INFORMATION, STANDARDS, AND REQUIREMENTS" item "D. INSURANCE" and, 4) the Riverside Convention & Visitors Bureau (RCVB) signed hotel(s) contract(s), if applicable.

H. TENTATIVE ROOM BLOCK, SET-UP REQUIREMENTS and CATERING ARRANGEMENTS: Center has tentatively blocked the space listed below according to the information provided by Client. Unless otherwise stated, the Center reserves the right to reset rooms to their standard state or for other events after hours listed below. **PLEASE READ AND REVIEW CAREFULLY.**

Day/ Date	Time	Function	Location	Set-up	
Monday / Aug 18 2025	7:00AM - 5:00PM (24 Hour Hold)	Registration	Concourse 201 & Mid Concourse	Registration	
		(10) Breakouts	General Session/Meals	Exhibit Halls C&D	Banquet for 400ppl.
			MR 7	Banquet for 50ppl.	
			MR 8		
			MR 9		
			MR 10		
			RC-A		
			RC-B		
			RC-C		
			RC-D		
			RC-E		
		RC-F			
4:00PM - 9:00PM	Reception	Plaza	Reception for 400ppl. (Includes lawn games patio furniture & tent)		
Tuesday / Aug 19 2025	7:00AM - 5:00PM	Registration	Concourse 201 & Mid Concourse	Existing Set	
		General Session/Meals	Exhibit Halls C&D		
		(10) Breakouts	MR 7		
			MR 8		
			MR 9		
			MR 10		
			RC-A		
			RC-B		
RC-C					

Tuesday / Aug 19 2025 (cont.)	7:00AM - 5:00PM	(10) Breakouts (cont.)	RC-D	Existing Set
			RC-E	
			RC-F	

I. **MOVE-IN/MOVE-OUT DAYS:** If Client requires additional time to move-in (set-up) or move-out (breakdown) for the Event, or if the details above do not reflect Client’s requirements, **Client must immediately contact its Center-designated Sales Manager. Changes to the above arrangements may result in additional costs for room rental, labor, and/or other charges.**

J. **ESTIMATED COSTS:**

ESTIMATED COSTS			
ROOM RENTAL:	\$32,500.00 ++	Room Rental does NOT include administrative fees or sales tax (++ Currently administrative fees are 23% and sales tax is 8.75%). Note: Administrative fees and sales tax is subject to change prior to Event.	
ESTIMATED FOOD & NON-ALCOHOLIC BEVERAGE CREDIT:	(\$32,500.00)	".65 Cents-for-Dollar" Food & Non-Alcoholic Beverage Credit <i>*applied towards your Room Rental.</i> (Specifically excluding concessions, bar revenue, tax, and administrative fees.) Note: Credit may change based upon final guarantees. (Anticipated Food & Non-Alcoholic Beverage Revenue of \$50,000.00 x .65 Cents-for-Dollar Food & Beverage Credit = \$32,500.00)	
REMAINING ROOM RENTAL RESPONSIBILITY:	\$0.00++	Client Room Rental responsibility is the difference between Room Rental less Food & Non-Alcoholic Beverage Credit. Note: Room Rental may change based on final food & beverage guarantee.	
ESTIMATED CONTRACTED COST:	\$50,000.00++	Estimated Contracted Cost is Remaining Room Rental Responsibility plus Anticipated Food & Non-Alcoholic Beverage Revenue. <i>*Amounts listed in Estimated Costs do not include applicable Miscellaneous Fees, Alcoholic Beverages, Audio Visual, Internet, etc.</i>	
MEAL MINIMUMS	Breakfast \$15.50++	Lunch \$28.50++	Dinner \$39.50++

SECTION II. GENERAL CONTRACT INFORMATION, STANDARDS, AND REQUIREMENTS

A. **HOTEL CONTRACTS:** This Contract with the Center will not be considered definite until the Center has confirmed receipt from the Riverside Convention & Visitors Bureau of fully executed hotel(s) contract(s), if applicable, between Client and hotel(s).

B. **CONTRACT PRICING:** Prices in this Contract may not be applicable if the Event takes place more than twelve (12) months after contract execution date, in which case Client should anticipate an increase on food and beverage of no more than five percent (5%) per year.

C. **DEPOSITS AND PAYMENTS:**

- 1.) A deposit of **\$9,950.00** is required to reserve space. This payment, which is non-transferable and non-refundable, will be deducted from the Client’s overall balance due.
- 2.) The deposit is due with signed contract by **Friday, October 18, 2024.**
- ~~3.) One (1) year prior (08/18/24) to the date of Event, an additional 10% of the estimated Center charges will be due, which equates to \$0.00. Any event contracted within a twelve (12) month period will be required to pay a non-transferable and non-refundable deposit in the amount of 15% of the estimated Center charges.~~
- 4.) **Ninety (90) days prior (05/20/25) to the date of Event, an additional 35% of the estimated Center charges will be due, which equates to \$23,225.00.** Any event contracted within a ninety (90) day period shall be required to pay a non-transferable and non-refundable deposit in the amount of 50% of the estimated Center charges when executing this Contract.

- 5.) **Complete pre-payment of estimated Center charges** is required **four (4) business days (08/12/25)** prior to Event by cash, company printed check, cashier's check, money order or credit card.
- 6.) If Client has established credit terms in accordance with Center's credit policy, then Client will be bound by terms of that policy.
- 7.) Before the Event, Client must submit a valid credit card for any additional charges incurred during the Event.

NOTE: A Summary of Important Dates is included in the **"QUICK LOOK SUMMARY" in Addendum "A" IMPORTANT DATES.**

- D. **INSURANCE:** Client must procure and maintain insurance that fully covers the risk and indemnity obligations set forth in this Contract, including Commercial General Liability coverage for bodily injury, property damage, contractual liability assumed under this Contract, and any independent contractors, in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate, plus Worker's Compensation coverage as required by law. **The insurance policy must specifically name the following entities as additional insureds: "Raincross Hospitality Management Corporation dba Riverside Convention Center and the City of Riverside, The Riverside Civic Authority and their respective members, officers, directors, managers, agents and employees."** Client's insurance policy must further state that it will not be canceled or materially changed for any reason without thirty (30) days prior written notice to Center. The policy will not be accepted if it contains a "best effort" modifier or relieves the insurer from any cause whatsoever prior to, during, or subsequent to, the Event date range covered by this Contract. For Events scheduled to begin more than thirty (30) days after the date on which this Contract is executed, Client must provide Center with a final Certificate of Insurance which is fully compliant with the terms of this paragraph of the Contract not less than thirty (30) days before the Event. For Events scheduled to begin less than thirty (30) days after the date on which this Contract is executed, Client must provide a final Certificate of Insurance which is fully compliant with the terms of this paragraph of the Contract at time of fully executed Contract submission.
- E. **CALIFORNIA STATE SALES TAX EXEMPTIONS:** If Client requests a California state sales tax exemption, proof of sales tax-exempt status must be provided in the form of a letter from the California Department of Tax and Administration. For Events scheduled to begin more than thirty (30) days after the date on which this Contract is executed, Client must provide Center with preliminary evidence of sales tax exemption satisfactory to Center on the date of execution, plus a final evidence of sales tax exemption not less than thirty (30) days before the Event. For Events scheduled to begin less than thirty (30) days after the date on which this Contract is executed, Client must provide evidence of sales tax exemption which is fully compliant with the terms of this paragraph of the Contract.
- F. **EXTRA SERVICES/RENTAL ITEMS/MISCELLANEOUS FEES:** Facility fees are based upon rates as applicable and as indicated in **"QUICK LOOK SUMMARY" Addendum "A", EXTRA SERVICES/RENTAL ITEMS/MISCELLANEOUS FEES.**
- G. **TIME ALLOCATION/ROOM SET CHANGE FEE:** Center may be reserved for Event times beginning as early as 5:00 a.m. and ending as late as 12:00 am. If Client wishes to stay beyond 12:00 am or needs additional time for setup or tear down, Center may remain open for an additional charge. A minimum \$300.00 per room will be charged if Client requires less than a three (3) hour turn-time for any function room. Charges will be based on the labor requirements necessary to accommodate the change. Client must make special arrangements with the assigned Convention Service Coordinator if Client anticipates that its Event will continue past 12:00 am.
- H. **LABOR CHARGES:** Most labor charges are included in the estimated costs based upon previous discussions between Center and Client. If Client requires extraordinary services, then Client must make special arrangements with its assigned Convention Service Coordinator. Additional charges may apply for extraordinary services or overtime work, which will be based on current labor overtime rates.

- I. **LINEN:** If the Event includes meal service, then Center will provide a choice of black or ivory-colored single-draped tablecloth and black, ivory, or burgundy-colored napkins at no additional cost. If Client desires additional linens, including double-draped linen or special colors, an additional charge will apply.
- J. **GUARANTEES FOR MEAL FUNCTIONS:** To ensure the success of the Event, Center must receive Client's confirmed attendance ("Final Guarantee") for each meal function no later than **12:00 Noon PST five (5) business days** (excluding holidays and weekends) **prior to the date of the Event**. Once the Final Guarantee is submitted to Center, the count may not be decreased.
- ❖ **Special Meals:** Client's assigned Convention Service Coordinator is available to consult on preparation, service of special meal requests, and pricing for vegetarian, gluten free, vegan, kosher, halal, and other meals to meet Client or guest dietary restrictions. Special meal menu requests are due 30 days prior to Event as outlined in the "**QUICK LOOK SUMMARY**" in Addendum "A", **IMPORTANT DATES**. Special meal requests must be included in Final Guarantee numbers.
 - ❖ **Overage:** For every plated event, Center is prepared to serve 3% over the final guarantee, up to a maximum of thirty (30) additional meals. Client will be charged based upon the Final Guarantee or actual number of meals served, whichever is greater. Center will make every effort to accommodate increases to Client's count(s) after the Final Guarantee is due. However, any increases exceeding 10% of the final guarantee will be subject to a 10% surcharge. If the count increases after the Final Guarantee deadline, then the 3% overage will no longer apply.
- K. **MEAL MINIMUM:** Breakfast prices begin at **\$15.50++** per person, lunch pricing starts at **\$28.50++** per person, and dinner service is available starting at **\$39.50++** per person. Please refer to current menu selections for pricing. No outside food and beverage may be brought into Center or onto Center's premises.
- L. **ALCOHOLIC BEVERAGES:** As a venue regulated by the California Department of Alcoholic Beverage Control, Center is the exclusive licensee and provider of alcoholic beverages. Neither Client nor its guests may bring outside alcohol into the Center or on its premises. Unauthorized alcohol will be confiscated. Center reserves the right to: 1) require proof of legal drinking age and refuse alcoholic beverages to any person who is underage or who cannot produce identification; and 2) refuse alcoholic beverages to any person who appears intoxicated, in Center's sole discretion. Notwithstanding the foregoing, Center may refuse to serve any patron for any reason. Client agrees to fully indemnify and hold Center harmless for any personal injury or property damage arising from or related to the service of alcohol at Client's Event, whether that injury or damage is caused by Client or Client's guests.
- M. **CONCESSIONS:** If Client requests concessions, Center will determine the hours of operation and may change hours at its discretion. Center requires a minimum of five hundred (500) people to open concessions, plus a guarantee of \$1,250.00 in sales during a 4-hour period. Client is responsible for no less than the guarantee of \$1,250.00 in sales.
- N. **PARKING:** Center offers limited parking adjacent to the Riverside Convention Center in City Lot 33. The City of Riverside owns and manages Lot 33, so the City may establish rules regarding use of its property. Under no circumstances will Center be liable for any injury or property damage to Client or Client's guests that occurs in a City-owned or managed parking area, and Client agrees to fully indemnify and hold Center harmless from any such claim arising from or related to participation in Client's Event. Center can make parking in Lot 33 available at a **cash rate of \$15.00** per vehicle/space/day. Client may host parking for event attendees at a **hosted rate of \$10.00** per vehicle/space/day. If Client requires additional parking, vehicles may use street parking or alternate City parking lots/structures. Center's Sales Manager will provide Client with a map and pricing for overflow parking. If recreational vehicles, trailers, buses, or other oversize vehicles will be used during the Event, then Client must make special arrangements and may incur additional fees.

- O. **AUDIO VISUAL (AV):** Client must contract all audio/visual equipment, rigging, labor and any other AV-related services through Center's exclusive in-house provider. All audio/visual charges are per-day and subject to administrative fees and sales tax. See "QUICK LOOK SUMMARY" in Addendum "A", CONTACT SUMMARY for Center's exclusive provider of AV services.
- P. **INFORMATION TECHNOLOGY (IT) AND TELECOMMUNICATIONS:** Client must contract all IT and telecommunications services through the Center's exclusive provider. The Center offers 30 min timed complimentary Wi-Fi per day/ per device. If Client wishes to upgrade bandwidth or make other special IT requests, it must request them a minimum of five (5) business days before its Event. IT charges may be subject to sales tax. See "QUICK LOOK SUMMARY" in Addendum "A", CONTACT SUMMARY for Center's exclusive provider of IT services.
- Q. **ELECTRICAL:** Center provides 120-volt/20-amp wall plug service. If Client requires electrical service beyond Center's existing capacity, Client must contract, at its own cost, a licensed electrical services company approved by Center. Such special electrical service must be arranged in advance. Client should contact its assigned Convention Service Coordinator for the list of Center-approved electrical providers.
- R. **DECORATIONS:** Event sets and certain decorations must be approved by the Riverside Fire Department. Client's assigned Convention Service Coordinator will provide guidance. Extraordinary decorations and sets may be subject to additional agreements and charges. Affixing anything to Center's floors, walls, or ceiling requires Center's prior written approval. Use of materials such as confetti, Silly String, or other aerosol-delivered products is not permitted. Open flame candles are expressly prohibited. Please see general terms and conditions for additional restrictions.
- S. **RIGHT OF INSPECTION:** To help protect health and safety, Center event staff may enter and inspect all function rooms and/or set bag check stations at Center entry points. If Center event staff observes any activity which reasonably appears to be illegal or dangerous to people or property, then Center event staff may cancel the Event and require Client and Client's guests to vacate the premises. In that instance, Client will remain liable for all fees and charges related to the Event pursuant to the terms of this Contract.
- T. **SECURITY:** A Center security agent patrols the premises and monitors the property 24 hours per day. Additional security agents are available exclusively through Center. Client may contract with Center for security at a rate of \$75.00 per hour, per agent.
- U. **DAMAGE CLAUSE:** Client is responsible for any damage to Center resulting from any acts or omissions of Client and/or its staff, personnel, agents, contractors, invitees, or guests. Before the Event, Center will note any existing damage with Client. Center will do a post-event walkthrough to note any damage that occurred during Client's Event. Client will be charged for the cost to repair any damage that occurred during the Event.
- V. **PERMITS:**
- 1.) **Health Permits:**
If Client intends to buy, sell, or give away food items, Client must obtain a Riverside County Health Permit. Permits must be secured and provided to Client's assigned Convention Service Coordinator at least ten (10) days before the Event. To obtain a health permit, contact:
Riverside County Environmental Health Department
4065 County Circle Drive, Riverside, CA 92503
Telephone: 951-358-5172
Office hours are typically Monday through Friday, 8:00 a.m. – 5:00 p.m.
- 2.) **Vendor Seller's Permits:**
If the Event includes buying or selling any item, Client must obtain a Seller's Permit from the State Board of Equalization. To obtain a Seller's Permit, contact:

California Department of Tax and Fee Administration

3737 Main Street, Suite 1000, Riverside, CA 92501

Telephone: 951-680-6400

Website: <https://onlineservices.cdtfa.ca.gov/>

Client must obtain written evidence from each seller that it holds a valid California Seller's Permit, or Client must secure a written statement from the seller that it is not offering for sale anything which is subject to sales tax.

3.) Fire Permits:

If the Event includes any of the following, then Client must obtain a Special Event Permit from the Riverside Fire Department:

- ❖ Exhibit booths
- ❖ Containers of flammable liquids
- ❖ Equipment for competition, demonstration, or display
- ❖ Vehicles placed inside an assembly area

An event site plan is required to receive a Fire Permit. Fees related to diagram approval or site inspection are Client's responsibility. Center requires approved diagrams thirty (30) days before the Event. Client must keep a copy of the Fire Permit on property for the duration of the Event and provide a copy to Client's assigned Convention Service Coordinator. To obtain a Fire Permit, contact:

City of Riverside Fire Department Prevention Division,

City Hall, 3900 Main Street - 5th floor, Riverside, CA 92501

Telephone: 951-826-5737

Email: prev@riversideca.gov

Riverside Fire Department office hours are Monday through Friday, 8:00 am – 5:00 pm.

4.) Signs/Flyers:

City of Riverside Municipal Codes 10.16.040 and 19.76.010 prohibit posting unauthorized signs within city limits. Failure to comply with the above codes may result in a fine per sign, and/or a fine per incident imposed by the City of Riverside. Information regarding signs within the city limit can be found at:

https://library.municode.com/ca/riverside/codes/code_of_ordinances?nodeId=PTIICOOR_TIT10VETR_CH10.16TRCODE_10.16.040UNSILISIPRPUSTRI-W

W. PACKAGE/MATERIAL DELIVERY: Client is responsible for all packaging and shipping arrangements. Before the Event, Client must provide the assigned Convention Service Coordinator information regarding pre-event delivery and post-event pick-up of Client materials. Any materials received more than forty-eight (48) hours before the Event or left behind forty-eight (48) hours after its conclusion will incur storage charges of \$50.00 per day. Packages shipped to Center should be addressed to:

Attn: **Sage Oak Charter Schools**
Event Date: **Monday, August 18, 2025**
Vendor Name & Booth #:
Riverside Convention Center
3637 Fifth Street
Riverside, CA 92501

X. ADVERTISING AND PROMOTIONS: In all Client advertising and promotions relating to the Event, Center must be referred to as "The Riverside Convention Center." Use of the Riverside Convention Center's name may be used to describe the location of the Event only. Client may not use the name for any other purposes without Center's prior written consent.

Y. INDEMNIFICATION: To the fullest extent permitted by law, Client agrees to protect, indemnify, defend and hold harmless Raincross Hospitality Management Corporation, Riverside Convention Center, the City of Riverside

and its affiliates, and their respective agents, employees, officers, directors and shareholders (collectively, the "Riverside Convention Center Indemnified Parties"), from and against all claims, losses or damages to persons or property, governmental charges or fines, penalties, and costs (including reasonable attorney's fees) (collectively, "Claims"), arising out of or relating to the Event that is the subject of this Contract, to the extent such Claims result from (i) the negligence, gross negligence, or intentional misconduct of Client, Client's employees, agents, contractors, and/or attendees, or (ii) breach of any terms and conditions of this Contract by Client, or (iii) Client's failure of compliance with applicable laws or regulations. Nothing in this indemnification will require Client to indemnify the Riverside Convention Center Indemnified Parties for that portion of any Claim arising out of the gross negligence or intentional misconduct of the Riverside Convention Center Indemnified Parties. This paragraph does not waive any statutory limitations on liability, including innkeeper's limitation of liability laws, nor does it waive any defenses a party may have regarding any Claim. This paragraph survives termination or expiration of this Contract.

- Z. **CANCELLATION:** By entering into this Contract, Center has reserved rooms for Client to the exclusion of other business opportunities and relied on Client's estimated revenue figures in "SECTION I: EVENT DETAIL" item "J. ESTIMATED COSTS." Client understands that cancellation of its Event will cause Center to lose substantial room rental and food and beverage revenue, which Center cannot recover. Accordingly, changes to or cancellation of the Event and/or function space is subject to the penalties described on "QUICK LOOK SUMMARY" in Addendum "A", CANCELLATION PENALTIES.
- AA. **FORCE MAJEURE:** The date(s) of the Event are a material term of this Contract. If a "force majeure event" prevents the Event from occurring as and how scheduled pursuant to this Contract, or if it becomes impracticable or illegal for one or both parties to perform their contractual obligations for reasons beyond their reasonable control, then the parties may mutually agree to (i) postpone the Event to an alternative mutually-agreeable date; or (ii) amend this Contract to reduce the number of attendees or size of the group to comply with new orders or regulations; or (iii) terminate this Contract upon immediate written notice, without any liability to either party. Under no circumstances will either party be liable to the other for damages arising from a force majeure event. For the purpose of this paragraph, a "Force Majeure Event" includes but is not limited to the following occurrences: governmental order or authority that make it illegal or impossible to hold the Event, war, earthquakes, storm, fire, severe storms, labor disputes, threats of and/or civil disorder, terrorist attacks, plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, loss of power, and curtailment of transportation either in the City of Riverside or in the countries/states of origin of the attendees.
- BB. **LIMITATION OF LIABILITY:** Neither Raincross Hospitality Management Corporation dba Riverside Convention Center nor Center is responsible for any loss, damage or injury (bodily or property) that may occur on the property prior to, during, or subsequent to the Event date(s) covered by this Contract. Notwithstanding anything in this Contract to the contrary, in no event will Center's aggregate liability to Client from all causes of action and theories of liability, exceed the actual amount Client owes Center under this Contract.
- CC. **CONFIDENTIAL INFORMATION:** Client and Center agree to maintain this Contract and its terms as "Confidential Information." Each party agrees not to disclose Confidential Information to third parties without the other party's prior written consent, which may be withheld in that party's sole discretion, except that each party may disclose Confidential Information (i) to its directors, officers, employees, and contractors whose duties justify their need to know such information, and who have been informed of their obligation to maintain the confidential, proprietary, and/or trade secret status of such Confidential Information, or (ii) to the extent necessary pursuant to applicable law, regulation, court order, or other legal process, provided the party has given the other party prior written notice of such required disclosure and, to the extent reasonably practicable, has given the other party an opportunity to contest such required disclosure at its own expense. Notwithstanding the above provision, Center may be obligated to provide certain information pursuant to a public records request consistent with its role as agent for the City of Riverside.

DD. **ASSIGNMENT:** Raincross Hospitality Management Corporation (RHMC) may assign its rights or obligations under this Contract to any entity having as its principal business the management of meeting venues. The City of Riverside will be an authorized assignee of this Contract if RHMC no longer operates as the City's agent. RHMC will have no obligation to perform under this Contract if it no longer acts as the City's agent with respect to Center. Client may not assign its obligations under this Contract.

SECTION III. SIGNATURES

I have read and understood the above contract and agree to be bound by its terms and conditions. I further understand that any portion of this Contract between both parties may not be changed or altered in any way except in writing by either party. A signed copy of this original must be returned to the Sales and Catering Office by **Friday, October 18, 2024**, along with the deposit of **\$9,950.00** and applicable Certificate of Insurance to hold the allocated space on a definite basis.

Checks should be made payable to: Riverside Convention Center.

RIVERSIDE CONVENTION CENTER
Raincross Hospitality Management Corporation
3637 Fifth Street
Riverside, CA 92501

If you have any questions or concerns, contact the Sales and Catering Office at (951) 346-4700.

RAINCROSS HOSPITALITY MANAGEMENT CORPORATION
dba RIVERSIDE CONVENTION CENTER
a California Corporation as agent for the City of Riverside

Amy Dryver

Date Signed: _____

Tim O'Brien

Laura Rosenkranz

Tim O'Brien
Asst. Superintendent of Business Services, CFO

Date Signed: 10/10/2024

Print Name

1473 Ford Street, Suite 105
Redlands, CA 92373
714-853-0382
rosenkranz@sageoak.education

"QUICK LOOK SUMMARY" ADDENDUM "A"

CONTACT SUMMARY			
SERVICE PROVIDER	CONTACT	PHONE NUMBER	EMAIL / WEBSITE
Sales Manager RCC	Amy Dryver	951-335-7002	adryver@riv-cc.com
Audio Visual PRO AV	Don Purcell	951-751-7217-Cell 951-346-4709-Office	DPurcell@pro-av.com
IT & Telecommunications Inland Premier		951-530-9609	RCC@InlandPremier.com
Electrical Services	Contact Convention Services Coordinator for approved providers		
Health Permits	Environmental Health Dept.	951-358-5172	
Vendor Seller Permits	CA Dept of Tax & Fee Administration	951-680-6400	https://onlineservices.cdtfa.ca.gov/
Fire Permits	City of Riverside Fire Dept.	951-826-5737	prev@riversideca.gov
Signs / Flyers	City of Riverside Planning Dept.	951-826-5371	

IMPORTANT DATES TO BE NOTED	
One (1) Year prior to Event (08/18/24)	10% of all estimated charges are due (\$0.00)
90 Calendar Days prior to Event (05/20/25)	35% of all estimated charges are due (\$23,225.00)
30 Calendar Days prior to Event (07/19/25)	Menu selections, ALL Event details, and proof of Insurance due
5 Business Days prior to Event (08/11/25)	Final Guarantees for Meal Functions due
4 Business Days prior to Event (08/12/25)	Full Pre-payment of Estimated Total Cost due

CANCELLATION PENALTIES	
Number of Days Prior to Event Date	(%) Percent Due
Over 180 Calendar Days	25% of all estimated charges (\$12,500.00)
140-179 Calendar Days	50% of all estimated charges (\$25,000.00)
90-139 Calendar Days	75% of all estimated charges (\$37,500.00)
Less than 90 Calendar Days	100% of all estimated charges (\$50,000.00)

EXTRA SERVICES/RENTAL ITEMS/MISCELLANEOUS FEES	
Exterior Bell Tower Banner – Hanging fee (per banner)	\$1,000.00
Exterior Banner – Hanging fee (per banner)	\$300.00
Interior Banner – Hanging fee (per banner)	\$55-\$265.00
Forklift Rental (per hour, 2 hour minimum) *operator certification required	\$100.00
Scissor Lift Rental (per hour, 2 hour minimum) *operator certification required	\$150.00
Building Clean Up (one-time fee)	\$575.00
Refuse Disposal (one-time charge)	\$275.00
Janitorial Services (per day) *Waived	\$375.00
Kitchen Usage (\$195.00/per hour, 4-hour minimum)	\$210.00
Cake Cutting Fee (per person)	\$2.95++
Carving Fee (per chef)	\$165.00
Corkage Fee (per standard 750 ml bottle)	\$16.50++
Dance Floor (40x40)	\$275.00++
Piano	\$585.00++
Room Re-Key Charge	\$100.00
Linen for Exhibit Tables (each table, 2 linens per table)	\$7.50++
Exhibit Tables (PER TABLE / PER DAY. Each exhibit table consists of one (1) 8' table, one (1) tablecloth, and two (2) chairs. If additional linens are required, additional costs will apply.)	\$35.00++

Coversheet

(Action) Approval of Marriott Riverside at the Convention Center Agreement

Section: VIII. Business Services
Item: B. (Action) Approval of Marriott Riverside at the Convention Center Agreement
Purpose: Vote
Submitted by:
Related Material: Marriott Riverside at the Convention Center Agreement_10.8.2024.pdf

BACKGROUND:

Sage Oak Charter Schools requests the Board approve a contract with the Marriott Riverside at the Convention Center in Riverside, CA. This agreement covers employee accommodations for the 2025 Sage Oak Summit, scheduled as a professional development event in August.

RECOMMENDATION:

It is recommended the Board approve the Marriott Riverside at the Convention Center Agreement as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).



DESCRIPTION OF GROUP AND EVENT

The following represents an agreement between Marriott Riverside at the Convention Center, 3400 Market Street, Riverside, CA, 92501, (951) 784-8000 and Sage Oak Charter Schools.

CONTACT:

Laura Rosenkranz
 Event Manager
 Sage Oak Charter Schools
 14735 Ford Street Suite 105
 Redlands, CA 92373
 Phone: (714) 853-0380
 Email: rosenkranz@sageoak.education

HOTEL CONTACT:

Elizabeth Stewart
 Sales Manager
 Marriott Riverside at the Convention Center
 3400 Market Street
 Riverside, CA 92501
 Phone: (951) 786-7118
 Email: elizabethstewart@remingtonhotels.com

NAME OF EVENT: Sage Oak Charter School Summit Aug2025
 REFERENCE#: M-U3AWN38
 GROUP BLOCK DATES: August 18-19, 2025

This Agreement between Sage Oak Charter Schools (“Group”) and Pinnacle Hospitality d/b/a Marriott Riverside at the Convention Center (“Hotel”) is effective as of the date it is signed by Hotel (“Agreement Date”).

Group has until Monday, October 14, 2024 to return one fully executed copy of the Agreement together with Group’s initial deposit to secure the rooms, rates and function space offered in this Agreement.

GUEST ROOM COMMITMENT/GROUP ROOM RATES

The Hotel agrees that it will provide, and Sage Oak Charter Schools agrees that it will be responsible for utilizing, 200 room nights in the pattern set forth below (such number and such pattern, the “Room Night Commitment”):

STAFF ROOM BLOCK

Room Type	Rate	Mon, 8/18/25
Junior King Suite	\$229.00	4

ATTENDEE ROOM BLOCK

Room Type	Rate	Mon, 08/18/25
King Bedded Rooms	\$209.00	116
Two Queen Bedded Rooms	\$229.00	80

TOTAL ROOM BLOCK

	Mon, 08/18/25
TOTAL ROOMS	200

Rates do not include applicable state and local taxes, currently 13.25% at the time of Agreement and subject to change without notice.

Rates will be available three (3) days prior and three (3) days after the Event Dates indicated in the Room Block prior to the cut-off date, subject to hotel availability of guest rooms at the time of reservation.

METHOD OF RESERVATIONS

Group must provide a rooming list, including the names, addresses, billing method, arrival and departure dates and any special requests of each attendee by no later than the Cut-Off Date set forth below to qualify for the group rates listed above.

CUT-OFF DATE

Rooming List must be received by hotel on or before 5:00pm local hotel time on Thursday, July 31, 2025, (the “Cut-Off Date”). At the Cut-Off Date, Hotel will review the reservation pick up for the Event, release the unreserved rooms for general sale, and determine whether it can accept reservations based on a space- and rate-available basis at the Sage Oak Charter Schools group rate after this date. Number of rooms and rate to be determined once room block is fully booked.

INDIVIDUAL CANCELLATION POLICY

Please be advised that the hotel expects a minimum of 48 hours’ notice of any individual reservation which may need to be cancelled, or the hotel will consider these as “no shows” and will bill the individual’s credit card for the first night room and tax charges. This cancellation procedure only applies to individual cancellations of reservations and has no connection to the overall Sage Oak Charter Schools cancellation policy so noted in this Agreement.

CONCESSIONS

Hotel will provide the following concessions if at least 80% of the Minimum Guest Room Revenue is received

Room Upgrades:	Four (4) Junior Suite Upgrades at the attendee group rate of \$229.00 for Monday, August 18, 2025
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PARKING RATES

Group will receive a discounted parking rate of \$23.00. Currently parking is \$29.00 per car, per night with in and out privileges. Subject to change without notice.

MINIMUM REVENUE

This Agreement will generate revenue for Hotel from guest rooms. The minimum revenue anticipated by Hotel under this Agreement (excluding taxes and other charges) is:

Minimum Guest Room Revenue (# of room nights in Room Block x average Rate):	\$43,480.00
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If Group does not fulfill all its commitments or cancels this Agreement, Group agrees that Hotel will suffer damages that will be difficult to determine. The “Attrition” and “Cancellation” provisions below provide for liquidated damages agreed upon by the parties as a reasonable estimate of Hotel’s losses and do not constitute a penalty of any kind.

ATTRITION

Group will meet its minimum revenue requirements under this Agreement if it fulfills and its Adjusted Minimum Guest Room Revenue commitment above based on the attrition allowance below.

Adjusted Minimum Guest Room Revenue:	80% of Minimum Guest Room Revenue = \$34,784.00
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This attrition allowance does not apply if Group cancels the Agreement or does not hold the event at Hotel. If Group holds its event at Hotel, but does not fulfill its Adjusted Minimum Guest Room Revenue commitment it will pay Guest Room Attrition Damages (plus all applicable taxes) as a reasonable estimate of Hotel’s losses as follows:

Guest Room Attrition Damages =	Adjusted Minimum Guest Room Revenue <i>minus</i> actual guest room revenue from Room Block
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CANCELLATION

If Group cancels this Agreement, Group will provide written notice to Hotel, accompanied (except in the case of a Force Majeure) by payment of the amounts indicated below:

From the Agreement Date to 181 days prior to arrival :	20% of Total Minimum Revenue = \$ 8,696.00
From 180 days to 121 days prior to arrival:	40% of Total Minimum Revenue = \$17,392.00
From 120 days to 61 days prior to arrival:	60% of Total Minimum Revenue = \$26,088.00
From 60 days or less to arrival:	80% of Total Minimum Revenue = \$43,480.00

Cancellation fees are subject to applicable state and local taxes. The parties agree that the amounts included in this

Cancellation clause are reasonable estimates of the losses that would be incurred by Hotel and factor in Hotel’s ability to mitigate its losses through resale. Cancellation fees must be received no later than 30 days after written notice of cancellation.

PAYMENT OPTIONS

Payment will be made as indicated below. *Please check applicable option.*

Guest rooms (including taxes and automatic or mandatory charges):		
Staff Rooms	<input type="checkbox"/> Group Master	<input type="checkbox"/> Guests
Attendees	<input type="checkbox"/> Group Master	<input type="checkbox"/> Guests
Parking Charges:		
Staff Rooms	<input type="checkbox"/> Group Master	<input type="checkbox"/> Guests
Attendees	<input type="checkbox"/> Group Master	<input type="checkbox"/> Guests
Incidental Charges:		
Staff Rooms	<input type="checkbox"/> Group Master	<input type="checkbox"/> Guests
Attendees	<input type="checkbox"/> Group Master	<input type="checkbox"/> Guests

MASTER ACCOUNT⁹¹⁶

Hotel will set up a “Master Account” for Group for payment of charges under this Agreement. Group must review all charges billed to the Master Account to ensure accurate billing.

DEPOSIT SCHEDULE

For Rooms being billed to the Group Master, there will be a 50% deposit due at the time of signing agreement:

DEPOSIT	%	AMOUNT	DUE DATE
Initial	50% of Minimum Revenue	\$458.00	Monday, October 14, 2024 Upon Signature of Agreement
Balance	Remaining Estimated Balance	\$458.00	Thursday, July 31, 2025 14 Days Prior to Group Arrival
Settlement of Account	Outstanding Balance	TBD	Tuesday, August 19, 2025 Departure Date

All deposits are non-refundable. Either a company check, cashier’s check or credit card can be used to facilitate these deposits. Failure to remit the appropriate pre-payment on a timely basis will be considered a cancellation by Group and Group shall be liable for amounts as described in the cancellation provisions. Deposits may be applied to fees or charges due to cancellation or attrition as outlined in this Agreement. Hotel reserves the right to revise the deposit schedule if Group’s Event changes in size or expense.

PAYMENT

Group will pay the estimated amount of the Master Account as shown on the deposit schedule. Group will advise Hotel of its expected method of payment of the Master Account with signed agreement . If Group will pay using a credit card honored by Hotel, a valid credit card must be provided to Hotel with signed agreement by Monday, October 14, 2024, and all final Master Account charges will be charged to such credit card at departure. Any amounts not paid at departure will accrue interest at 1½% per month from the date of departure. Group must notify Hotel of any disputes within 5 business days of Group’s receipt of invoice from Hotel or disputes will be considered waived.

MARRIOTT BONVOY EVENTS

Marriott Bonvoy Events provides Points or Miles to eligible Marriott Bonvoy Members who book and hold qualifying meetings and events at Participating Properties. Please note that this does not include stay credit.

Approximately ten (10) business days after the conclusion of the Event (provided that the Event is not cancelled and Sage Oak Charter Schools has otherwise complied with the material terms and conditions of this Agreement), the Hotel will award Points or Miles to the Member and relevant account identified below. By inserting the airline frequent flyer account information, the recipient elects to receive Miles instead of Points.

Marriott Bonvoy Events is not available in certain circumstances, including (1) for any government employee or official booking a government event (U.S. government event or non-U.S. government event); (2) for any employee of a state-owned or state-controlled entity (“SOE”) booking an event on behalf of the SOE; or (3) for any other planner or intermediary when booking an event on behalf of a non-U.S. governmental entity or SOE. Hotels in the Asia Pacific

region are restricted from awarding Points or Miles to any intermediary booking an event on behalf of any governmental entity or SOE.

GROUP MUST CHECK ONE OPTION BELOW:

- The Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement) is eligible to receive Points or Miles.

Member Name _____

Marriott Bonvoy Membership Number _____

*If Miles are desired instead of Points, please also provide:

Participating airline name _____

Participating airline frequent flyer account number _____

OR

- The Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement) declines or is not eligible to receive Points or Miles and hereby waives the right to receive Points or Miles in connection with the Event.

The individual identified above to receive either Points or Miles may not be changed without such individual’s prior written consent. The number of Points or Miles to be awarded shall be determined pursuant to the Marriott Bonvoy Terms and Conditions (the “Terms and Conditions”), as in effect at the time of award. All Marriott Bonvoy Terms and Conditions apply. The Terms and Conditions are available on-line at <https://www.marriott.com/loyalty/terms/default.mi> and may be changed at the sole discretion of Marriott International, Inc. at any time and without notice. Capitalized terms used in this section have the meanings given to them in the Terms and Conditions.

DISCLOSURE

Group will be responsible for determining to whom it needs to disclose any terms of this Agreement, including any commission or rebate that it may receive. Group will disclose to all Group attendees the type and amount of all automatic and mandatory charges that will be charged to them by Hotel.

CONSTRUCTION OR RENOVATION

In the event the Hotel will be undergoing any planned construction, renovation, or potentially disruptive activity during the Meeting Dates, the Hotel shall promptly notify Group in writing within 3 days of Management’s decision to undertake (or its knowledge of, whichever is earlier), planned construction or renovation. Group shall have the right to terminate this Agreement without liability upon written notice to the Hotel, if in Group’s reasonable judgement, such planned construction or renovation may tend to unreasonable affect the use of the facilities or the quality of service to be provided under the Agreement. The Hotel agrees that there is no construction or renovation currently planned during the Meeting Dates. Nothing in the clause shall be construed as general maintenance of the Hotel, emergency repairs to the facility, or situations covered separately under Force Majeure.

PHOTOGRAPHY

Hotel has the right, at its sole cost and expense, to photograph and/or video set-up for the Event. Any and all photographs and videos made or created by Hotel at the Event shall be the property of Hotel and may be used and published by Hotel in connection with its business and the operation and promotion of the Hotel.

LAWS AND POLICIES

Each party will comply with all applicable federal, state and local laws (including the Americans with Disabilities Act) and Hotel rules and policies. Group will be responsible for providing its disabled members with auxiliary aids in connection with any Group events or activities. Upon Group’s reasonable request, Hotel will cooperate with Group to provide services on behalf of Group’s disabled attendees.

GROUP CONTENT

To the extent Group or its attendees provide any content to Hotel, including brochures, collateral, logos, pictures, videos or music for any reason, including for use in conjunction with, or distribution during, the Event, Group hereby warrants that it has all rights, permission and licenses necessary to provide such content to Hotel and to display or perform the

content used by Group during the Event and agree to indemnify and defend Hotel from any claims or liabilities arising out of Group's or Hotel's use of the content.

PRIVACY

To the extent Group provides Hotel any personal information, including Group's contact information and the contact information of its members and attendees, for any reason, Group hereby represents, warrants and covenants that it has obtained all rights, permissions and authorizations necessary to (i) regardless of the point of collection, provide the information to Hotel and (ii) grant Hotel the right to use or release the information (a) in response to inquiries by Group or (b) in conjunction with Hotel's performance under this Agreement.

CONFIDENTIAL INFORMATION

Group and Hotel will each take reasonable steps to keep all confidential information provided by the other party confidential and to identify information as confidential when shared. Confidential information will not include: (1) information that is publicly available; (2) PII, which will be handled by the parties in accordance with the "Privacy" provision above; or (3) information that is left or discarded in event rooms, public space or guest rooms.

INSURANCE

Each party will maintain insurance sufficient to cover any claims or liabilities which may reasonably arise out of or relate to its obligations under this Agreement and will provide evidence of such insurance upon request.

MUTUAL INDEMNIFICATION

Each party will indemnify, defend and hold the other harmless from any loss, liability, costs or damages arising from actual or threatened claims resulting from its breach of this Agreement or the negligence, gross negligence or intentional misconduct of such party or its officers, directors, employees, agents, contractors, members or participants when acting within the scope of their employment or agency. Neither party will be liable for punitive damages.

DISPUTE RESOLUTION

The parties will resolve any claim or dispute arising out of or relating to this Agreement through binding arbitration before one arbitrator conducted under the rules of the American Arbitration Association or JAMS in the state and city in which Hotel is located. The law of the state in which Hotel is located will be the governing law. The arbitration award will be enforceable in any state or federal court. In any arbitration or litigation arising out of or relating to this Agreement or the enforcement of any arbitration award, the prevailing party will recover attorneys' fees and costs including expert witness and arbitration fees and pre- and post-judgment interest. Each party will be responsible for attorneys' fees and interest associated with the other party's efforts to collect monies owed under this Agreement.

FORCE MAJEURE

If acts of God or government authorities, natural disasters, or other emergencies beyond a party's reasonable control make it illegal or impossible for such party to perform its obligations under this Agreement, such party may terminate this Agreement upon written notice to the other party without liability.

NOTICE

Any notice required or permitted by the terms of this Agreement must be in writing.

ASSIGNMENT

Group may not assign or delegate its rights or duties under this Agreement without Hotel's prior approval.

SEVERABILITY

If any provision of this Agreement is held to be invalid or unenforceable that provision will be eliminated or limited to the minimum extent possible, and the remainder of the Agreement will have full force and effect.

WAIVER

If either party agrees to waive its right to enforce any term of this Agreement, it does not waive its right to enforce any other terms of this Agreement.

ACCEPTANCE

When presented by the Hotel to Sage Oak Charter Schools, this document is an invitation by the Hotel to Sage Oak Charter Schools to make an offer. Upon signature by Sage Oak Charter Schools, this document will be an offer by Sage Oak Charter Schools. Only upon signature of this document by all parties will this document constitute a binding agreement. Unless the Hotel otherwise notifies Sage Oak Charter Schools at any time prior to Sage Oak Charter

Schools's execution of this document, the outlined format and dates will be held by the Hotel for Sage Oak Charter Schools on a first-option basis until Monday, October 14, 2024. If Sage Oak Charter Schools cannot make a commitment prior to that date, this invitation to offer will revert to a second-option basis or, at the Hotel's option, the arrangements will be released, in which case neither party will have any further obligations.

Upon signature by both parties, Sage Oak Charter Schools and the Hotel shall have agreed to and executed this Agreement by their authorized representatives as of the dates indicated below.

SIGNATURES

Approved and authorized by Sage Oak Charter Schools:

Name: (Print) _____

Title: (Print) _____

Signature: _____

Date: _____

Approved and authorized by Hotel:

Name: Elizabeth Stewart
Title: Sales Manager

Signature: _____

Date: _____

Name: Naomi Briones
Title: Director of Sales & Marketing

Signature: _____

Date: _____

Name: Karla Azahar
Title: General Manager

Signature: _____

Date: _____