



Sage Oak Charter Schools

Regular Meeting of the Board of Directors

Published on December 6, 2024 at 1:49 PM PST

Date and Time

Thursday December 12, 2024 at 9:00 AM PST

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: 92368119834

Passcode: 768561

[\(US\) +1 301-715-8592](#)

Passcode: 768561

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 December 12, 2024 Regular Meeting of the Board of Directors	Vote	Board President	1 m
It is recommended the Board approve the agenda for the December 12, 2024, Regular Meeting of the Board of Directors as presented for Sage Oak Charter School			

	Purpose	Presenter	Time
(#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 ____

IV. Approve Minutes

9:04 AM

- | | | | | |
|-----------|--|-----------------|-----------------|-----|
| A. | (Action) Approval of Minutes for October 8, 2024 Regular Meeting of the Board of Directors | Approve Minutes | Board President | 1 m |
|-----------|--|-----------------|-----------------|-----|

It is recommended the Board approve the minutes from 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).

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

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

- | | | | | |
|-----------|---|-----------------|-----------------|-----|
| B. | (Action) Approval of Minutes for November 14, 2024 Board of Directors Study Session | Approve Minutes | Board President | 1 m |
|-----------|---|-----------------|-----------------|-----|

It is recommended the Board approve the minutes from the November 14, 2024, Board of Directors Study Session 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

	Purpose	Presenter	Time
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 9:06 AM

A. Sage Oak Highlights	Krista Woodgrift	12 m
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VII. Consent Agenda 9:18 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
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1. Check Register - October 2024
2. Check Register - November 2024
3. Report of Investment Activity - September 2024
4. Report of Investment Activity - October 2024
5. Ratification of Fullerton Free Church Facilities Use Agreements
6. Ratification of City of Rancho Cucamonga Permit #R22325

	Purpose	Presenter	Time
	7. Ratification of Red Herring Agreement with San Diego County Superintendent of Schools		
	8. Ratification of Grammarly, Inc. Order Form (Renewal)		
	9. Ratification of Office Beacon LLC Agreement		
	10. Ratification of School Pathways LLC Quote Forms- Incident IQ Bridge (Renewal)		
	11. Ratification of Marriott Riverside at the Convention Center Addendum		
	12. Ratification of ClickUp Service Order Forms		
	13. Ratification of City of Rancho Cucamonga Permit #R22323		
	14. Ratification of Skill Struck, Inc. Chat for Schools Quote		
B.	Consent - Education Services		1 m
	1. Ratification of TeachTown Service Level Agreement Addendum		
	2. Ratification of 2024-2025 Special Education Contracted Vendors List (Revised)		
	3. Ratification of TPR Education, LLC d/b/a The Princeton Review Service Order		
C.	Consent - Personnel Services		1 m
	1. Approval of Certificated Personnel Report		
	2. Approval of Classified Personnel Report		
	3. Approval of Job Descriptions		
	4. Approval of Sage Oak Charter Schools Employee Handbook Revisions		
D.	Consent - Policy Development		1 m
	1. Approval of Changes to Existing Board Policies Revised/Reviewed/Rescinded		
	1000 Series - Community Relations		
	1020-SO Field Trip Policy		
	5000 Series - Student Services		
	5000-SO Concepts and Roles		
	5010-SO Educational Records and Student Information Policy		
	5030-SO Immunization Policy		
	5035-SO Student Freedom of Speech and Expression Policy		
	5055-SO Self-Administration of Medication Policy		
	5060-SO Grade Acceleration Policy		
	5095-SO Grade Retention Policy		

Purpose	Presenter	Time
5110-SO Cell Phones, Smartphones, Pagers & Other Electronic Signaling Devices Policy		
5120-SO Transitional Kindergarten/Kindergarten Enrollment Policy		

6000 Series - Instruction

6115-SO Attendance, Support, and Involuntary Disenrollment Policy		
6210-SO Graduation Policy		

Governance Documents

9323-SO Public Participation at Board Meetings		
Sage Oak Charter Schools Conflict of Interest (COI) Code		

Rescinded

5015-SO Title IX, Sex-Based Discrimination and Sex-Based Harassment Policy		
5085-SO Communicable, Contagious, or Infectious Disease Prevention Policy		

E. (Action) Approval of Consent Agenda	Vote	Board President	1 m
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Items listed under the Consent Agenda are considered routine and will be approved/adopted by a single motion.

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

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

VIII. Business Services

9:23 AM

A. (Action) Approval of Facility Use Agreement Between Helendale School District and Sage Oak Charter School	Vote	Tim O'Brien	2 m
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It is recommended the Board approve the Facility Use Agreement between the Helendale School District and Sage Oak Charter School (#1885) as presented.

Fiscal Impact: None

Roll Call Vote:

	Purpose	Presenter	Time
William Hall Michael Humphrey Steve Fraire Susan Houle Peter Matz Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____			
B. (Action) Approval of 2024-2025 Sage Oak Charter Schools First Interim Budget (FIB) Report, Presented by Habib Tahmas, Senior Director of Fiscal Services	Vote	Tim O'Brien	14 m

It is recommended the Board approve the 2024-2025 First Interim Budget (FIB) Report 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 _____

C. (Action) Approval of Annual Independent Auditors' Report for Sage Oak Charter Schools, Year Ended June 30, 2024 (Draft)- Prepared and Presented by CliftonLarsonAllen (CLA)	Vote	Tim O'Brien	8 m
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It is recommended the Board approve the Annual Independent Auditors' Report - Year Ended June 30, 2024 (Draft) as presented, for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Fiscal Impact: None

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

	Purpose	Presenter	Time
Peter Matz			
Moved by _____	Seconded by _____	Ayes _____ Nays _____ Absent _____	

IX. Human Resources 9:47 AM

- | | | | |
|--|------|----------------|-----|
| A. (Action) Approval of One-time, Off-Schedule Employee Recognition Payment | Vote | Candice Coffey | 2 m |
|--|------|----------------|-----|

It is recommended the Board approve a one-time, off-schedule employee recognition payment of \$2,400 or 10% of their projected income, whichever is less, for staff of Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Fiscal Impact: \$850,000

Sage Oak Charter School (#1885)	\$687,650
Sage Oak Charter School - Keppel (#1886)	\$62,900
Sage Oak Charter School - South (#2051)	\$99,450

Roll Call Vote:

- William Hall
- Michael Humphrey
- Steve Fraire
- Susan Houle
- Peter Matz

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

X. Policy Development 9:49 AM

- | | | | |
|---|------|----------------|-----|
| A. (Action) Approval of New 5025-SO Title IX, Sex-Based Discrimination and Sex-Based Harassment Policy | Vote | Candice Coffey | 2 m |
|---|------|----------------|-----|

It is recommended the Board approve the new *5025-SO Title IX, Sex-Based Discrimination and Sex-Based Harassment Policy* 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

	Purpose	Presenter	Time
Susan Houle Peter Matz Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____			
B.	(Action) Approval of new 5090-SO Harassment, Intimidation, Discrimination, and Bullying Policy	Vote Candice Coffey	2 m

It is recommended the Board approve the new *5090-SO Harassment, Intimidation, Discrimination, and Bullying Policy* 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 _____

XI. Organizational Structure - Annual Meeting of the Board 9:53 AM

A.	(Action) Election of the Sage Oak Charter Schools Board President	Vote Board President	1 m
In accordance with the Third Amended Bylaws of Sage Oak Charter Schools, <i>Article VII, Section 7.02, Election of Board Officers</i> , it is recommended the Board of Directors conduct the election for the following Board officer position:			

Board President: _____

Roll Call Vote:

- William Hall
- Michael Humphrey
- Steve Fraire
- Susan Houle
- Peter Matz
- Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

B.	(Action) Election of the Sage Oak Charter Schools Board Vice President	Vote Board President	1 m
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	Purpose	Presenter	Time
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In accordance with the Third Amended Bylaws of Sage Oak Charter Schools, *Article VII, Section 7.02, Election of Board Officers*, it is recommended the Board of Directors conduct the election for the following Board officer position:

Board Vice President: _____

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

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

- | | | | |
|---|------|-----------------|-----|
| C. (Action) Election of the Sage Oak Charter Schools Board Clerk | Vote | Board President | 1 m |
|---|------|-----------------|-----|

In accordance with the Third Amended Bylaws of Sage Oak Charter Schools, *Article VII, Section 7.02, Election of Board Officers*, it is recommended the Board of Directors conduct the election for the following Board officer position:

Board Clerk: _____

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

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

- | | | | |
|--|------|------------------|-----|
| D. (Action) Full Board Action In Lieu of Audit Committee, Fiscal Year 2024-2025 | Vote | Krista Woodgrift | 2 m |
|--|------|------------------|-----|

An annual independent financial audit of the books and records of Sage Oak Charter Schools will be conducted as required by Education Code Sections 47605(c)(5)(l) and 47605(m).

It is recommended the Sage Oak Charter Schools Board of Directors oversee the selection of an independent auditor and the completion of an annual audit of the school's

	Purpose	Presenter	Time
financial affairs as a full Board 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 _____

- | | | | |
|---|------|------------------|-----|
| E. (Action) Approval of Sage Oak Charter Schools Board of Directors Manual Revisions | Vote | Krista Woodgrift | 1 m |
|---|------|------------------|-----|

It is recommended the Board approve the revisions to the Board of Directors Manual as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Fiscal Impact: N/A

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

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

XII. Calendar

The next scheduled meeting will be a Regular Board of Directors Meeting held on January 9, 2025.

XIII. Comments	9:59 AM
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A. Board Comments	3 m
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B. Superintendent Comments	2 m
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XIV. Closing Items	10:04 AM
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	Purpose	Presenter	Time
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 October 8, 2024 Regular Meeting of the Board of Directors

Section: IV. Approve Minutes
Item: A. (Action) Approval of Minutes for October 8, 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 October 8, 2024

APPROVED

SAGE OAK
CHARTER SCHOOLS



Sage Oak Charter Schools

Minutes

Regular Meeting of the Board of Directors

Date and Time

Tuesday October 8, 2024 at 9:00 AM

Location

Sage Oak Charter Schools

1473 Ford Street, Suite #105
Redlands, CA 92373

Regus- Gateway Chula Vista

333 H Street, Suite 5000
Chula Vista, CA 91910

[Join Zoom Meeting](#)

ID: 94977130778

Passcode: 232370

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Directors Present

M. Humphrey, P. Matz, S. Fraire, W. Hall

Directors Absent

S. Houle

Guests Present

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

I. Opening Items

A. Call the Meeting to Order

W. Hall called a meeting of the board of directors of Sage Oak Charter Schools to order on Tuesday Oct 8, 2024 at 9:00 AM.

B. Record Attendance

II. Pledge of Allegiance

A. Led by Board President or designee

W. Hall, Board President, led the meeting in the Pledge of Allegiance.

III. Approve/Adopt Agenda

A. (Action) Approval of Agenda for October 8, 2024 Regular Meeting of the Board of Directors

M. Humphrey made a motion to W. Hall, Board President, to approve the agenda as presented for the October 8, 2024, Regular Meeting of the Board of Directors.

P. Matz seconded the motion.

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

Roll Call

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

IV. Approve Minutes

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

P. Matz made a motion to W. Hall, Board Clerk, to approve the minutes as presented from the Regular Meeting of the Board of Directors on 09-12-24.

S. Fraire seconded the motion.

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

Roll Call

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

V. Public Comments/Recognition/Reports

A. Public Comment

There was no request for public comment.

VI. Correspondence/Proposals/Reports

A. Sage Oak Highlights

Krista Woodgrift, Superintendent & CEO, presented the Sage Oak highlights for September 2024.

B. 2023-2024 Student Achievement Data

Poppy Perfect, Data & Educational Reporting Coordinator, presented the 2023-2024 student achievement data.

C. Principals' Plan for the Year

Sage Oak Directors/Principals Chelsey Anema, Lana Beshara, and Traci King presented their plans for the 2024-2025 school year regarding the Personalized Learning Academy, Virtual Learning Academy, and High School.

D. Student Highlight

Lana Beshara, Director/Principal of the Virtual Learning Academy, and Jaimielynn Lake, teacher, presented a student highlight featuring Sophie Ghosn.

E. AI Update - Data Lake

Brad Bookser, Director of Information Technology, presented an Artificial Intelligence (AI) Update on the Sage Oak data lake.

VII. Consent Agenda

A. Consent - Business Financial/Services

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
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. Ratification of Edmentum Master Contract #Q-652454

C. Consent - Human Resources

1. Approval of Certificated Personnel Report

2. Approval of Classified Personnel Report
3. Approval of Job Descriptions
4. Ratification of Vector Solutions, Quote ID #Q-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

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

P. Matz 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

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

VIII. Business Services

A. (Action) Approval of Riverside Convention Center Contract

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

P. Matz seconded the motion.

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

Roll Call

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

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

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

S. Fraire seconded the motion.

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

Roll Call

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

IX. Calendar

A. Future Meetings

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

X. Comments

A. Board Comments

The Board collectively conveyed their appreciation and admiration for the outstanding presentations and positive atmosphere at Sage Oak. They commended the leadership team for cultivating an innovative and engaging environment, praised the involvement of guests, parents, and students, and recognized the joy of continuous learning within the Sage Oak community. The Board also expressed their interest in an alumni association for the future.

B. Superintendent Comments

Superintendent Woodgrift recognized Poppy Perfect, Data & Educational Reporting Coordinator, for her growth and expertise in providing clear, actionable data that supports leadership decision-making. She also commended the principals for their dedication, thoughtfulness, and enthusiasm in serving students and families. Additionally, Ms. Woodgrift highlighted Brad Bookser, Director of Information Technology, for his exceptional relationship-building, commitment to student success, and leadership in managing a substantial project portfolio. She applauded his efforts in creating internship opportunities for Sage Oak students and his impactful presentations on innovations, which have garnered recognition from other districts.

XI. Closing Items

A. Adjourn Meeting

M. Humphrey made a motion to W. Hall, Board President, to adjourn the Regular Meeting of the Board of Directors on October 8, 2024.

S. Fraire seconded the motion.

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

Roll Call

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

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

Respectfully Submitted,
W. Hall

Documents used during the meeting

- Sage Oak Highlights_September 2024.pdf
- 2023-2024 Student Achievement Data_10.8.2024.pdf
- Principals' Plan for the Year Presentation_10.8.2024.pdf
- Student Highlight_Sophie Ghosn_10.8.2024.pdf
- AI Update - Data Lake_10.8.2024.pdf
- BUS Consent - Business Services_10.8.2024.pdf
- BUS Consent - Education Services_10.8.2024.pdf
- BUS Consent - Human Resources_10.8.2024.pdf
- BUS Consent - Operations & Accountability_10.8.2024.pdf
- Riverside Convention Center Contract_10.8.2024.pdf
- Marriott Riverside at the Convention Center Agreement_10.8.2024.pdf

FOR MORE INFORMATION

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

Coversheet

(Action) Approval of Minutes for November 14, 2024 Board of Directors Study Session

Section: IV. Approve Minutes
Item: B. (Action) Approval of Minutes for November 14, 2024 Board of Directors Study Session
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board of Directors Study Session on November 14, 2024

APPROVED

SAGE OAK
CHARTER SCHOOLS



Sage Oak Charter Schools

Minutes

Board of Directors Study Session

Date and Time

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Location

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Redlands, CA 92373

Regus- Gateway Chula Vista

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ID: 94378985338

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Directors Present

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

Directors Absent

None

Guests Present

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

I. Opening Items

A. Call the Meeting to Order

W. Hall called a meeting of the board of directors of Sage Oak Charter Schools to order on Thursday Nov 14, 2024 at 9:00 AM.

B. Record Attendance

II. Pledge of Allegiance

A. Led by Board President or designee

W. Hall, Board President, led the meeting in the Pledge of Allegiance.

III. Approve/Adopt Agenda

A. (Action) Approval of Agenda for November 14, 2024 Board of Directors Study Session

M. Humphrey made a motion to W. Hall, Board President, to approve the agenda for the November 14, 2024, Board of Directors Study Session as presented.

S. Fraire seconded the motion.

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

Roll Call

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

IV. Public Comments/Recognition/Reports

A. Public Comment

There was no request for public comment.

V. Oral Presentations

A. Ethics Assembly Bill 2158

Superintendent Krista Woodgrift reviewed Assembly Bill 2158, which mandates that charter school governing boards, as "local agency officials," complete ethics training by January 1, 2026. The Board considered training options that meet Government Code section 53235 requirements and agreed to proceed with the Fair Political Practices Commission (FPPC) online training.

B. Sage Oak Charter Schools Board of Directors Manual Review

Board Member Susan Houle joined the study session at 9:09 a.m. Superintendent Krista Woodgrift presented the updates to the Sage Oak Charter Schools Board of Directors Manual, which included clarifying the language used for the reimbursement process for board members and adding a new section regarding the annual Superintendent/CEO evaluation process.

C. AI Update - Exploring Educational Trends

Brad Bookser, Director of Information Technology, shared some current AI trends and how they are shaping the future of education. Mr. Bookser discussed AI's data-driven learning process, drawing parallels to a chef using recipes to create customized outcomes, which allows AI to gather and process data effectively. Examples included personalized learning tools for students, such as tutoring, and classroom support for teachers to enhance workflow and engagement, reinforcing AI as a powerful and collaborative tool.

VI. Calendar

A. Future Meetings

The next scheduled meeting will be a Regular Meeting of the Board of Directors held on December 12, 2024.

VII. Closing Items

A. Adjourn Meeting

P. Matz made a motion to William Hall, Board President, to adjourn the Board of Directors Study Session on November 14, 2024.

S. Fraire seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:35 AM.

Respectfully Submitted,

W. Hall

Documents used during the meeting

- Ethics Assembly Bill 2158_11.14.2024.pdf
- Sage Oak Charter Schools Board of Directors Manual_Redline_11.14.2024.pdf
- Sage Oak Charter Schools Board of Directors Manual_Summary of Revisions_11.14.2024.pdf
- AI Update - Exploring Educational Trends_11.14.2024.pdf

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_October - November 2024.pdf



Excellence through Personalized Learning October and November Highlights

2024-25



Sage Oak Charter Schools is grateful to have received the APLUS+ Pioneer Award in recognition of the Educational Results Partnership (ERP) Honor Roll Award at the APLUS+ Conference 2024 in Anaheim, CA. Superintendent Krista Woodgrift, along with school leaders and principals, proudly accepted the APLUS+ Pioneer Award on behalf of the school.

APLUS+ Pioneer Award

GOAL #1: STUDENT SUCCESS



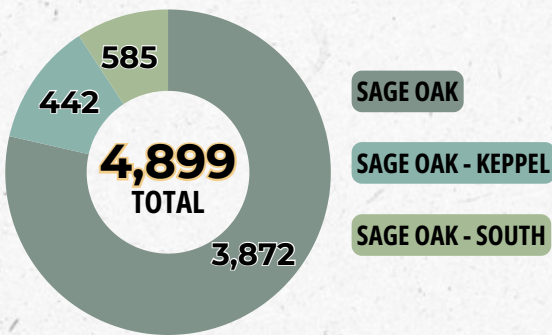
GOAL #2: ENGAGEMENT



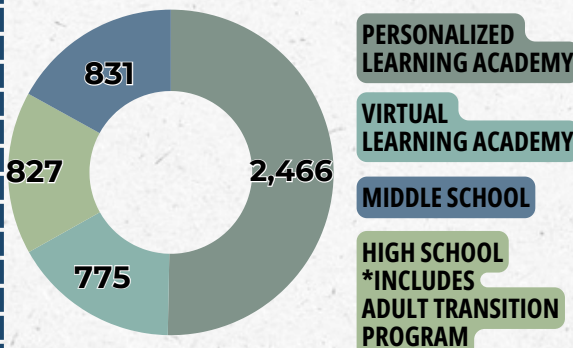
GOAL #3: SMART LEARNING SYSTEMS



CURRENT ENROLLMENT BY SCHOOL



BY PROGRAM



A LOOK INSIDE THIS ISSUE....

GOAL #1 FEATURED HIGHLIGHT:

- Sage Oak High School students demonstrated **civic engagement** by **servicing as poll workers**, earning credit for their semester projects and the **State Seal of Civic Engagement**.
- Our Living History Day Socials drew **over 400 attendees across six locations**, where students brought historical heroes to life with speeches, costumes, and props.

GOAL #2 FEATURED HIGHLIGHT:

- Larry King, Senior Director of Outreach and Development, represented Sage Oak at the **APLUS+ Leadership Forum** and highlighted how personalized education closes achievement gaps.

[CLICK HERE TO VIEW PROFESSIONAL DEVELOPMENT](#)

GOAL #3 FEATURED HIGHLIGHT:

- The launch of **high school AI** enhances Sage Oak's capabilities, providing faster, more accurate information by optimizing data processing from the high school manual and calendar.

GOAL #1: STUDENT SUCCESS



CIVIC DUTY IN ACTION!

On November 5th, several Sage Oak High school students demonstrated civic engagement by serving as poll workers on Election Day. After applying through their county's Registrar of Voters, they completed training sessions and committed to at least one full day at the polls. Seniors in government classes can apply this experience to their semester projects, and all participating students can use it to fulfill one component of the State Seal of Civic Engagement (SSCE).

REAL-WORLD CAREER ADVENTURES

In October and November, Sage Oak students explored diverse career pathways through eight field trips, including the Port of Los Angeles Boat Tour, Mt. Wilson Observatory Astrophysics Program, Garner Holt Animatronics STEAM Workshop, Murrieta Police Department, Redlands and Brea Fire Stations, In-N-Out Tour, and Warner Bros Studio Tour.

BLAST TO THE PAST!



+400 attendees!

In November, over 400 attendees participated in Living History Socials across six locations, where students brought history to life with presentations on famous historical heroes. Through memorized speeches, creative costumes, and impressive props, our students showcased their research and creativity, making history both engaging and memorable for all who attended.



PATHWAYS TO SUCCESS: SAGE STUDIO'S CTE INSIGHTS



This month, Sage Studio podcast host Tiffany Webster showcased Sage Oak's CTE pathways, including entrepreneurship, IT, child development, sports medicine, and art, with expert guests discussing hands-on learning, internships, certifications, and career readiness.



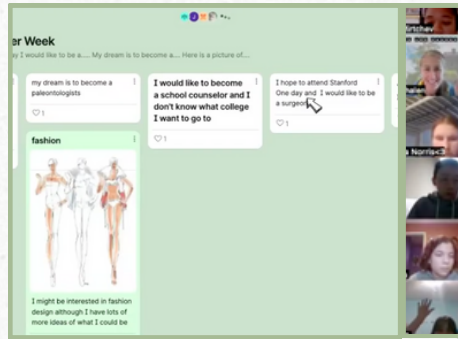
OCTOBER/NOVEMBER 2024

GOAL #1: STUDENT SUCCESS



OAKSCHOOL QUARTER 2: FROM CLASSROOMS TO CAREERS

We launched Oakschool quarter 2 in late October with new CTE-aligned classes like Stock Market Mavericks, Food Truck Fusion, AI Magic, Photoshop Wizards, and Eco Explorers. Expanding to **11 CTE industry sectors**, these engaging simulations provide students with hands-on experience in financial investing, small business ownership, graphic design, environmental stewardship, and more.



Multi Pathways Class Pathfinder:
Explore Your Interests, Values, and Future Career Options



Agriculture and Natural Resources Pathway: *Wild Adventures in Vet Science*

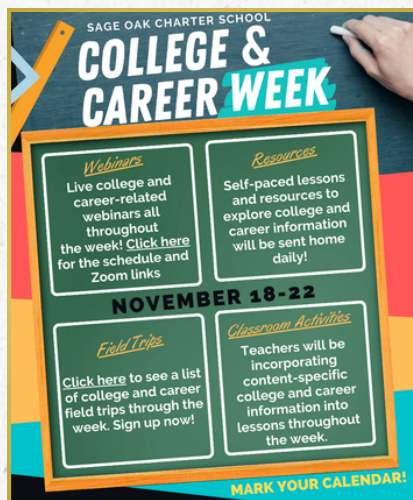
BUILDING COMMUNITY CONNECTIONS

Lauren Holman, Middle School Coordinator, is moderating a Future Ambassador Google chat to foster leadership and connect our middle school student leaders. The Future Ambassadors collaborate on various initiatives, including organizing bi-monthly hangouts, creating promotional materials for events, coordinating community service opportunities, and supporting activities like the Living History Socials.



EMPOWERING ADVANCED & GIFTED STUDENTS WITH PAGE

The Sage Studio podcast welcomed Christy Hartman, Coordinator for the Program for Advanced and Gifted Education (PAGE), to share PAGE's mission, student qualification process, and [program offerings](#), including STEM and English Language Arts classes, personalized advising, guest speakers, field trips, and parent support groups. This episode is an excellent resource for families interested in the program!



READY, SET, PREP!

College & Career Week, which began on November 18, featured daily webinars led by Allie Whalen, School Counselor and Lauren Holman, Middle School Coordinator. Sessions focused on career interest surveys, job interview tips, and budgeting for success, with specific resources for middle school students preparing for high school and beyond. Students could participate live or through self-paced lessons, ensuring flexibility. Teachers also supported the event by using Zoom backgrounds of their alma maters to inspire students to explore their own educational and career paths.

GOAL #1: STUDENT SUCCESS

HIGH SCHOOL ASB STUDENTS EXPLORE & CELEBRATE

October was a busy month for high school ASB! Highlights included a Catalina trip with 37 students enjoying snorkeling, science labs, and problem-solving; 14 students attending Pali Leadership Camp to build teamwork skills; our first annual homecoming dance on October 26th with 90 attendees, including alumni; and a fall hangout at Live Oak Pumpkin Farm in Redlands.



INSPIRING FUTURE ENTREPRENEURS



Students in the Entrepreneur CTE class explored business careers this month through career clusters, workplace communication, and resume building. Coral Prendergast, High School Counselor, and Traci King, High School Program Director/Principal, led a resume workshop, while Tim O'Brien, Assistant Superintendent of Business Services, discussed the business side of education.

STUDENTS BUILD GAMES & MEET KHAN ACADEMY EXPERT

In Intro to Computer Science students completed their first game and web development projects. They welcomed the Senior Cybersecurity Manager from Khan Academy, who shared industry expertise and practical knowledge about the field.



SAGE OAK ATTENDS ESPORTS TOURNAMENT



The eSports team attended their first in-person tournament of the year, marking an exciting milestone!



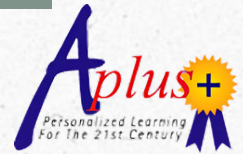
Khan Academy

GOAL #2: ENGAGEMENT

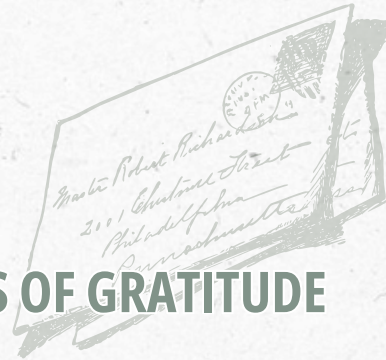
SAGE OAK JOINS APLUS+ LEADERSHIP PANEL



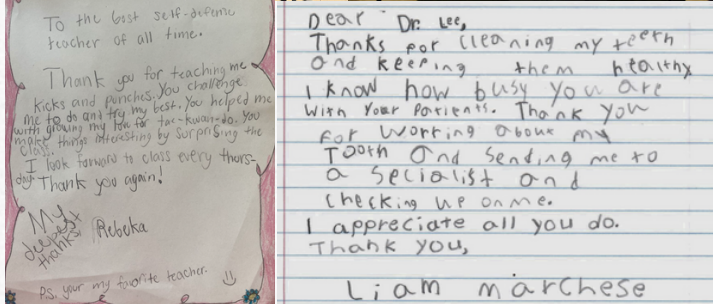
Senior Director of Outreach and Development Larry King represented Sage Oak at the APLUS+ Leadership Forum, led by founder and director Jeff Rice. Joining an esteemed panel of educational leaders who discussed their charter schools' achievements, Larry was excited to share how Sage Oak's commitment to personalized education and innovative teaching helps close achievement gaps for historically underserved students!



112 LETTERS OF GRATITUDE

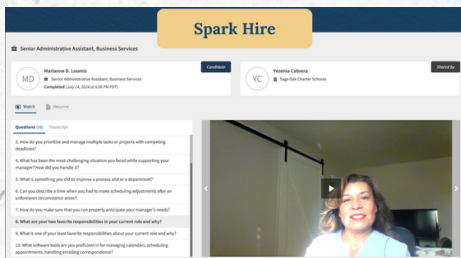


At our Living History Day Socials, students wrote **112 heartfelt letters of appreciation** as part of our school-wide letter drive. This initiative aims to spread joy within the Sage Oak community while cultivating gratitude in our students. Students also collaborated to create banners honoring and thanking veterans for their service, sharing kindness and appreciation.



STREAMLINING RECRUITMENT WITH SPARK HIRE

STRATEGIC PLANNING THROUGH UNITY



Since its launch in June 2024, Spark Hire, our one-way interview platform, has streamlined recruitment by allowing applicants to record responses at their convenience and managers to review them flexibly. Widely adopted across departments, it has facilitated **over 113 interviews**, including 16 for a recent opening, saving time and enhancing the hiring experience for both candidates and managers.



The leadership team met on October 9th to dive deep into our strategic plan through an interactive team-building day, reviewing the plan and making suggestions and revisions for improving goals and action items for future years.

Additionally, our WASC Focus Groups, including leadership and select staff, reviewed assessment data from September's Home Group Meetings to inform the WASC report and shape school-wide goals.

GOAL #2: ENGAGEMENT

Counseling Corner

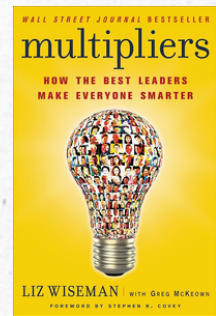


Alli Whalen, School Counselor, is leading three Tier 2 groups this quarter:

- **Middle School Mavericks:** A social skills group tailored for students with autism to enhance communication and interaction skills.
- **Perseverance Power Up:** Designed for students in grades 3-5, this group focuses on cultivating a growth mindset and resilience, equipping participants with strategies to overcome challenges.
- **Worry Warriors:** Targeted at students in grades 2-4, this group provides support for those grappling with anxiety and emotional regulation, offering effective tools to manage their feelings.

ANALYZING YOUR LEADERSHIP STYLE

The Sage Oak Leadership Academy recently held sessions on October 15th and November 19th. During the October session, Larry King, Senior Director of Outreach and Development, and Courtney Gibson, Senior Administrator of Public Information and Media, presented on Sage Oak's branding, marketing, and social media strategies. The session featured a discussion of Liz Wiseman's book *Multipliers*, which was thoughtfully connected to the Myers-Briggs framework. Participants explored how their leadership approach can either amplify or diminish the potential of their team members, fostering greater self-awareness and enhancing the overall impact of their leadership style.

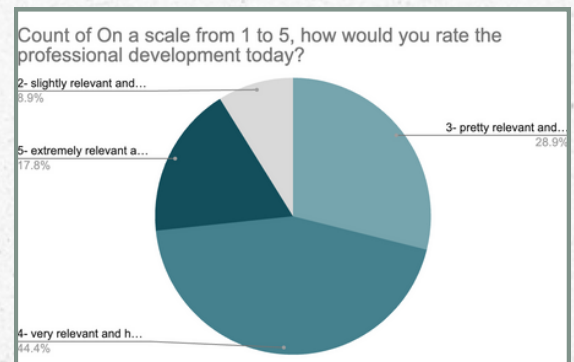


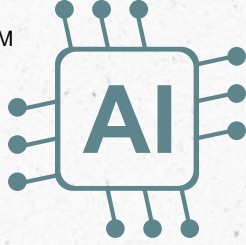
On November 19th, Candice Coffey, Assistant Superintendent of Human Resources, led a session where participants shared personal self-care recipes and discussed Kim Scott's book *Radical Candor*, focusing on how to deliver feedback that is both kind and clear.



PROFESSIONAL DEVELOPMENT: UNDERSTANDING THE ANDRAGOGY MODEL

Our first synchronous professional development session was highly successful, with over 90% of participants finding the training relevant and applicable. Guided by the Andragogy model, educators selected research-based instructional strategies tailored to their preferences and engaged in meaningful discussions on how to apply their learning ahead of our next meeting in January. Departments value the opportunity to connect and collaborate within their programs, and we are actively incorporating their feedback to refine future sessions. This ongoing process ensures that our professional learning remains aligned with the evolving needs of our educators.





GOAL #3: SMART LEARNING SYSTEMS



ARTIFICIAL INTELLIGENCE AT SAGE OAK

The AI committee is actively evaluating and refining apps for students and teachers to align with our educational goals. Our next training session will feature School AI, focusing on personalized chat experiences, a program currently being piloted in select classes. Additionally, we continue to provide support and training with Magic School to enhance staff proficiency with these tools.

MAGIC SCHOOL

ADVANCING SAGE OAK AI

We continue to enhance Sage Oak's capabilities with the recent launch of high school AI, which utilizes the high school manual and calendar as primary data sources. Data formatting improvements have been implemented enabling the AI to process information more effectively and deliver more accurate responses.

Connect with the Sage Oak chatbots designed to assist you with finding answers to questions, FAQs, and personalized support around the clock.

- Teacher Manual AI**: Ask AI for quick answers on curriculum, resources, and school policies!
- Handbook AI**: Find answers to Sage Oak's policies and guidelines
- SPED AI**: Find answers to your Special Education questions.
- High School AI**: Find answers to High School policies and guidelines

PLAY

DATA LAKE PROJECT EXPANDS



The Data Lake project is making steady progress, with successful integrations of the Canvas Learning Management System (LMS) and Online Purchasing System (OPS) data. CALPADS data is now being incorporated to further enhance accuracy and reporting.



Coversheet

Consent - Business Financial/Services

Section: VII. Consent Agenda
Item: A. Consent - Business Financial/Services
Purpose:
Submitted by:
Related Material: BUS Consent - Business Services_12.12.2024.pdf

SAGE OAK CHARTER SCHOOLS

Regular Meeting of the Board of Directors - December 12, 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 - October 2024](#)
2. Item: [Check Register - November 2024](#)
3. Item: [Report of Investment Activity - September 2024](#)
4. Item: [Report of Investment Activity - October 2024](#)
5. Item: Ratification of [Fullerton Free Church Facilities Use Agreements](#)

Background:

Sage Oak Charter Schools requests the Board ratify the Facilities Use Agreements with Fullerton Free Church for the 2024-2025 school year. These agreements cover the Personalized Learning Academy's Professional Learning Community (PLC) events in the Fullerton region, the Living History Day Social on November 15, 2024, and the Career Fair Social on March 7, 2025. 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 Free Church Facilities Use Agreements as presented.

6. Item: Ratification of [City of Rancho Cucamonga Permit #R22325](#)

Background:

Sage Oak Charter Schools requests the Board ratify the City of Rancho Cucamonga Permit #R22325 to host the Virtual Learning Academy Promotion Ceremony, Social, and Professional Learning Community (PLC) event on May 30, 2025. The expense was approved on June 20, 2024, as part of the 2024-2025 Adopted Budget.

Recommendation:

It is recommended the Board ratify the City of Rancho Cucamonga Permit #R22325 as presented.

7. Item: Ratification of [Red Herring Agreement with San Diego County Superintendent of Schools](#)

Background:

Sage Oak Charter Schools requests the Board ratify the Red Herring Agreement with the San Diego County Superintendent of Schools for the 2024-2025 school year. This agreement provides licenses for the Red Herring application, managed by the San Diego County Office of Education, which enables simulated phishing campaigns to test staff awareness of phishing threats. The service also provides data on user interactions with these emails, supporting the IT team in developing cybersecurity programs to strengthen the school's defenses. This expense was approved on June 20, 2024, as part of the 2024-2025 Adopted Budget.

Recommendation:

It is recommended the Board ratify the Red Herring Agreement with the San Diego County Superintendent of Schools as presented.

8. Item: Ratification of [Grammarly, Inc. Order Form \(Renewal\)](#)

Background:

Sage Oak Charter Schools requests the Board ratify the order form with Grammarly, Inc., for the 2024-2025 and 2025-2026 school years. The order form provides a subscription for writing support with grammar, spelling, punctuation corrections, and tone to enhance clarity and effectiveness. This expense was approved on June 20, 2024, as part of the 2024-2025 Adopted Budget.

Recommendation:

It is recommended the Board ratify the Grammarly, Inc. Order Form as presented.

9. Item: Ratification of [Office Beacon LLC Agreement](#)

Background:

Sage Oak Charter Schools requests the Board ratify the agreement with Office Beacon, LLC to provide a part-time independent contractor as an AI Chatbot Developer. The contractor will report to Brad Bookser, Director of Information Technology. The expense was approved per Sage Oak Charter Schools' Fiscal Policy.

Recommendation:

It is recommended the Board ratify the Office Beacon LLC Agreement as presented.

10. Item: Ratification of [School Pathways LLC Quote Forms- Incident IQ Bridge \(Renewal\)](#)

Background:

Sage Oak Charter Schools requests the Board ratify the quote forms for School Pathways LLC for the 2024-2025 school year. The services will allow the continuation of data syncing between School Pathways, Sage Oak's Student Information System, Incident IQ, Sage Oak's helpdesk, and the equipment inventory system. This allows data to remain consistent in Incident IQ as students and staff join and leave the organization, triggering automated actions within that system. This expense was approved on June 20, 2024, as part of the 2024-2025 Adopted Budget.

Recommendation:

It is recommended the Board ratify the School Pathways LLC Quote Forms- Incident IQ Bridge as presented.

11. Item: Ratification of [Marriott Riverside at the Convention Center Addendum](#)

Background:

Sage Oak Charter Schools requests the Board ratify the addendum to the Marriott Riverside at the Convention Center contract. The addendum updates the deposit amounts for the minimum guaranteed revenue - a correction to an error in the original contract. The expense was approved at the October 8, 2024, Regular Board meeting.

Recommendation:

It is recommended the Board ratify the Marriott Riverside at the Convention Center Addendum as presented.

12. Item: Ratification of [ClickUp Service Order Forms](#)

Background:

Sage Oak Charter Schools requests the Board ratify the service order forms with ClickUp, a project and task management system for staff, for the 2024-2025 school year. The service orders will add a

total of 45 more licenses for ClickUp. The expense was approved per Sage Oak Charter Schools' Fiscal Policy.

Recommendation:

It is recommended the Board ratify the ClickUp Service Order Forms as presented.

13. Item: Ratification of [City of Rancho Cucamonga Permit #R22323](#)

Background:

Sage Oak Charter Schools requests the Board ratify the City of Rancho Cucamonga Permit #R22323 to host a Career Fair event for the Personalized Learning Academy- Rancho Cucamonga Region on March 7, 2025. The expense was approved on June 20, 2024, as part of the 2024-2025 Adopted Budget.

Recommendation:

It is recommended the Board ratify the City of Rancho Cucamonga Permit #R22323 as presented.

14. Item: Ratification of [Skill Struck Chat for Schools Quote](#)

Background:

Sage Oak Charter Schools requests the Board ratify the Skillstruck Chat for Schools quote for the 2024-2025 school year. This subscription provides teachers and students access to Chat for Schools, which includes curriculum and a comprehensive AI chat and tutor experience. The expense was approved on June 20, 2024, as part of the 2024-2025 Adopted Budget.

Recommendation:

It is recommended the Board ratify the Skill Struck Chat for Schools Quote as presented.

Coversheet

Consent - Education Services

Section: VII. Consent Agenda
Item: B. Consent - Education Services
Purpose:
Submitted by:
Related Material: BUS Consent - Education Services_12.12.2024.pdf

SAGE OAK CHARTER SCHOOLS

Regular Meeting of the Board of Directors - December 12, 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 [TeachTown Service Level Agreement Addendum](#)

Background:

Sage Oak Charter Schools requests the Board ratify the TeachTown Service Level Agreement addendum to provide parents access to the alternative core curriculum used for mod/severe students. There is no fiscal impact.

Recommendation:

It is recommended the Board ratify the TeachTown Service Level Agreement Addendum as presented.

2. **Item:** Ratification of [2024-2025 Special Education Contracted Vendors List](#) (Revised)

Background:

Sage Oak Charter Schools is requesting the Board ratify the revised 2024-2025 Special Education Contracted Vendors List. Services are provided, as needed, to special education students. The Speech and Language Group, Inc. and Jump and Schout Therapy were added to the list of special education contracted vendors. The projected budget for special education services for the 2024-2025 school year is estimated not to exceed \$155,000. This estimate and the anticipated reduction in vendor costs are contingent upon Sage Oak successfully hiring the budgeted staff necessary to provide student services. If a staffing shortage occurs, the department may reallocate budgeted staffing funds to vendor services to maintain service continuity, which could increase the vendor budget by the transferred staffing amounts. The costs for these services were included in the 2024-2025 Adopted Budget, approved on June 20, 2024.

Recommendation:

It is recommended the Board ratify the 2024-2025 Special Education Contracted Vendors List (Revised) as presented.

3. **Item:** Ratification of [TPR Education, LLC d/b/a The Princeton Review Service Order](#)

Background:

Sage Oak Charter Schools is requesting the Board ratify the service order with TPR Education, LLC, d/b/a The Princeton Review, for the 2024-2025 school year. The service offers intervention students 36 sessions of high-dosage tutoring. The expense was approved per Sage Oak Charter Schools' Fiscal Policy.

Recommendation:

It is recommended the Board ratify the TPR Education, LLC d/b/a The Princeton Review Service Order as presented.

Coversheet

Consent - Personnel Services

Section: VII. Consent Agenda
Item: C. Consent - Personnel Services
Purpose:
Submitted by:
Related Material: BUS Consent - Human Resources_12.12.2024.pdf

SAGE OAK CHARTER SCHOOLS

Regular Meeting of the Board of Directors - December 12, 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. It is recommended the Board approve the following job description(s) and revisions as presented.

New:

[Interim Finance and Budget Manager](#)
[Math Intervention Support Stipend](#)

Revised:

[Special Education Specialist](#)
[Speech and Language Pathology Assistant](#)
[Paraprofessional \(VLA\)](#)
[Paraprofessional \(SPED\)](#)
[Paraprofessional \(MTSS\)](#)
[Information Technology Systems Manager](#)
[Technology Training Manager](#)
[Registrar Technician](#)
[Registrar Clerk](#)
[Student Services Clerk](#)
[Speech and Language Pathologist](#)
[Special Education Teacher \(Moderate/Severe\)](#)
[Special Education Teacher \(Mild/Moderate\)](#)
[Special Education Program Specialist](#)
[Special Education Academic Assessor](#)
[School Social Worker](#)
[School Psychologist](#)
[Occupational Therapist](#)
[Itinerant Deaf and Hard of Hearing Teacher](#)
[Extended School Year - Speech and Language Pathologist](#)
[Extended School Year - Occupational Therapist](#)
[Extended School Year-Special Education Teacher \(Moderate/Severe\)](#)
[Extended School Year-Special Education Teacher \(Mild/Moderate\)](#)
[Extended School Year - Behavior Specialist](#)
[Certified Occupational Therapist Assistant](#)
[Behavior Specialist](#)
[Adapted Physical Education Teacher](#)

[Substitute Mild/Moderate Special Education Teacher](#)
[Substitute Moderate/Severe Special Education Teacher](#)
[Assistant Director of Special Education](#)
[Regional Mentor](#)
[Summer Intervention Support Stipend](#)
[Summer School Support Stipend](#)
[Summer School Supervisor Stipend](#)
[Operations and Accountability Facilitator](#)
[Mild/Moderate and Moderate/Severe Dual Credential Stipend](#)
[Compliance Support Stipend](#)
[Substitute Oak School Teacher](#)
[School Counselor](#)
[Extended Learning Coordinator](#)

Recommendation:

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

4. Item: Approval of [2024-2025 Sage Oak Charter Schools Employee Handbook Revisions](#)

Background:

The 2024-2025 Sage Oak Charter Schools Employee Handbook has been updated to enhance clarity, ensure compliance, and improve operational efficiency. Key updates include a new dedicated Title IX section, with revised reporting contacts and procedures, to align with legal requirements. Flexibility in fingerprinting and tuberculosis testing timelines has been added to streamline onboarding when appropriate. Additional revisions address attendance, communication standards, student family legal matters, full-time equivalent (FTE) limitations, stipends, and holiday and paid time off (PTO) policies. Updates to Victims of Domestic Violence and Crime Leave ensure compliance with AB 2499.

Recommendation:

It is recommended the Board approve the 2024-2025 Sage Oak Charter Schools Employee Handbook revisions as presented.

Coversheet

Consent - Policy Development

Section: VII. Consent Agenda
Item: D. Consent - Policy Development
Purpose:
Submitted by:
Related Material: BUS Consent - Policy Development_12.12.2024.pdf

SAGE OAK CHARTER SCHOOLS

Regular Meeting of the Board of Directors - December 12, 2024

BUS Consent Items - Policy Development

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

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

Background:

1000 Series - Community Relations

[1020-SO Field Trip Policy](#)

[Redline Version](#)

Sage Oak Charter Schools requests the Board approve revisions to the Field Trip Policy. The updates include language that during school field trips and events, students may appear in group photos or videos taken in public spaces. While the school aims to respect media preferences, students might be unintentionally captured in the background of group shots. If a student did not provide media consent, they will not be the main focus of any photo or video, and no individual will be highlighted or identified without prior permission.

5000 Series - Student Services

[5000-SO Concepts and Roles](#)

[Redline Version](#)

Sage Oak Charter Schools requests the Board approve revisions to the Concepts and Roles Policy. The updates remove the mention of district rules and the specific focus on student services, resulting in a broader statement about informing parents/guardians and students of general school rules and regulations.

[5010-SO Educational Records and Student Information Policy](#)

[Redline Version](#)

Sage Oak Charter Schools requests the Board approve revisions to the Educational Records and Student Information Policy. The updates are to align with newer privacy laws, specifically adding compliance with the California Consumer Privacy Act (CCPA) and California Privacy Rights Act (CPRA). Key updates include expanded definitions of personally identifiable information (PII) and more transparent procedures for opting out of directory information disclosure. This ensures that opt-out requests remain valid throughout a student's enrollment. Additionally, the policy details timelines for record retention and destruction and refines the process for handling disputes over educational records, providing more straightforward guidance on hearings and decisions.

[5030-SO Immunization Policy](#)

[Redline Version](#)

Sage Oak Charter Schools requests the Board approve revisions to the Immunization Policy. The updates include correcting the position title responsible for reviewing immunization records. Additionally, the redline clarifies that a valid medical exemption, using the California Department of Public Health's standardized form, is required for exemption from immunizations.

[5035-SO Student Freedom of Speech and Expression Policy](#)

[Redline Version](#)

Sage Oak Charter Schools requests the Board approve revisions to the Freedom of Speech and Expression Policy. The updates protect student expression on social media, like other speech, unless it disrupts education, threatens safety, or infringes on others' rights. The Charter School will intervene if such expression poses a clear and immediate danger to the school community. Students cannot be punished or retaliated against for exercising their free speech rights, as

guaranteed by the First Amendment, California Constitution, and California Education Code Sections 48907 and 48950.

[5055-SO Self-Administration of Medication Policy](#)

[Redline Version](#)

Sage Oak Charter Schools requests the Board approve revisions to the Self-Administration of Medication Policy. The update specifies that written statements must be renewed annually and more frequently if there are changes to the medication, dosage, or administration frequency. The policy also reinforces that Sage Oak Charter Schools and its personnel are not liable for any adverse effects resulting from self-administration, provided all procedures are followed. In emergencies, such as severe allergic reactions or asthma attacks, students may self-administer epinephrine auto-injectors (EpiPens) or asthma inhalers without prior written authorization if their health is at immediate risk. In such cases, school staff will follow California Education Code Section 49423.1 guidelines and contact emergency medical services as necessary.

[5060-SO Grade Acceleration Policy](#)

[Redline Version](#)

Sage Oak Charter Schools requests the Board approve the revisions to the Grade Acceleration Policy. The primary purpose of these revisions is to update the title of the school personnel mentioned in the "Right to Appeal" section from the Director of Operations and Accountability to the Assistant Superintendent of Education Services.

[5095-SO Grade Retention Policy](#)

[Redline Version](#)

Sage Oak Charter Schools requests the Board approve the revisions to the Grade Retention Policy. The primary purpose of these revisions is to update the title of the school personnel mentioned in the "Right to Appeal" section from the Director of Operations and Accountability to the Assistant Superintendent of Education Services.

[5110-SO Cell Phones, Smartphones, Pagers & Other Electronic Signaling Devices Policy](#)

[Redline Version](#)

Sage Oak Charter Schools requests the Board approve revisions to the Cell Phones, Smartphones, Pagers & Other Electronic Signaling Devices Policy. The updates include that students are allowed to use private devices to communicate with parents or guardians during emergencies, and the school will ensure access to devices in such situations. Under AB 3216, private device use is prohibited during instructional time unless necessary for health, safety, and educational purposes or as part of an IEP or Section 504 Plan. Violations of this policy may result in progressive disciplinary actions, including temporary confiscation or loss of device privileges, with repeated offenses leading to further consequences as outlined in the school's discipline policies.

[5120-SO Transitional Kindergarten/Kindergarten Enrollment Policy](#)

[Redline Version](#)

Sage Oak Charter Schools requests the Board approve revisions to the Transitional Kindergarten/Kindergarten Enrollment Policy. The updates involve removing references to prior school year eligibility and eliminating information related to private after-school programs.

6000 Series - Instruction

[6115-SO Attendance, Support, and Involuntary Disenrollment Policy](#)

[Redline Version](#)

Sage Oak Charter Schools requests the Board approve revisions to the Attendance, Support, and Involuntary Disenrollment Policy. The updates clarify procedures for when students fail to attend required assessments. Key updates include specifying that the policy applies to "required statewide, Charter School, or special education assessments" instead of "all mandated school assessments," which now includes special education assessments. Parents are now required to provide 24-hour

notice if a student cannot attend an assessment or a doctor's note if advance notice is not possible. The updates ensure this rule applies to all students, not only those with IEPs or 504 plans. Additionally, the language in the Third Reengagement step has been modified to make IEP team meetings optional rather than mandatory before disenrollment due to missed required assessments. These changes were made after legal consultation and allow Sage Oak to document whether a student's non-attendance relates to a disability, providing flexibility to address attendance concerns related to missed required assessments across all student populations. Minor revisions for consistency and clarity were also incorporated throughout the policy.

[6210-SO Graduation Policy](#)

[Redline Version](#)

Sage Oak Charter Schools requests the Board approve revisions to the Graduation Policy. The updates correct the policy series from Student Services to Instruction and clarify that Assembly Bill 101 will apply to students graduating in the 2029-30 school year and beyond. The policy now includes exemptions from school-established graduation requirements for students with disabilities who entered ninth grade in the 2022-23 school year or later. Additionally, grammatical revisions were made for improved readability.

Governance Documents

[9323-SO Public Participation at Board Meetings](#)

Sage Oak Charter Schools requests the Board review the Public Participation at Board Meetings Policy, noting that there have been no changes since the last review on January 12, 2023.

[Conflict of Interest Code](#)

[Redline Version](#)

Sage Oak Charter Schools requests the Board approve revisions to the Conflict of Interest Code. The updates include changes to designated positions and refinements to reporting categories, with updated titles and the addition of roles such as Assistant Superintendents across departments (Business Services, Human Resources, Operations and Accountability, Education Services) and Senior Directors in specific areas. Disclosure requirements are further clarified to align reporting obligations within three specific categories by designated position. Minor language adjustments also enhance consistency. These changes improve role-specific disclosure and ensure compliance with the updated organizational structure.

Rescinded

5015-SO Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy

Sage Oak Charter Schools requests the Board approve rescinding the current Title IX Harassment, Intimidation, Discrimination, and Bullying Policy. This change is due to the separation of process in addressing Title IX matters, now addressed under Policy 5025, and other misconduct, addressed under Policy 5090.

5085-SO Communicable, Contagious, or Infectious Disease Prevention Policy

Sage Oak Charter Schools requests the Board approve rescinding this policy because its provisions are already addressed within the Safety Plan and Immunization Policy. Consolidating this information eliminates redundancy.

Recommendation:

It is recommended the Board approve the changes to the Board policies, as presented.

Coversheet

(Action) Approval of Facility Use Agreement Between Helendale School District and Sage Oak Charter School

Section: VIII. Business Services
Item: A. (Action) Approval of Facility Use Agreement Between Helendale School District and Sage Oak Charter School
Purpose: Vote
Submitted by:
Related Material: Facility Use Agreement_Helendale School District_12.12.2024.pdf

BACKGROUND:

Pursuant to the Memorandum of Understanding (MOU) dated 6/28/2024 between Sage Oak Charter School and the Helendale School District, the district has issued this Facilities Use Agreement. The Agreement specifies terms of use, costs for non-exclusive office space and long-term storage space, and service fees as outlined in Section IX of the MOU.

RECOMMENDATION:

It is recommended the Board approve the Facility Use Agreement between the Helendale School District and Sage Oak Charter School (#1885) as presented.

Facility Use Agreement Between Helendale School District and Sage Oak Charter School

This Facility Use Agreement (Agreement) is entered into between the Helendale School District ("District") and Sage Oak Charter School (Charter School) on January 1, 2025. The District and Charter School agree to the following terms for the use of District facilities for educational purposes.

1. Purpose of Agreement

The purpose of this Agreement is to outline the terms and conditions under which the Charter School may have non-exclusive use of District facilities, consistent with the educational goals and programs as outlined in the Memorandum of Understanding (MOU) between the parties dated June 28, 2024, by the District and August 8, 2024, by the Charter School.

2. Facility Use

The Charter School is permitted to use the following District facilities:

- 15350 Riverview Rd, Room # "Office/Resource Room," Helendale, California 92342
 - Term: January 1, 2025 to June 30, 2031
- Exclusive use of not more than two (2) 40' shipping container(s) graded "wind and water tight" or better.
 - Term: Twelve (12) month terms, as requested by the Charter School.

The use of these facilities is for educational purposes, including but not limited to classroom instruction, office space, meetings, storage of materials or files, and other school-related activities.

3. Fee and Rental Value

In accordance with the MOU, Section IX, the District agrees to provide substantially rent-free use of the facilities for the Charter School, including office spaces, classrooms, and related amenities, for the school year. There will be no charge for the use of Room # "Office/Resource Room" unless otherwise agreed upon in writing. The fee for the 40' shipping containers shall be billed at cost plus 10% to allow for miscellaneous or administrative costs incurred by the District.

4. Maintenance and Upkeep

The Charter School agrees to maintain the facilities in good condition during use. The Charter School will be responsible for ensuring that the facilities are clean and ready for use by the District after each use. Any damage beyond normal wear and tear will be the responsibility of the Charter School.

5. Insurance and Liability

In accordance with Section XIV of the MOU, the Charter School agrees to provide and maintain general liability insurance, with the District named as an additional insured. Certificates of insurance will be provided to the District upon request.

6. Hold Harmless Clause

Charter School agrees to indemnify and hold harmless the District, its officers, agents, and employees from any claims, damages, or expenses arising out of the Charter School's use of the facilities, except in cases of negligence by the District, in addition to Section XIV of the MOU.

7. Oversight and Compliance

The District will retain the right to inspect and oversee the use of its facilities to ensure compliance with this Agreement and the MOU. The Charter School agrees to comply with all District policies and procedures, including safety and security measures, while using the facilities.

8. Additional Services

The District agrees to provide the Charter School with additional services as outlined in the MOU, including but not limited to:

- Access to instructional materials and other resources.
- Access to use of District testing services and locations.
- Access to technical support for attendance accounting and data management systems.

These services are provided in exchange for the service fees outlined in Section IX of the MOU, which are separate from the facilities usage arrangement.

9. Term of Agreement

The term of this Agreement shall coincide with the existing MOU between the District and Charter School, starting on 7/1/2024 and ending on 6/30/2031, unless otherwise terminated or extended by mutual written consent of both parties.

10. Termination

Either party may terminate this Agreement with 90 days' written notice. In the event that the Charter is revoked or not renewed, this Agreement will be automatically terminated, allowing 90 days for removal of the items belonging to the Charter School.

11. Miscellaneous Provisions

Modifications: Any changes or modifications to this Agreement must be made by mutual consent, in writing, and signed by authorized representatives of both parties.

Assignment: This Agreement cannot be assigned to another party without the mutual, written consent of the parties.

Signatures:

Helendale School District

Name: _____

Title: _____

Date: _____

Sage Oak Charter School

Name: _____

Title: _____

Date: _____

Coversheet

(Action) Approval of 2024-2025 Sage Oak Charter Schools First Interim Budget (FIB) Report, Presented by Habib Tahmas, Senior Director of Fiscal Services

Section: VIII. Business Services
Item: B. (Action) Approval of 2024-2025 Sage Oak Charter Schools First Interim Budget (FIB) Report, Presented by Habib Tahmas, Senior Director of Fiscal Services
Purpose: Vote
Submitted by:
Related Material:
2024-2025 Sage Oak Charter Schools First Interim Budget (FIB) Report_12.12.2024.pdf
2024-2025 Sage Oak Charter Schools First Interim Budget (FIB) Presentation_12.12.2024.pdf



Sage Oak Charter Schools First Interim Budget 2024-25



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Introduction & General Comments

California State Law mandates that all charter schools must adopt a First Interim Budget (FIB) annually by December 15. This report compares the current expenditures up to October 31, 2024 to the FIB and the July Budget for the fiscal year 2024-25. The 2024-25 FIB presents Sage Oak's revenue and expenditure forecasts for the current fiscal year and the two subsequent fiscal years.

Included in this report for each of the three Sage Oak Charter Schools:

- A summary analysis of operations, cash, and changes to revenue and expenditures.
- A detailed statement of activities, also known as the Profit and Loss (P&L), offers account-level details for the current expenditures up to October 31, 2024.
- A Multi-Year Projection (MYP) that offers a view of Sage Oak's anticipated growth trajectory.
- The projected cash flow reports for the current year and the following fiscal years provide a detailed overview of Sage Oak Charter Schools' expected cash position, showing its monthly capacity to implement budgeted programs and meet corresponding cash requirements.

Sage Oak Charter Schools is projected to generate an operating surplus for the 2024-25 fiscal year with a combined annual net revenue of \$3.5M (5.5% of expenditures). Sage Oak Charter Schools' exceptional financial strength enables the schools to invest heavily in the students. The projected ending balance of \$28.1M represents 43.4% of annual expenditures or 158 operating days of cash; each school is well-prepared to navigate unforeseen economic circumstances and accommodate the growth of additional students.

In the 2024-25 fiscal year cash flow analysis, it was observed that the consolidated cash is projected to reach its lowest point at the end of May 2025, with \$22.6M cash on hand. This cash reserve is deemed sufficient to sustain operations and safeguard against potential economic shocks.

Assumptions related to the production of Sage Oak's Multi-Year Projection (MYP) are listed on the Funding Assumptions page.

The presented information will be compiled into the requested report format for each authorizing district, along with any other necessary supplemental financial data required by each authorizer. These reports will be certified by the CFO and promptly delivered to each authorizer following Board approval.



Funding Assumptions

Enrollment & Average Daily Attendance (ADA)

- Grade band information is provided on the Enrollment & ADA page.
- The 2024-25 First Interim Budget (FIB) and the Multi-Year Projections (MYP) for 2025-26 and 2026-27 utilized a 99.2% ADA-to-enrollment ratio across all grade bands.
- The 2024-25 FIB anticipates an enrollment of 4,913, with an ADA of 4,874. Projected growth rates are 5.8% for 2025-26 and 9.6% for 2026-27.
- The three-year rolling average for the Unduplicated Pupil Percentage (UPP) averages 36.6% across all Sage Oak Charter Schools.

LCFF 2024-25 Adjusted Base Grants per ADA

TK-3	4-6	7-8	9-12
\$11,068	\$10,177	\$10,478	\$12,460

- These assumptions serve as data inputs for calculating revenue in the Local Control Funding Formula (LCFF) calculator.

Federal Funding

- Continued participation in Title I Part A, Title II Part A, and Title IV Part A programs under the Every Student Succeeds Act (ESSA).
- Federal Individuals with Disabilities Education Act (IDEA) is projected to be \$139 per student, multiplied by the current year's ADA. For the MYP for 2025-26 and 2026-27, IDEA funding is assumed to receive a Cost of Living Adjustment (COLA) in line with the School Services of California (SSC) Dartboard published on July 18, 2024.

State Funding

- LCFF revenue is calculated using the latest version of the Fiscal Crisis & Management Assistance Team (FCMAT) LCFF calculator, with COLA estimates aligned with the SSC Dartboard published on July 18, 2024.
- The preliminary funding for Proposition 28 in 2024-25 includes an entitlement of \$0.6M, with \$0.5M allocated in the 2024-25 First Interim Budget. LEAs are required to allocate a minimum of 80.0% of these funds towards staffing for arts education instruction, while the remaining portion is designated for training supplies, curriculum, professional learning, materials, and arts educational partnership programs.
- The allocated funding of \$2.4M for the Arts, Music, and Instructional Materials Block Grant has not been included in the 2024-25 FIB. Management is planning for grant revenue and the related expenditures to be realized in the 2025-26 fiscal year.
- The \$2.5M Learning Recovery Emergency Block Grant will be utilized over three years, with \$0.8M allocated in the 2024-25 FIB and the remaining amount to be utilized before the grant's expiration date of June 30, 2028.
- Lottery funding, unrestricted and restricted, is budgeted based on \$191 and \$82 per ADA, respectively.
- Special Education AB602 revenue is budgeted to \$904 per current year ADA.
- Mandated Block Grant is funded at \$20 and \$55 per ADA for K-8 and 9-12, respectively.

Local Funding

- Approximately \$0.8M in interest revenue is projected from funds held at the San Diego County Office of Education Treasury and Chase Bank.

Multi-year Funding

- The projected budgets for the fiscal year 2024-25 and the following two years are based on the Cost of Living Adjustment (COLA) rates reflected on the School Services of California (SSC) Dartboard published on July 18, 2024.

	2024-25	2025-26	2026-27
COLA	1.07 %	2.93 %	3.08 %



One-Time Funds

Usage of One-Time Grants:

Sage Oak strategically utilizes one-time grants to maximize benefits for students while ensuring long-term fiscal responsibility. This involves balancing the timing and restrictions associated with each grant.

Financial Impact of Grants:

One-time grants represent an average of only 2.5% of revenue for the current and the following two fiscal years. Despite being substantial in absolute terms, they are relatively small when compared to the overall budget, illustrating their limited material impact on the schools' budget. The school would maintain a positive net revenue even if these one-time funds were excluded. This indicates that Sage Oak can sustain fiscal stability without relying on these grants.

Long-Term Planning:

Sage Oak conducts financial modeling to ensure effective operations after the one-time grants are spent. The sustainability of expenditures tied to the one-time grants is accessed based on the schools' growth. As the school grows, the reliance on one-time grants decreases, and expenditures related to these grants can be maintained through the schools' increasing revenue.

Overall Strategy:

Management decides how ongoing expenses can be covered by the schools' growth without future dependence on one-time grants. The figures below titled "Grant Percentage of Total Revenues" show that as the school expands, the proportion of revenue from one-time grants decreases relative to total revenue, and the expenditures initially supported by these grants can continue seamlessly with the schools' projected growth in revenue.

Explanations of One-Time Funds:

Grant	Expenditure Details:
Learning Recovery Block	The Learning Recovery Block grant will be utilized for salaries and benefits, and programs that are Multi-Tiered System of Support (MTSS).
Universal Prekindergarten (UPK)	The UPK grant covers salaries and benefits for current Sage Oak teachers instructing transitional kindergarten students.
Educator Effectiveness	The Educator Effectiveness grant currently covers expenses for teacher induction programs, coaching, local teacher training, conferences pertaining to teacher and independent study modules, and diverse training for staff.
A-G Completion	The A-G Completion Grant currently covers expenses for the Advancement Via Individual Determination (AVID) programs offered by Sage Oak.
Arts Music Instructional Materials Discretionary Block Grant	The Arts Music Instructional Materials Discretionary Block Grant requires an approved board plan for expenditures. Currently, Sage Oak management is developing an expenditure plan to be presented to and approved by the governing board.

(Continued on next page)



One-Time Funds

Revenues:	2024-25 July	2024-25 FIB	2025-26	2026-27
Total LCFF Revenues Total	56,139,033	58,361,809	63,244,475	71,006,466
Federal Revenue Total	1,112,961	1,247,389	1,247,389	1,247,389
Other State Revenue Total	7,313,176	7,963,609	10,607,535	8,137,319
Local Revenue Total	300,000	823,017	864,168	907,376
Revenue	64,865,170	68,395,824	75,963,567	81,298,550

One-time grants supplemental details:

Grant	Expiration	Revenue Type	Available	2024-25 FIB	2025-26	2026-27	Remaining
Learning Recovery Emergency Block	06/30/2028	Other State	2,546,451	800,000	800,000	800,000	146,451
Universal Prekindergarten (UPK)	06/30/2026	Other State	194,811	194,811	0	0	0
Educator Effectiveness Block	06/30/2026	Other State	488,597	231,198	257,399	0	0
A-G Completion	06/30/2026	Other State	21,941	21,941	0	0	0
Arts Music Instructional Materials Discretionary Block Grant	09/30/2026	Other State	2,429,837	0	2,429,837	0	0
Fiscal Year Total:			1,247,950	3,487,236	800,000	800,000	146,451

Grant Percentage of Total Revenues:

	2024-25 July	2024-25 FIB	2025-26	2026-27
Total Revenue	64,865,170	68,395,824	75,963,567	81,298,550
One-Time Funds	1,247,157	1,247,950	3,487,236	800,000
Less: One-Time Funds for AMIM Block Grant*			(2,429,837)	
Net Revenue	1,360,938	3,552,755	2,557,822	2,203,989
Net Revenue w/out One-time funds	113,781	2,304,805	1,500,423	1,403,989
One-time revenue as a % of total revenue	1.92%	1.82%	4.59%	0.98%
Projected Revenue Growth (Dollars)		3,530,654	7,567,743	5,334,983
Projected Revenue Growth (Percent) (see notes for detail)		5.44%	11.06%	7.02%

Notes:

The projected COLA for 2024-25, 2025-26, and 2026-27 are based on the School Services of California's (SSC) Dartboard published on July 18, 2024, and Sage Oak's internal assessment. Anticipated student growth rates are 5.8% for 2025-26 and 9.6% for 2026-27.

	2024-25 July	2024-25 FIB	2025-26	2026-27
COLA	0.82 %	1.07 %	2.93 %	3.08 %
Enrollment	4,700	4,913	5,200	5,700
Student Growth	11.9 %	4.1 %	5.8 %	9.6 %

*For 2025-26, one-time funds for the Arts Music Instructional Materials Discretionary Block Grant (AMIM) are excluded as these funds are not anticipated to be allocated to ongoing expenses.



July vs FIB 2024-25 - Detail

Sage Oak Charter School - Consolidated

	Actual	2024-25 July	2024-25 FIB	\$ Change	% Change	Notes
Revenue						
LCFF Revenue						
8011 - LCFF General Entitlement	9,376,607	53,438,532	55,532,274	2,093,742	3.9 %	
8012 - EPA Entitlement	206,952	932,480	974,739	42,259	4.5 %	
8019 - Prior Year Unrestricted Revenue	(21,893)	0	0	0	0.0 %	
8096 - In-Lieu-Of Property Taxes	636,823	1,768,021	1,854,796	86,775	4.9 %	
8097 - In-Lieu Property Taxes Prior Year	(3,025)	0	0	0	0.0 %	
Total LCFF Revenues	10,195,464	56,139,033	58,361,809	2,222,776	4.0 %	The change is due to enrollment and ADA.
Federal Revenue						
8181 - Federal IDEA SpEd Revenue	0	501,607	539,125	37,518	7.5 %	
8182 - SpEd - Discretionary Grants	8,342	58,159	58,159	0	0.0 %	
8290 - Other Federal Revenue	32,378	553,195	650,105	96,910	17.5 %	
Total Federal Revenue	40,720	1,112,961	1,247,389	134,428	12.1 %	The change is due to enrollment and ADA.
Other State Revenue						
8311 - AB602 State SpEd Revenue	658,039	4,170,459	4,360,399	189,940	4.6 %	
8550 - Mandated Cost Reimbursements	0	96,656	107,997	11,341	11.7 %	
8560 - Lottery- Unrestricted	542	692,136	972,266	280,130	40.5 %	
8561 - Lottery- Prop 20 - Restricted	1,504	281,547	417,413	135,866	48.3 %	
8590 - Other State Revenue	1,151,303	2,072,378	2,105,534	33,156	1.6 %	
Total Other State Revenue	1,811,388	7,313,176	7,963,609	650,433	8.9 %	The change is due to enrollment and ADA.
Local Revenue						
8660 - Interest Income	302,602	300,000	823,017	523,017	174.3 %	
8699 - Other Revenue	13,152	0	0	0	0.0 %	
Total Local Revenue	315,754	300,000	823,017	523,017	174.3 %	The change is due to opening a new high-yield interest sweep account.
Total Revenue	12,363,326	64,865,170	68,395,824	3,530,654	5.4 %	
Expenditures						
1000-1999 Certificated Salaries						
1100 Certificated Teachers Salaries	4,786,888	18,220,872	18,764,972	544,100	3.0 %	
1200 Certificated Pupil Support	1,537,423	7,391,132	6,476,008	(915,124)	(12.4) %	
1300 Certificated Supervisors and Administrators Salaries	1,048,524	2,923,300	2,945,481	22,181	0.8 %	
Total 1000-1999 Certificated Salaries	7,372,835	28,535,304	28,186,461	(348,843)	(1.2) %	The change is due to staffing positions, one-time off-schedule salary pay, and the proration of unfilled positions.
2000-2999 Classified Salaries						
2100 Classified Instructional Salaries	171,129	804,146	869,021	64,875	8.1 %	
2300 Classified Supervisors and Admin Salaries	886,377	2,826,548	3,225,399	398,851	14.1 %	
2400 Clerical, Technical and Office Salaries	841,437	3,011,879	2,707,804	(304,075)	(10.1) %	
Total 2000-2999 Classified Salaries	1,898,943	6,642,573	6,802,224	159,651	2.4 %	The change is due to staffing positions, one-time off-schedule salary pay, and the proration of unfilled positions.
3100-3999 Employee Benefits						
3101-3102 STRS						
3101 - STRS Certificated	1,382,982	5,446,574	5,090,027	(356,547)	(6.5) %	
Total 3101-3102 STRS	1,382,982	5,446,574	5,090,027	(356,547)	(6.5) %	The change is due to salary prorations from the July budget to the First Interim Budget (FIB) for unfilled positions.
3301-3302 OASDI/Medicare/Alternative						
3313 - Medicare - Certificated	107,824	425,395	397,392	(28,003)	(6.6) %	
3314 - Medicare - Classified	25,982	97,766	94,643	(3,123)	(3.2) %	
3355 - OASDI - Certificated	15,051	1,189	6,476	5,287	444.7 %	The change is due to the need for substitute teachers to cover staff absences.
3356 - OASDI - Classified	108,344	418,038	404,681	(13,357)	(3.2) %	
Total 3301-3302 OASDI/Medicare/Alternative	257,201	942,388	903,192	(39,196)	(4.2) %	The change is due to salary prorations from the July budget to the FIB for unfilled positions.
3401-3402 Health and Welfare Benefits						
3401 - Health Care Certificated	769,362	3,093,355	3,084,430	(8,925)	(0.3) %	
3402 - Health Care Classified	257,146	957,172	953,887	(3,285)	(0.3) %	
Total 3401-3402 Health and Welfare Benefits	1,026,508	4,050,527	4,038,317	(12,210)	(0.3) %	The change is due to salary prorations from the July budget to the FIB for unfilled positions.



July vs FIB 2024-25 - Detail

Sage Oak Charter School - Consolidated

	Actual	2024-25 July	2024-25 FIB	\$ Change	% Change	Notes
3501-3502 Unemployment Insurance						
3501 - Unemployment Insurance Certificated	9,897	94,635	92,631	(2,004)	(2.1) %	
3502 - Unemployment Insurance Classified	2,792	27,608	35,701	8,093	29.3 %	
Total 3501-3502 Unemployment Insurance	12,689	122,243	128,332	6,089	5.0 %	The change is due to additional classified positions, while others were reduced through prorating.
3601-3602 Workers' Compensation						
3601 - Workers' Comp Certificated	27,578	220,478	95,950	(124,528)	(56.5) %	
3602 - Workers' Comp Classified	6,327	50,635	22,844	(27,791)	(54.9) %	
Total 3601-3602 Workers' Compensation	33,905	271,113	118,794	(152,319)	(56.2) %	The change is due to salary prorations from the July budget to the FIB for unfilled positions and a revised workers' compensation rate.
3901-3902 Other Employee Benefits						
3901 - Other Benefits Cert	205,051	915,329	849,129	(66,200)	(7.2) %	
3902 - Other Benefits Class	27,863	137,470	127,146	(10,324)	(7.5) %	
3921 - 457b Employer match-Certificated	0	1,920	0	(1,920)	(100.0) %	
3922 - 457b Employer match-Classified	76,634	664,257	548,949	(115,308)	(17.4) %	
Total 3901-3902 Other Employee Benefits	309,548	1,718,976	1,525,224	(193,752)	(11.3) %	The change is due to salary prorations from the July budget to the FIB for unfilled positions.
Total 3100-3999 Employee Benefits	3,022,833	12,551,821	11,803,886	(747,935)	(6.0) %	
4100-4799 Books, Materials, & Supplies						
4200 Books and Other Reference Materials						
4200 - Other Reference Materials	335,099	531,455	816,696	285,241	53.7 %	
Total 4200 Books and Other Reference Materials	335,099	531,455	816,696	285,241	53.7 %	The change is due to the purchase of additional curriculum for Oak School students.
4300 Materials and Supplies						
4310 - Materials & Supplies	66,197	525,686	554,340	28,654	5.5 %	The change is due to object code alignment.
4320 - Office Supplies	30,398	91,919	108,186	16,267	17.7 %	The change is due to object code alignment.
4330 - Meals & Events	2,985	15,000	15,000	0	0.0 %	
4350 - Other Supplies - Materials & Supplies	840	11,000	11,000	0	0.0 %	
4381 - Instructional Funds - Materials	1,762,752	5,111,920	5,408,952	297,032	5.8 %	The change is due to student enrollment.
Total 4300 Materials and Supplies	1,863,172	5,755,525	6,097,478	341,953	5.9 %	
4400 Noncapitalized Equipment						
4400 - Non-Capitalized Equipment	229,910	342,644	1,574,489	1,231,845	359.5 %	The change is due to the replacement of obsolete devices and purchasing Chromebooks for students.
Total 4400 Noncapitalized Equipment	229,910	342,644	1,574,489	1,231,845	359.5 %	
Total 4100-4799 Books, Materials, & Supplies	2,428,181	6,629,624	8,488,663	1,859,039	28.0 %	
5100-5999 Services & Other Operating Expenditures						
5100 Subagreements for Services						
5100 - SpEd Consultants and Vendors Subagreements for Service	783	155,000	163,250	8,250	5.3 %	
Total 5100 Subagreements for Services	783	155,000	163,250	8,250	5.3 %	The change is due to utilizing external consultants due to unfilled positions.
5200 Travel and Conferences						
5200 - Travel & Conferences	16,586	0	0	0	0.0 %	
5210 - Mileage Reimbursements	0	0	3,000	3,000	100.0 %	The change is due to mileage reimbursements for board members conducting school-related business.
5220 - Travel & Lodging	38,029	200,000	196,000	(4,000)	(2.0) %	
5225 - Travel & Conferences Meals	47,401	177,563	179,775	2,212	1.2 %	
Total 5200 Travel and Conferences	102,016	377,563	378,775	1,212	0.3 %	
5300 Dues and Memberships						
5300 - Dues & Memberships	126,630	137,271	132,577	(4,694)	(3.4) %	
Total 5300 Dues and Memberships	126,630	137,271	132,577	(4,694)	(3.4) %	The change is due to the decrease in membership fees to professional organizations.
5400 Insurance						
5400 - Insurance	143,665	152,940	152,941	1	0.0 %	
Total 5400 Insurance	143,665	152,940	152,941	1	0.0 %	



July vs FIB 2024-25 - Detail

Sage Oak Charter School - Consolidated

	Actual	2024-25 July	2024-25 FIB	\$ Change	% Change	Notes
5500 Operations and Housekeeping Services						
5510 - Utilities (General)	17,305	47,660	47,660	0	0.0 %	
Total 5500 Operations and Housekeeping Services	17,305	47,660	47,660	0	0.0 %	
5600 Rents, Leases, Repairs, and Noncap. Improvements						
5610 - Facility Rents & Leases	143,499	354,737	387,837	33,100	9.3 %	The change is due to the lease of office space.
5612 - Testing Site	6,571	68,137	72,272	4,135	6.1 %	The change is due to assessment location rentals for Special Education students.
5620 - Equipment Leases	1,718	5,100	5,100	0	0.0 %	
Total 5600 Rents, Leases, Repairs, and Noncap. Improvements	151,788	427,974	465,209	37,235	8.7 %	
5800 Professional/Consulting Services and Operating Expend.						
5800 - Professional Services - Non-instructional	69,903	140,200	162,200	22,000	15.7 %	The change is due to adjustments in marketing consultants.
5810 - Legal	96,881	255,000	255,000	0	0.0 %	
5820 - Audit & CPA	50,261	41,320	50,261	8,941	21.6 %	The change is due to out-of-scope audit contract expenses.
5835 - Field Trips	31,350	117,700	120,405	2,705	2.3 %	
5840 - Advertising & Recruitment	21,534	71,455	81,095	9,640	13.5 %	The change is due to podcast speakers and marketing expenses.
5850 - Oversight Fees	0	1,468,230	1,507,349	39,119	2.7 %	The change is due to additional enrollment, which increases revenue and thereby oversight fees.
5860 - Service Fees	85,928	398,799	402,558	3,759	0.9 %	
5863 - Professional Development	218,581	296,979	300,415	3,436	1.2 %	
5870 - Livescan Fingerprinting	32	3,050	3,050	0	0.0 %	
5877 - Lending Library	4,727	7,000	7,000	0	0.0 %	
5878 - Student Assessment	33,731	41,329	33,735	(7,594)	(18.4) %	The change is due to the completion of this year's testing services.
5880 - Instructional Vendors & Consultants	80,000	0	0	0	0.0 %	
5881 - Instructional Funds - Services	1,056,986	3,407,946	3,605,968	198,022	5.8 %	The change is due to student enrollment.
5883 - Outside Consultant and Services	0	11,000	7,000	(4,000)	(36.4) %	The change is due to an adjustment in Human Resource consultant fees.
5887 - Student Service Technology	382,387	599,681	590,803	(8,878)	(1.5) %	The change is due to price adjustments for Goalbook Kits purchased.
Total 5800 Professional/Consulting Services and Operating Expend.	2,132,301	6,859,689	7,126,839	267,150	3.9 %	
5900 Communications						
5930 - Postage	58,420	130,910	130,611	(299)	(0.2) %	
5940 - Technology Services	406,996	734,537	751,307	16,770	2.3 %	The change is due to the number of users for technology applications.
Total 5900 Communications	465,416	865,447	881,918	16,471	1.9 %	
Total 5100-5999 Services & Other Operating Expenditures	3,139,904	9,023,544	9,349,169	325,625	3.6 %	
6100-6999 Capital Outlay						
Capital Expenditures						
6901 - Depreciation Expense-Leasehold Improvements	0	121,366	212,666	91,300	75.2 %	The change is due to the depreciation of new capitalized equipment.
Total Capital Expenditures	0	121,366	212,666	91,300	75.2 %	
Total 6100-6999 Capital Outlay	0	121,366	212,666	91,300	75.2 %	
Total Expenditures	17,862,696	63,504,232	64,843,069	1,338,837	2.1 %	
Operating Income/(Loss)	(5,499,370)	1,360,938	3,552,755	2,191,817	161.1 %	
Net Assets						
Net Assets						
9791 - Beginning Fund Balance	23,810,579	24,040,612	23,810,579	(230,033)	(1.0) %	
9793 - Audit Adjustments	770,507	0	770,506	770,506	100.0 %	
Total Net Assets	24,581,086	24,040,612	24,581,085	540,473	2.2 %	
Change In Net Assets	(5,499,370)	1,360,938	3,552,755	2,191,817	161.1 %	
Total Net Assets	19,081,716	25,401,550	28,133,840	2,732,290	10.8 %	

Net revenue as a % of expense	2.1%	5.5%
Fund balance as a % of expense	40.0%	43.4%
Days of Potential Cash	146	158



July vs FIB 2024-25

Cash Flow Statement 2024-25

Sage Oak Charter School - Consolidated

Year Ending	07/31/2024		08/31/2024		09/30/2024		10/31/2024		11/30/2024		12/31/2024		01/31/2025		02/28/2025		03/31/2025		04/30/2025		05/31/2025		06/30/2025				
	Actual	Month Ending	Actual	Month Ending	Actual	Month Ending	Actual	Month Ending	Actual	Month Ending	Actual	Month Ending	Actual	Month Ending	Actual	Month Ending	Actual	Month Ending	Actual	Month Ending	Actual	Month Ending	Actual	Month Ending	Remaining Budget		
Cash Balance																											
Beginning Cash	26,876,428	26,876,428	30,245,931	28,560,401	25,647,239	25,290,846	25,232,974	25,410,327	25,286,677	25,182,674	24,751,677	24,471,946	22,655,894	28,133,842													
Net Cash for Period																											
REVENUES	68,395,824	300,916	2,950,157	3,635,033	5,480,246	5,847,188	6,407,521	6,251,456	5,822,681	6,382,636	5,894,595	5,713,082	13,710,315	0													
EXPENDITURES	64,843,069	2,432,143	4,601,788	5,478,892	5,349,873	4,991,661	5,266,304	5,452,259	5,031,851	5,766,652	5,297,545	6,652,353	8,521,749	0													
Net Cash for Period	3,552,755	(2,131,227)	(1,651,631)	(1,843,859)	130,373	855,527	1,141,217	799,197	790,830	615,984	597,050	(939,271)	5,188,566	0													
Accounts Receivable	1,490,726	(3,912,569)	(49,143,431)	1,067,696	(1,680,867)	7,011,838	7,056,966	7,011,838	7,011,838	7,163,986	6,993,786	6,993,786	5,915,858	0													
Accounts Payable	(948,747)	626,313	(48,983,448)	685,671	(1,942,814)	6,091,091	6,086,065	6,082,191	6,108,579	6,108,579	6,108,579	6,108,579	5,971,867	0													
Debt Proceeds	(86,985)	0	0	86,985	0	0	0	0	0	0	0	0	(173,970)	0													
Deferred Revenue/Prepaid Expenses	57,146	961,848	(193,880)	(600,294)	(224,820)	7,348	7,038	6,800	8,426	8,426	8,426	8,426	59,403	0													
Cash at End of Period	28,133,842	30,245,931	28,560,401	25,647,239	25,290,846	25,232,974	25,410,327	25,286,677	25,182,674	24,751,677	24,471,946	22,655,894	28,133,842														
Days of Potential Cash	158	170	161	144	142	142	143	142	142	139	138	128	158														

Comprehensive Department Budget

Budget Line Sequence Number	Department	Dpt Code	Object Code	Object Description	Items	2024-25 First Interim Budget (FIB)
25800001	Ed Effectiveness	800	5863	Professional Development	Local Teacher Trainings (Summits)	\$231,200.00
25802001	A-G Completion	802	4200	Supplemental Curriculum	AVID (5K contract/22K curriculum)	\$14,792.00
25802002	A-G Completion	802	4200	Supplemental Curriculum	A-G Curriculum and Instruction	\$9,699.00
25900001	SUPERINTENDENT	900	4320	Office Supplies	Materials and Supplies	\$500.00
25900002	SUPERINTENDENT	900	4400	Non capitalized equipment	Office furniture and decor	\$10,000.00
25900003	SUPERINTENDENT	900	5220	Travel and Lodging	Conference Fees/Hotel/Travel/Food	\$196,000.00
25900004	SUPERINTENDENT	900	5225	Travel and Conference Meals	Admin Planning Sessions	\$120,000.00
25900005	SUPERINTENDENT	900	5225	Travel and Conference Meals	Add on, Krista travel	\$12,000.00
25900006	SUPERINTENDENT	900	5800	Professional Services	Strategic Planning Consultant	\$40,000.00
25900007	SUPERINTENDENT	900	5810	Legal	Legal fees	\$255,000.00
25901001	HR	901	4310	Materials and Supplies	Reasonable Accommodation	\$325.00
25901002	HR	901	4320	Office Supplies	Office Events	\$1,715.00
25901003	HR	901	4320	Office Supplies	Department staff materials	\$500.00
25901004	HR	901	4320	Office Supplies	Sage Oak Shares Initiative	\$1,400.00
25901005	HR	901	4320	Office Supplies	Work Anniversary Initiative	\$9,000.00
25901006	HR	901	4320	Office Supplies	First Aid Materials and kits	\$2,320.00
25901007	HR	901	4320	Office Supplies	CPR Training	\$520.00
25901008	HR	901	4320	Office Supplies	Fire Extinguisher Inspection	\$85.00
25901009	HR	901	4320	Office Supplies	Labor Law Posters	\$250.00
25901010	HR	901	4320	Office Supplies	FRISK Manuals	\$475.00
25901011	HR	901	5225	Travel and Conference Meals	Staff Reimbursements	\$1,000.00
25901012	HR	901	5225	Travel and Conference Meals	Snacks and Beverages for in-person interviews	\$2,000.00
25901013	HR	901	5300	Dues and Memberships	CCAC Membership	\$0.00
25901014	HR	901	5300	Dues and Memberships	SHRM & PIHRA annual membership for HR team	\$2,635.00
25901015	HR	901	5840	Advertising & Recruitment	New Hire Welcome Kits	\$10,075.00
25901016	HR	901	5840	Advertising & Recruitment	Recruitment	\$15,000.00
25901017	HR	901	5840	Advertising & Recruitment	EDJOIN	\$5,880.00
25901018	HR	901	5860	Service Fees	San Bernardino, Los Angeles, and San Diego COE STRS Consultation/Review	\$38,365.00
25901019	HR	901	5860	Service Fees	UKG	\$168,199.00
25901020	HR	901	5863	Professional Development	LOA training	\$430.00
25901021	HR	901	5863	Professional Development	Emergency/permit credential fees	\$500.00
25901022	HR	901	5863	Professional Development	PD Reimbursements	\$35,685.00
25901023	HR	901	5863	Professional Development	Teacher Induction - EOY	\$26,400.00
25901024	HR	901	5870	Livescan Fingerprinting	Livescan fees	\$300.00
25901025	HR	901	5870	TB reimbursement	TB Reimbursements for continuing staff	\$2,750.00
25901026	HR	901	5883	Outside Consultants	Consulting & Temp Agency Fee	\$7,000.00
25901027	HR	901	5930	Postage	COVID Supplies & Postage	\$2,235.00
25901028	HR	901	5940	Operating Expenditures, Technology	Mail Merge	\$300.00
25901029	HR	901	5940	Operating Expenditures, Technology	eFax	\$300.00



Comprehensive Department Budget

Budget Line Sequence Number	Department	Dpt Code	Object Code	Object Description	Items	2024-25 First Interim Budget (FIB)
25901030	HR	901	5940	Operating Expenditures, Technology	Vendor for Virutal Employee ID Cards	\$2,740.00
25902001	Operations & Accountability	902	4320	Office Supplies (Testing Supplies)	Department member materials, student records materials, office supplies, print orders, testing supplies	\$6,000.00
25902002	Operations & Accountability	902	5225	Travel and Conference Meals	Staff meetings and interviews- food/marketing materials	\$1,000.00
25902003	Operations & Accountability	902	5225	Travel and Conference Meals	Lodging - Testing Season	\$500.00
25902004	Operations & Accountability	902	5300	Dues and memberships	WASC SOCS-S Affiliation Request Fee	\$1,230.00
25902005	Operations & Accountability	902	5300	Dues and memberships	WASC Sage Oak Annual Fee	\$1,230.00
25902006	Operations & Accountability	902	5300	Dues and memberships	WASC Sage Oak- Keppel Annual Fee	\$1,230.00
25902007	Operations & Accountability	902	5612	Testing Site	PFT site rentals, CAA 1:1 in-person testing	\$6,702.00
25902008	Operations & Accountability	902	5620	Rentals, Leases, and Repairs	Konica Minolta 5 year operating lease	\$5,100.00
25902009	Operations & Accountability	902	5878	Testing Services	i-Ready -assessment and NWEA	\$33,735.00
25902010	Operations & Accountability	902	5887	Student Technology Services	DTS	\$900.00
25902011	Operations & Accountability	902	5887	Student Technology Services	Tableau Cloud Creator	\$0.00
25902012	Operations & Accountability	902	5940	Operating Expenditures, Technology	PARSEC premium, PARSEC reels, Admin bridge fee	\$50,000.00
25904001	Secondary	904	4200	Supplemental Curriculum	Online Math Supplemental curriculum (Coding)	\$2,000.00
25904002	Secondary	904	4200	Supplemental Curriculum	Kami - Online Access w/ Canvas PDF	\$4,000.00
25904003	Secondary	904	4200	Supplemental Curriculum	Curriculum for 30 EAs for synchronous classes	\$14,000.00
25904004	Secondary	904	4200	Supplemental Curriculum	Turn it In	\$2,800.00
25904005	Secondary	904	4200	Supplemental Curriculum	AVID (5K contract/22K curriculum)	\$10,145.00
25904006	Secondary	904	4200	Supplemental Curriculum	Pathful Curriculum	\$14,000.00
25904007	Secondary	904	4320	Office Supplies	office supplies	\$300.00
25904008	Secondary	904	4350	Other Supplies	Graduation OTHER (decor, certificates, cords, diplomas, boxes for recognition)... etc.	\$11,000.00
25904009	Secondary	904	4381	IF Materials	Strongmind	\$150,000.00
25904010	Secondary	904	4381	IF Materials	eDynamics	\$44,395.00
25904011	Secondary	904	4381	IF Materials	Pointful Savvas Learning LLC (name change as of 07/24/24)	\$2,500.00
25904012	Secondary	904	4381	IF Materials	YUP	\$3,000.00
25904013	Secondary	904	4381	IF Materials	Avant testing service	\$200.00
25904014	Secondary	904	4381	IF Materials	Online AP curriuclum	\$2,500.00
25904015	Secondary	904	4381	IF Materials	eScience Forensic kits	\$19,409.17
25904016	Secondary	904	4381	IF Materials	Mr D OPS catalog order bulking	\$65,000.00
25904017	Secondary	904	5225	Travel and Conference Meals	Dept Leadership In-Person Meetings	\$500.00
25904018	Secondary	904	5610	Facility rents and leases	Graduation site rental	\$6,000.00
25904019	Secondary	904	5863	Professional Development	A-G Professional Development	\$5,700.00
25904020	Secondary	904	5300	Dues and Memberships	National Honor Society Fees	\$3,751.00
25904021	Secondary	904	4381	IF Materials	Read 180	\$5,000.00
25905001	Stu Serv	905	4200	Supplemental Curriculum	Curriculum for Paras and Reading Specialists	\$235.00
25905002	Stu Serv	905	4200	Supplemental Curriculum	School Provided Student Subscriptions	\$50,945.00
25905003	Stu Serv	905	4200	Supplemental Curriculum	MTSS Curriculum & Materials	\$89,060.00



Comprehensive Department Budget

Budget Line Sequence Number	Department	Dpt Code	Object Code	Object Description	Items	2024-25 First Interim Budget (FIB)
25905004	Stu Serv	905	4200	Supplemental Curriculum	EL Curriculum & Materials	\$0.00
25905005	Stu Serv	905	4200	Supplemental Curriculum	Gate Testing for - \$11/ea	\$2,400.00
25905006	Stu Serv	905	4200	Supplemental Curriculum	Nearpod	\$11,705.00
25905007	Stu Serv	905	4310	Materials and Supplies	Principal Educational fund (instructional material)	\$30,000.00
25905008	Stu Serv	905	4310	Materials and Supplies	Misc PE Supplies	\$0.00
25905009	Stu Serv	905	4320	Office Supplies	office supplies	\$500.00
25905010	Stu Serv	905	4330	Events	Sage Stage/Podcast	\$15,000.00
25905011	Stu Serv	905	5225	Travel and Conference Meals	New Teacher Orientation (food) TF/EA/Sped	\$460.00
25905012	Stu Serv	905	5300	Dues and Memberships	CASC Membership x 2	\$0.00
25905013	Stu Serv	905	5300	Dues and memberships	National Honor Society Fees	\$2,040.00
25905014	Stu Serv	905	5835	Field Trips	Field Trips & Events & Competitions	\$7,000.00
25905015	Stu Serv	905	5887	Student Technology Services	MTSS Tech	\$17,000.00
25905016	Stu Serv	905	5887	Student Technology Services	Verbit/Lifesigns - Deaf Interpreter	\$13,600.00
25905017	Stu Serv	905	5887	Student Technology Services	R&B Communications	\$4,585.00
25905018	Stu Serv	905	4381	IF Materials	Bright Thinker Science Course	\$38,000.00
25906001	SPED	906	4310	Materials & Supplies	Testing Kits/Protocols	\$167,550.00
25906002	SPED	906	4310	Materials & Supplies	Independent Educational Evaluations (IEE's) (Verify with Kelly on Goal)	\$20,000.00
25906003	SPED	906	4310	Materials & Supplies	Assistive Technology	\$19,185.00
25906004	SPED	906	4310	Materials & Supplies	Moderate/Severe Curriculum//Supplemental Materials for M/M & M/S	\$17,730.00
25906005	SPED	906	4310	Materials & Supplies	Additional therapy items for related service providers	\$10,000.00
25906006	SPED	906	4310	Materials & Supplies	Materials and Supplies	\$6,150.00
25906007	SPED	906	4310	Materials & Supplies	Low Incidence Equipment ((Verify with Kelly on Goal)	\$10,000.00
25906008	SPED	906	4381	Instructional Funds - Materials	Additional Sped Materials (Teachtown)	\$145,210.00
25906009	SPED	906	5100	SpEd Consultants	Special Education Vendors/Vendored Services	\$163,250.00
25906010	SPED	906	5225	Travel and Conference Meals	Staff meetings- food/marketing (\$500), PD Days (\$5500, (3*50*30)+1000))	\$15,640.00
25906011	SPED	906	5612	Testing Site	Assessment location rentals	\$65,570.00
25906012	SPED	906	5860	Service Fees	Sonoma Selpa Fee	\$191,739.00
25906013	SPED	906	5887	Operating Expenditures, Student Service Technology	Goalbook/SLP Toolkit	\$21,000.00
25907001	Bus Serv	907	4320	Office Supplies	Office materials/supplies	\$24,050.00
25907002	Bus Serv	907	4400	Non capitalized equipment	Warehouse Equipment	\$0.00
25907003	Bus Serv	907	4400	Non capitalized equipment	Equipment for pop-ups for Lending Libray at socials	\$44,945.00
25907004	Bus Serv	907	5800	Professional Services	Board stipends	\$46,200.00
25907005	Bus Serv	907	5225	Travel and Conference Meals	Mileage reimbursements for all staff	\$3,000.00
25907006	Bus Serv	907	5300	Dues and memberships	CASBO organizational membership	\$3,500.00
25907007	Bus Serv	907	5300	Dues and Memberships	School Services of CA, Membership	\$3,900.00



Comprehensive Department Budget

Budget Line Sequence Number	Department	Dpt Code	Object Code	Object Description	Items	2024-25 First Interim Budget (FIB)
25907008	Bus Serv	907	5300	Dues and Memberships	SAM Registration	\$0.00
25907009	Bus Serv	907	5300	Dues and Memberships	APlus+ Membership +\$5,000	\$29,750.00
25907010	Bus Serv	907	5300	Dues and Memberships	CSDC Membership	\$11,385.00
25907011	Bus Serv	907	5300	Dues and Memberships	CCSA Membership	\$65,224.00
25907012	Bus Serv	907	5300	Dues and Memberships	SSDA Membership	\$2,700.00
25907013	Bus Serv	907	5300	Dues and Memberships	ACSA Membership	\$3,787.88
25907014	Bus Serv	907	5400	Insurance	Liability and Property Insurance	\$152,940.00
25907015	Bus Serv	907	5510	Operating Expenditures, Utilities	Utilities: SCE, Frontier, ADT, Janitoial	\$47,660.00
25907016	Bus Serv	907	5610	Facility rents and leases	Office lease (all three spaces) ALL COSTS	\$314,937.00
25907017	Bus Serv	907	5610	Facility rents and leases	New location for bigger meeting space plus furniture and decor	\$0.00
25907018	Bus Serv	907	5800	Professional Services	Training opportunities in Intacct	\$5,000.00
25907019	Bus Serv	907	5820	Audit & CPA	CLA Audit	\$50,261.00
25907020	Bus Serv	907	5850	Authorizor oversight fee	Sage Oak (3%)	\$1,385,596.00
25907021	Bus Serv	907	5850	Authorizor oversight fee	Sage Oak - Keppel (1%)	\$52,564.00
25907022	Bus Serv	907	5850	Authorizor oversight fee	Sage Oak - South (1%)	\$69,189.00
25907023	Bus Serv	907	5860	Professional Service Fees	Environmental Fee CDTFA	\$2,754.00
25907024	Bus Serv	907	5860	Professional Service Fees	Tax1099.com /e-file platform for 1099s	\$1,500.00
25907025	Bus Serv	907	5863	Professional Development	Business related books and subscriptions	\$500.00
25907026	Bus Serv	907	5877	Lending Library	Vehicle Rentals	\$7,000.00
25907027	Bus Serv	907	5930	Postage	UPS	\$126,876.00
25907028	Bus Serv	907	5940	Operating Expenditures, Technology	Amazon Prime	\$3,805.16
25907029	Bus Serv	907	5940	Operating Expenditures, Technology	Sage Intacct, System and users	\$60,015.00
25907030	Bus Serv	907	5940	Operating Expenditures, Technology	Stampli	\$105,000.00
25907031	Bus Serv	907	6901	Depreciation	Depreciation Expense-Leasehold Improvements	\$212,666.00
25907032	Bus Serv	907	5210	Mileage Reimbursements	Board Mileage	\$3,000.00
25907033	Bus Serv	907	4400	Non capitalized equipment	File room additional space registrar workstations decorations	\$25,000.00
25907034	Bus Serv	907	4320	Office Supplies	Warehouse supplies/materials	\$16,691.00
25907035	Bus Serv	907	5300	Dues and Memberships	AASA Membership (L.K.)	\$215.00
25911001	Virtual Academy Program	911	4200	Supplemental Curriculum	EdPuzzle	\$2,380.00
25911002	Virtual Academy Program	911	4200	Supplemental Curriculum	Blooket	\$750.00
25911003	Virtual Academy Program	911	4200	Supplemental Curriculum	Classroom Screen	\$525.00
25911004	Virtual Academy Program	911	4200	Supplemental Curriculum	Gimkit	\$1,000.00
25911005	Virtual Academy Program	911	4200	Supplemental Curriculum	Raz Kids	\$0.00
25911006	Virtual Academy Program	911	4200	Supplemental Curriculum	ESGI	\$2,400.00
25911007	Virtual Academy Program	911	4200	Supplemental Curriculum	Generation Genius TK-8	\$3,590.00



Comprehensive Department Budget

Budget Line Sequence Number	Department	Dpt Code	Object Code	Object Description	Items	2024-25 First Interim Budget (FIB)
25911008	Virtual Academy Program	911	4200	Supplemental Curriculum	Mystery Science TK-5	\$1,495.00
25911009	Virtual Academy Program	911	4200	Supplemental Curriculum	Minecraft Licenses	\$1,750.00
25911010	Virtual Academy Program	911	4200	Supplemental Curriculum	TK-5 ELA Materials	\$41,700.00
25911011	Virtual Academy Program	911	4200	Supplemental Curriculum	StudySync 3YR 6-8	\$7,440.00
25911012	Virtual Academy Program	911	4200	Supplemental Curriculum	Envision: TK-8 Math	\$37,305.00
25911013	Virtual Academy Program	911	4200	Supplemental Curriculum	Inspire Science 3YR 6-8	\$13,180.00
25911014	Virtual Academy Program	911	4200	Supplemental Curriculum	Home Science Tools Lab Kits	\$33,045.00
25911015	Virtual Academy Program	911	4200	Supplemental Curriculum	QSL Lab Kits 6-8	\$14,760.00
25911016	Virtual Academy Program	911	4200	Supplemental Curriculum	Studies Weekly TK-5	\$13,000.00
25911017	Virtual Academy Program	911	4200	Supplemental Curriculum	TCi History Alive 6-8	\$13,130.00
25911018	Virtual Academy Program	911	4200	Supplemental Curriculum	Mastery Connect	\$8,150.00
25911019	Virtual Academy Program	911	4200	Supplemental Curriculum	Grade Guardian	\$7,315.00
25911020	Virtual Academy Program	911	4310	Materials and Supplies	Student and Teacher School Supplies	\$228,500.00
25911021	Virtual Academy Program	911	4310	Materials and Supplies	Amazon Supplies for Oakschool Courses	\$30,000.00
25911022	Virtual Academy Program	911	4310	Materials and Supplies	Teachers Pay Teachers Digital Curriculum Purchases	\$2,900.00
25911023	Virtual Academy Program	911	5225	Travel and Conference Meals	Dept Leadership In-Person Meetings	\$2,100.00
25911024	Virtual Academy Program	911	5225	Travel and Conference Meals	Team Building day	\$1,800.00
25911025	Virtual Academy Program	911	5300	Dues and Memberships	Digital Learning Membership	\$0.00
25911026	Virtual Academy Program	911	5610	Facility rents and leases	Site rentals for in person PLC meetings and VLA Meetings	\$3,600.00
25911027	Virtual Academy Program	911	5835	Field Trips	School Wide Field Trips and Events	\$102,705.00
25911028	Virtual Academy Program	911	5930	Postage	Stamps for Teachers	\$1,500.00
25911029	Virtual Academy Program	911	4310	Materials and Supplies	School-wide student and teacher event supplies and materials.	\$11,000.00
25912001	PLA	912	4200	Supplemental Curriculum	PLT+ Curriculum	\$13,000.00
25912002	PLA	912	4200	Supplemental Curriculum	Curriculum for Prop 28 Art Program	\$20,000.00
25912003	PLA	912	4200	Supplemental Curriculum	Activities for Prop 28 Art Program	\$55,000.00
25912004	PLA	912	4310	Materials and Supplies	Regional Mentor Materials for PLCs	\$1,000.00
25912005	PLA	912	4320	Office Supplies	In-Person Events and Supplies	\$28,000.00
25912006	PLA	912	5225	Travel & Conference Meals	Regional Mentor - one day in person meeting - hotel rooms	\$1,300.00
25912007	PLA	912	5225	Travel & Conference Meals	Dept Leadership In-Person Meetings (RM 1:1)	\$525.00
25912008	PLA	912	5225	Travel & Conference Meals	Staff shirts/goodies/lanyards for teachers	\$8,800.00
25912009	PLA	912	5225	Travel & Conference Meals	Regional Mentor - one day in person meeting - food	\$1,200.00
25912010	PLA	912	5610	Facility rents and leases	Regional Mentor - one day in person meeting - room rental	\$800.00
25912011	PLA	912	5610	Facility rents and leases	PLC/Event Permits/Rents	\$30,000.00
25912012	PLA	912	5835	Field Trips	Field Trip Supplies	\$700.00
25912013	PLA	912	5881	Instructional Services	Field Trips (instructional funds)	\$195,899.00
25912014	PLA	912	4381	Intructional Materials	Materials (Instructional Funds)	\$50,000.00
25914001	IT	914	4320	Office Supplies	Misc tech supplies	\$13,000.00



Comprehensive Department Budget

Budget Line Sequence Number	Department	Dpt Code	Object Code	Object Description	Items	2024-25 First Interim Budget (FIB)
25914002	IT	914	4400	Non capitalized equipment	MiFis (mobile beacon and digital wish) / T-Mobile Hotspots / Cell Phone Monthly Service Fee	\$73,000.00
25914003	IT	914	4400	Non capitalized equipment	Staff Computers/iPads/cases- New Staff	\$122,508.00
25914004	IT	914	4400	Non capitalized equipment	Computer repairs	\$6,000.00
25914005	IT	914	4400	Non capitalized equipment	Replace obsolete devices	\$28,000.00
25914006	IT	914	4400	Non capitalized equipment	Chromebooks Note: Student Chromebooks should code to function 1000 Teacher Chromebooks should code to function 2490	\$54,000.00
25914007	IT	914	5887	Student Technology Services	Zoom Video Communications, Inc. Note: Student should code to 5887 Admin Staff should code to 5940	\$22,764.00
25914008	IT	914	5887	Student Technology Services	Jamf Software	\$18,831.00
25914009	IT	914	5887	Student Technology Services	DocuSign	\$16,744.00
25914010	IT	914	5887	Student Technology Services	MS Office licensing Note: Admin Staff should GL account code to 5940	\$6,322.00
25914011	IT	914	5887	Student Technology Services	Adobe licensing	\$7,800.00
25914012	IT	914	5887	Student Technology Services	Web Hosting / Development	\$22,650.00
25914013	IT	914	5887	Student Technology Services	Monitoring tool for student G-suite (managed methods & Gsuite standard)	\$16,600.00
25914014	IT	914	5887	Student Technology Services	Lightspeed web filtering	\$55,805.00
25914015	IT	914	5887	Student Technology Services	One to one, Incident IQ, or similar help desk & inventory tracking software Help Desk/Inventory System	\$18,880.00
25914016	IT	914	5887	Student Technology Services	backupify/datto/syncloud/ or similar backup system Backup/Disaster Recovery	\$3,500.00
25914017	IT	914	5887	Student Technology Services	Board on Track	\$5,000.00
25914018	IT	914	5887	Student Technology Services	Various outside contractors	\$221,810.00
25914019	IT	914	5887	Student Technology Services	Zapier Software	\$1,725.00
25914020	IT	914	5887	Student Technology Services	Scribe	\$2,500.00
25914021	IT	914	5887	Student Technology Services	Wisestamp	\$6,815.00
25914022	IT	914	5887	Student Technology Services	LiveChat	\$1,188.00
25914023	IT	914	5887	Student Technology Services	Hapara	\$6,600.00
25914024	IT	914	5887	Student Technology Services	SEIS / SIS integration	\$774.00



Comprehensive Department Budget

Budget Line Sequence Number	Department	Dpt Code	Object Code	Object Description	Items	2024-25 First Interim Budget (FIB)
25914025	IT	914	5887	Student Technology Services	CANVAS	\$37,826.00
25914026	IT	914	5887	Student Technology Services	MagicSchool.Ai	\$21,800.00
25914027	IT	914	5887	Student Technology Services	SkillStuck	\$9,050.00
25914028	IT	914	5887	Student Technology Services	YellowFolder	\$20,214.00
25914029	IT	914	5887	Student Technology Services	OpenAi (ChatGPT Team Account)	\$6,900.00
25914030	IT	914	5940	Operating Expenditures, Technology	Server Costs (AWS)	\$15,200.00
25914031	IT	914	5940	Operating Expenditures, Technology	OPS software	\$66,580.00
25914032	IT	914	5940	Operating Expenditures, Technology	Pathways software	\$170,000.00
25914033	IT	914	5940	Operating Expenditures, Technology	Finalsite Enrollment software	\$45,000.00
25914034	IT	914	5940	Operating Expenditures, Technology	Clever	\$11,800.00
25914035	IT	914	5940	Operating Expenditures, Technology	Red Herring	\$383.00
25914036	IT	914	5940	Operating Expenditures, Technology	Splashtop	\$350.00
25914037	IT	914	5940	Operating Expenditures, Technology	Aruba "networks and network monitoring"	\$5,130.00
25914038	IT	914	5940	Operating Expenditures, Technology	Amplified IT	\$6,800.00
25914039	IT	914	5940	Operating Expenditures, Technology	Fortinet Email Filtering	\$9,300.00
25914040	IT	914	5940	Operating Expenditures, Technology	Google Workspace for Education Standard	\$14,925.00
25914041	IT	914	5940	Operating Expenditures, Technology	iTopia	\$10,223.00
25914042	IT	914	5940	Operating Expenditures, Technology	SCHED	\$2,875.00
25914043	IT	914	5940	Operating Expenditures, Technology	XCITIUM	\$2,580.00
25914044	IT	914	5940	Operating Expenditures, Technology	Grammarly	\$7,450.00
25914045	IT	914	5940	Operating Expenditures, Technology	Chatbase	\$3,990.00
25914046	IT	914	5940	Operating Expenditures, Technology	AWS Data Lake Development	\$150,000.00
25914047	IT	914	5940	Operating Expenditures, Technology	KnowB4	\$6,561.00
25915001	Community Outreach	915	4320	Office Supplies	Leadership Professional Development	\$0.00
25915002	Community Outreach	915	4320	Office Supplies	Subscriptions (Descript Capcut & Buzzsprout)	\$580.00



Comprehensive Department Budget

Budget Line Sequence Number	Department	Dpt Code	Object Code	Object Description	Items	2024-25 First Interim Budget (FIB)
25915003	Community Outreach	915	4320	Office Supplies	Office Supplies (business cards, printed materials, etc.)	\$1,000.00
25915004	Community Outreach	915	5225	Travel and Conference Meals	Authorizer lunches/travel expenses to Board Meetings	\$5,300.00
25915005	Community Outreach	915	5225	Travel and Conference Meals	Conference Fees/Hotel/Travel (i.e. Board Member hotel stay for August Summit)	\$2,000.00
25915006	Community Outreach	915	5800	Professional Services	Marketing Consultants	\$35,000.00
25915007	Community Outreach	915	5800	Professional Services	Podcast/Production Outside Services	\$31,000.00
25915008	Community Outreach	915	5800	Professional Services	Crisis Communication	\$5,000.00
25915009	Community Outreach	915	5840	Advertising	Marketing items	\$10,500.00
25915010	Community Outreach	915	5840	Advertising	PPC pay-per-click enrollment marketing campaign	\$18,240.00
25915011	Community Outreach	915	5840	Advertising	Videos for marketing the school	\$21,400.00
25915012	Community Outreach	915	5887	Technology Services	Mailchimp	\$1,620.00
25916001	Fiscal Svc	916	4320	Office Supplies	Misc. office materials and supplies	\$300.00
25916002	Fiscal Svc	916	4320	Office Supplies	Printing costs for interims and year-end reports are to be given to authorizers.	\$1,000.00
25916003	Fiscal Svc	916	5225	Travel & Conference Meals	Interims and Year-End Huddle meetings and Recap roundtable	\$650.00
	Bus Serv	907	4400	Non capitalized equipment	Staff Devices and Chromebooks for students.	\$1,196,036.00
	Bus Serv	907	5610	Facility rents and leases	Additional office space	\$32,500.00
	Operations & Accountability	902	4400	Non capitalized equipment	High efficient scanner for registrar office	\$15,000.00
	Secondary	904	5835	Field Trips	Capstone trips for CTE pathways and Oak School	\$10,000.00
	Stu Serv	905	4200	Supplemental Curriculum	Oak School classes	\$300,000.00





Sage Oak Charter School First Interim Budget 2024-25



Summary Analysis

Sage Oak Charter School

Summary of Results

The 2024-25 First Interim Budget (FIB) projects a net revenue of \$1.9M. Net revenue changed by \$1.0M from the 2024-25 July Budget of \$0.9M. Positive net revenue and a strong reserve balance will allow Sage Oak Charter Schools to end the 2024-25 fiscal year with a reserve of \$19.8M, which is 38.0% of annual expenditures.

Cash Flow

In the budgeted year's cash flow analysis, it was observed that the cash is projected to reach its lowest point at the end of May 2025, with \$15.8M cash on hand. This cash reserve is deemed sufficient to sustain operations and safeguard against potential economic shocks.

Changes to Revenue

The 3.9% change in revenue from the 2024-25 July Budget to the FIB is due to additional Local Control Funding Formula revenues (LCFF), federal revenues, and state revenues. Student enrollment changed from 3,800 in the 2024-25 July Budget to 3,886 in the 2024-25 FIB.

Changes to Expenditures

Sage Oak has an overall change of 2.0% in expenditures from the 2024-25 July Budget to the 2024-25 FIB. The change can be attributed to materials and supplies for students, reflecting the growth in enrollment.



Enrollment and ADA Assumptions

Sage Oak Charter School

2024-25	Enrollment	ADA	UPP (Unduplicated Pupil Percentage)
TK-3	1,663	1,650	
4-6	969	961	
7-8	579	574	
9-12	675	670	
Total	3,886	3,855	1,205

2025-26	Enrollment	ADA	UPP
TK-3	1,760	1,746	
4-6	1,026	1,018	
7-8	613	608	
9-12	714	708	
Total	4,113	4,080	1,275

Growth 5.8% 99.2% 31.0%

2026-27	Enrollment	ADA	UPP
TK-3	1,929	1,914	
4-6	1,125	1,116	
7-8	672	667	
9-12	783	777	
Total	4,509	4,473	1,398

Growth 9.6% 99.2% 31.0%



July vs FIB 2024-25 - Summary

Sage Oak Charter School

	Actual	2024-25 July	2024-25 FIB	\$ Change	% Change
Revenue					
Total LCFF Revenues	7,807,053	45,425,135	46,186,547	761,412	1.7 %
Total Federal Revenue	26,967	875,761	976,429	100,668	11.5 %
Total Other State Revenue	1,345,070	5,754,221	6,185,402	431,181	7.5 %
Total Local Revenue	143,558	0	745,530	745,530	100.0 %
Total Revenue	9,322,648	52,055,117	54,093,908	2,038,791	3.9 %
Expenditures					
Total 1000-1999 Certificated Salaries	5,880,698	22,790,009	22,515,607	(274,402)	(1.2) %
Total 2000-2999 Classified Salaries	1,536,992	5,373,840	5,492,959	119,119	2.2 %
Total 3100-3999 Employee Benefits	2,415,832	10,026,079	9,389,679	(636,400)	(6.3) %
Total 4100-4799 Books, Materials, & Supplies	1,917,932	5,363,366	6,867,328	1,503,962	28.0 %
Total 5100-5999 Services & Other Operating Expenditures	2,383,518	7,472,617	7,729,019	256,402	3.4 %
Total 6100-6999 Capital Outlay	0	98,185	172,047	73,862	75.2 %
Total Expenditures	14,134,972	51,124,096	52,166,639	1,042,543	2.0 %
Operating Income/(Loss)	(4,812,324)	931,021	1,927,269	996,248	107.0 %
Net Assets					
Net Assets					
9791 - Beginning Fund Balance	17,341,943	17,739,351	17,341,943	(397,408)	(2.2) %
9793 - Audit Adjustments	574,376	0	574,376	574,376	100.0 %
Total Net Assets	17,916,319	17,739,351	17,916,319	176,968	1.0 %
Change In Net Assets	(4,812,324)	931,021	1,927,269	996,248	107.0 %
Total Net Assets	13,103,995	18,670,372	19,843,588	1,173,216	6.3 %

Net revenue as a % of expense	1.8 %	3.7 %
Fund balance as a % of expense	36.5 %	38.0 %
Days of Potential Cash	133	139



July vs FIB 2024-25 - Detail

Sage Oak Charter School

	Actual	2024-25 July	2024-25 FIB	\$ Change	% Change	Notes
Revenue						
LCFF Revenue						
8011 - LCFF General Entitlement	7,320,769	43,890,078	44,640,728	750,650	1.7 %	
8012 - EPA Entitlement	166,569	753,920	770,982	17,062	2.3 %	
8019 - Prior Year Unrestricted Revenue	(12,737)	0	0	0	0.0 %	
8096 - In-Lieu-Of Property Taxes	332,452	781,137	774,837	(6,300)	(0.8) %	
Total LCFF Revenues	7,807,053	45,425,135	46,186,547	761,412	1.7 %	The change is due to enrollment and ADA.
Federal Revenue						
8181 - Federal IDEA SpEd Revenue	0	412,345	426,197	13,852	3.4 %	
8182 - SpEd - Discretionary Grants	7,107	37,798	37,798	0	0.0 %	
8290 - Other Federal Revenue	19,860	425,618	512,434	86,816	20.4 %	
Total Federal Revenue	26,967	875,761	976,429	100,668	11.5 %	The change is due to enrollment and ADA.
Other State Revenue						
8311 - AB602 State SpEd Revenue	522,695	3,371,688	3,448,913	77,225	2.3 %	
8550 - Mandated Cost Reimbursements	0	76,491	86,989	10,498	13.7 %	
8560 - Lottery- Unrestricted	0	547,158	769,024	221,866	40.5 %	
8561 - Lottery- Prop 20 - Restricted	0	222,573	330,156	107,583	48.3 %	
8590 - Other State Revenue	822,375	1,536,311	1,550,320	14,009	0.9 %	
Total Other State Revenue	1,345,070	5,754,221	6,185,402	431,181	7.5 %	The change is due to enrollment and ADA.
Local Revenue						
8660 - Interest Income	117,100	0	745,530	745,530	100.0 %	
8699 - Other Revenue	26,458	0	0	0	0.0 %	
Total Local Revenue	143,558	0	745,530	745,530	100.0 %	The change is due to opening a new high-yield interest sweep account.
Total Revenue	9,322,648	52,055,117	54,093,908	2,038,791	3.9 %	
Expenditures						
1000-1999 Certificated Salaries						
1100 Certificated Teachers Salaries	3,789,526	14,445,632	14,918,097	472,465	3.3 %	
1200 Certificated Pupil Support	1,243,125	5,979,427	5,215,869	(763,558)	(12.8) %	
1300 Certificated Supervisors and Administrators Salaries	848,047	2,364,950	2,381,641	16,691	0.7 %	
Total 1000-1999 Certificated Salaries	5,880,698	22,790,009	22,515,607	(274,402)	(1.2) %	The change is due to staffing positions, one-time off-schedule salary pay, and the proration of unfilled positions.
2000-2999 Classified Salaries						
2100 Classified Instructional Salaries	139,284	650,553	698,538	47,985	7.4 %	
2300 Classified Supervisors and Admin Salaries	717,474	2,286,677	2,606,263	319,586	14.0 %	
2400 Clerical, Technical and Office Salaries	680,234	2,436,610	2,188,158	(248,452)	(10.2) %	
Total 2000-2999 Classified Salaries	1,536,992	5,373,840	5,492,959	119,119	2.2 %	The change is due to staffing positions, one-time off-schedule salary pay, and the proration of unfilled positions.
3100-3999 Employee Benefits						
3101-3102 STRS						
3101 - STRS Certificated	1,109,619	4,349,923	4,062,969	(286,954)	(6.6) %	
Total 3101-3102 STRS	1,109,619	4,349,923	4,062,969	(286,954)	(6.6) %	The change is due to salary prorations from the July budget to the First Interim Budget (FIB) for unfilled positions.
3301-3302 OASDI/Medicare/Alternative						
3313 - Medicare - Certificated	86,557	339,718	317,125	(22,593)	(6.7) %	
3314 - Medicare - Classified	21,021	79,093	76,416	(2,677)	(3.4) %	
3355 - OASDI - Certificated	12,315	963	5,239	4,276	444.0 %	The change is due to the need for substitute teachers to cover for staff absences.
3356 - OASDI - Classified	87,666	338,191	326,748	(11,443)	(3.4) %	
Total 3301-3302 OASDI/Medicare/Alternative	207,559	757,965	725,528	(32,437)	(4.3) %	The change is due to salary prorations from the July budget to the FIB for unfilled positions.
3401-3402 Health and Welfare Benefits						
3401 - Health Care Certificated	606,562	2,448,541	2,415,409	(33,132)	(1.4) %	
3402 - Health Care Classified	207,810	774,352	770,025	(4,327)	(0.6) %	
Total 3401-3402 Health and Welfare Benefits	814,372	3,222,893	3,185,434	(37,459)	(1.2) %	The change is due to salary prorations from the July budget to the FIB for unfilled positions.



July vs FIB 2024-25 - Detail

Sage Oak Charter School

	Actual	2024-25 July	2024-25 FIB	\$ Change	% Change	Notes
3501-3502 Unemployment Insurance						
3501 - Unemployment Insurance Certificated	7,777	76,108	73,860	(2,248)	(3.0) %	
3502 - Unemployment Insurance Classified	2,280	22,336	28,771	6,435	28.8 %	
Total 3501-3502 Unemployment Insurance	10,057	98,444	102,631	4,187	4.3 %	The change is due to additional classified positions, while others were reduced through prorating.
3601-3602 Workers' Compensation						
3601 - Workers' Comp Certificated	22,098	176,073	76,569	(99,504)	(56.5) %	
3602 - Workers' Comp Classified	5,120	40,964	18,445	(22,519)	(55.0) %	
Total 3601-3602 Workers' Compensation	27,218	217,037	95,014	(122,023)	(56.2) %	The change is due to salary prorations from the July budget to the FIB for unfilled positions and a revised workers' compensation rate.
3901-3902 Other Employee Benefits						
3901 - Other Benefits Cert	162,512	729,668	672,373	(57,295)	(7.9) %	
3902 - Other Benefits Class	22,561	111,212	102,533	(8,679)	(7.8) %	
3921 - 457b Employer match-Certificated	0	1,553	0	(1,553)	100.0 %	
3922 - 457b Employer match-Classified	61,934	537,384	443,197	(94,187)	(17.5) %	
Total 3901-3902 Other Employee Benefits	247,007	1,379,817	1,218,103	(161,714)	(11.7) %	The change is due to salary prorations from the July budget to the FIB for unfilled positions.
Total 3100-3999 Employee Benefits	2,415,832	10,026,079	9,389,679	(636,400)	(6.3) %	
4100-4799 Books, Materials, & Supplies						
4200 Books and Other Reference Materials						
4200 - Other Reference Materials	275,945	429,947	660,707	230,760	53.7 %	
Total 4200 Books and Other Reference Materials	275,945	429,947	660,707	230,760	53.7 %	The change is due to the purchase of additional curriculum for Oak School students.
4300 Materials and Supplies						
4310 - Materials & Supplies	54,125	425,280	448,461	23,181	5.5 %	The change is due to object code alignment.
4320 - Office Supplies	24,790	74,363	87,522	13,159	17.7 %	The change is due to object code alignment.
4330 - Meals & Events	2,415	12,135	12,135	0	0.0 %	
4350 - Other Supplies - Materials & Supplies	679	8,899	8,899	0	0.0 %	
4381 - Instructional Funds - Materials	1,373,332	4,135,543	4,375,842	240,299	5.8 %	The change is due to the increase in Instructional Funds for students.
Total 4300 Materials and Supplies	1,455,341	4,656,220	4,932,859	276,639	5.9 %	
4400 Noncapitalized Equipment						
4400 - Non-Capitalized Equipment	186,646	277,199	1,273,762	996,563	359.5 %	The change is due to the replacement of obsolete devices and purchasing Chromebooks for students.
Total 4400 Noncapitalized Equipment	186,646	277,199	1,273,762	996,563	359.5 %	
Total 4100-4799 Books, Materials, & Supplies	1,917,932	5,363,366	6,867,328	1,503,962	28.0 %	
5100-5999 Services & Other Operating Expenditures						
5100 Subagreements for Services						
5100 - SpEd Consultants and Vendors Subagreements for Service	7,264	125,395	132,069	6,674	5.3 %	
Total 5100 Subagreements for Services	7,264	125,395	132,069	6,674	5.3 %	The change is due to utilizing external consultants due to unfilled positions.
5200 Travel and Conferences						
5200 - Travel & Conferences	13,449	0	0	0	0.0 %	
5210 - Mileage Reimbursements	0	0	2,427	2,427	100.0 %	The change is due to mileage reimbursements for board members conducting school-related business.
5220 - Travel & Lodging	30,845	161,800	158,564	(3,236)	(2.0) %	
5225 - Travel & Conferences Meals	38,848	143,649	145,438	1,789	1.2 %	
Total 5200 Travel and Conferences	83,142	305,449	306,429	980	0.3 %	
5300 Dues and Memberships						
5300 - Dues & Memberships	100,068	111,059	107,256	(3,803)	(3.4) %	
Total 5300 Dues and Memberships	100,068	111,059	107,256	(3,803)	(3.4) %	The change is due to the decrease in membership fees to professional organizations.
5400 Insurance						
5400 - Insurance	116,224	123,729	123,728	(1)	(0.0) %	
Total 5400 Insurance	116,224	123,729	123,728	(1)	(0.0) %	



July vs FIB 2024-25 - Detail

Sage Oak Charter School

	Actual	2024-25 July	2024-25 FIB	\$ Change	% Change	Notes
5500 Operations and Housekeeping Services						
5510 - Utilities (General)	13,765	38,557	38,557	0	0.0 %	
Total 5500 Operations and Housekeeping Services	13,765	38,557	38,557	0	0.0 %	
5600 Rents, Leases, Repairs, and Noncap. Improvements						
5610 - Facility Rents & Leases	116,105	286,982	313,760	26,778	9.3 %	The change is due to the lease of office space.
5612 - Testing Site	5,527	55,123	58,468	3,345	6.1 %	The change is due to assessment location rentals for Special Education students.
5620 - Equipment Leases	1,390	4,126	4,126	0	0.0 %	
Total 5600 Rents, Leases, Repairs, and Noncap. Improvements	123,022	346,231	376,354	30,123	8.7 %	
5800 Professional/Consulting Services and Operating Expend.						
5800 - Professional Services - Non-instructional	53,106	113,421	131,220	17,799	15.7 %	The change is due to adjustments in marketing consultants.
5810 - Legal	83,141	206,295	206,295	0	0.0 %	
5820 - Audit & CPA	40,661	33,428	40,661	7,233	21.6 %	The change is due to out-of-scope audit contract expenses.
5835 - Field Trips	22,054	95,219	97,408	2,189	2.3 %	
5840 - Advertising & Recruitment	17,439	57,807	65,605	7,798	13.5 %	The change is due to podcast speakers and marketing expenses.
5850 - Oversight Fees	0	1,361,091	1,385,596	24,505	1.8 %	The change is due to additional enrollment, which increases revenue and thereby oversight fees.
5860 - Service Fees	63,904	322,628	325,670	3,042	0.9 %	
5863 - Professional Development	78,621	240,256	243,036	2,780	1.2 %	
5870 - Livescan Fingerprinting	29	2,467	2,467	0	0.0 %	
5877 - Lending Library	4,348	5,663	5,663	0	0.0 %	
5878 - Student Assessment	27,288	33,436	27,292	(6,144)	(18.4) %	The change is due to the completion of this year's testing services.
5880 - Instructional Vendors & Consultants	80,000	0	0	0	0.0 %	
5881 - Instructional Funds - Services	793,532	2,757,028	2,917,228	160,200	5.8 %	The change is due to student enrollment.
5883 - Outside Consultant and Services	0	8,899	5,663	(3,236)	(36.4) %	The change is due to an adjustment in Human Resource consultant fees.
5887 - Student Service Technology	308,876	484,412	477,350	(7,062)	(1.5) %	The change is due to price adjustments for Goalbook Kits purchased.
Total 5800 Professional/Consulting Services and Operating Expend.	1,572,999	5,722,050	5,931,154	209,104	3.7 %	
5900 Communications						
5930 - Postage	47,408	105,906	105,665	(241)	(0.2) %	
5940 - Technology Services	319,626	594,241	607,807	13,566	2.3 %	The change is due to the number of users for technology applications.
Total 5900 Communications	367,034	700,147	713,472	13,325	1.9 %	
Total 5100-5999 Services & Other Operating Expenditures	2,383,518	7,472,617	7,729,019	256,402	3.4 %	
6100-6999 Capital Outlay						
Capital Expenditures						
6901 - Depreciation Expense-Leasehold Improvements	0	98,185	172,047	73,862	75.2 %	The change is due to the depreciation of new capitalized equipment.
Total Capital Expenditures	0	98,185	172,047	73,862	75.2 %	
Total 6100-6999 Capital Outlay	0	98,185	172,047	73,862	75.2 %	
Total Expenditures	14,134,972	51,124,096	52,166,639	1,042,543	2.0 %	
Operating Income/(Loss)	(4,812,324)	931,021	1,927,269	996,248	107.0 %	
Net Assets						
9791 - Beginning Fund Balance	17,341,943	17,739,351	17,341,943	(397,408)	(2.2) %	
9793 - Audit Adjustments	574,376	0	574,376	574,376	0.0 %	
Total Net Assets	17,916,319	17,739,351	17,916,319	176,968	1.0 %	
Change In Net Assets	(4,812,324)	931,021	1,927,269	996,248	107.0 %	
Total Net Assets	13,103,995	18,670,372	19,843,588	1,173,216	6.3 %	
Net revenue as a % of expense		1.8 %	3.7 %			
Fund balance as a % of expense		36.5 %	38.0 %			
Days of Potential Cash		133	139			



July vs FIB 2024-25 - MYP Summary

Sage Oak Charter School

Enrollment	3,886	4,113	4,509
ADA	3,855	4,080	4,473
COLA	1.07 %	2.93 %	3.08 %

	2024-25 FIB	2025-26	2026-27
Revenue			
Total LCFF Revenues	46,186,547	50,058,502	56,207,937
Total Federal Revenue	976,429	976,429	976,429
Total Other State Revenue	6,185,402	8,429,016	6,455,389
Total Local Revenue	745,530	782,807	821,947
Total Revenue	54,093,908	60,246,754	64,461,702
Expenditures			
Total 1000-1999 Certificated Salaries	22,515,607	26,223,853	27,188,687
Total 2000-2999 Classified Salaries	5,492,959	5,944,655	6,884,546
Total 3100-3999 Employee Benefits	9,389,679	10,359,677	12,029,655
Total 4100-4799 Books, Materials, & Supplies	6,867,328	7,050,015	7,038,775
Total 5100-5999 Services & Other Operating Expenditures	7,729,019	8,431,939	9,544,589
Total 6100-6999 Capital Outlay	172,047	200,887	212,536
Total Expenditures	52,166,639	58,211,026	62,898,789
Operating Income/(Loss)	1,927,269	2,035,728	1,562,913
Net Assets			
Net Assets			
9791 - Beginning Fund Balance	17,341,943	19,843,588	21,879,316
9793 - Audit Adjustments	574,376	0	0
Total Net Assets	17,916,319	19,843,588	21,879,316
Change In Net Assets	1,927,269	2,035,728	1,562,913
Total Net Assets	19,843,588	21,879,316	23,442,229
Net revenue as a % of expense	3.7 %	3.5 %	2.5 %
Fund balance as a % of expense	38.0 %	37.6 %	37.3 %
Days of Potential Cash	139	137	136



July vs FIB 2024-25 - MYP Detail

Sage Oak Charter School

	2024-25 FIB	2025-26	2026-27
Revenue			
LCFF Revenue			
8011 - LCFF General Entitlement	44,640,728	48,397,901	54,360,617
8012 - EPA Entitlement	770,982	816,020	894,586
8096 - In-Lieu-Of Property Taxes	774,837	844,581	952,734
Total LCFF Revenues	46,186,547	50,058,502	56,207,937
Federal Revenue			
8181 - Federal IDEA SpEd Revenue	426,197	426,197	426,197
8182 - SpEd - Discretionary Grants	37,798	37,798	37,798
8290 - Other Federal Revenue	512,434	512,434	512,434
Total Federal Revenue	976,429	976,429	976,429
Other State Revenue			
8311 - AB602 State SpEd Revenue	3,448,913	3,689,426	4,163,152
8550 - Mandated Cost Reimbursements	86,989	104,205	113,688
8560 - Lottery- Unrestricted	769,024	813,946	892,313
8561 - Lottery- Prop 20 - Restricted	330,156	349,443	383,087
8590 - Other State Revenue	1,550,320	3,471,996	903,149
Total Other State Revenue	6,185,402	8,429,016	6,455,389
Local Revenue			
8660 - Interest Income	745,530	782,807	821,947
Total Local Revenue	745,530	782,807	821,947
Total Revenue	54,093,908	60,246,754	64,461,702
Expenditures			
1000-1999 Certificated Salaries			
1100 Certificated Teachers Salaries	14,918,097	17,690,307	17,293,625
1200 Certificated Pupil Support	5,215,869	5,858,010	6,788,230
1300 Certificated Supervisors and Administrators Salaries	2,381,641	2,675,536	3,106,832
Total 1000-1999 Certificated Salaries	22,515,607	26,223,853	27,188,687
2000-2999 Classified Salaries			
2100 Classified Instructional Salaries	698,538	693,755	805,458
2300 Classified Supervisors and Admin Salaries	2,606,263	2,800,710	3,244,360
2400 Clerical, Technical and Office Salaries	2,188,158	2,450,190	2,834,728
Total 2000-2999 Classified Salaries	5,492,959	5,944,655	6,884,546



July vs FIB 2024-25 - MYP Detail

Sage Oak Charter School

	2024-25 FIB	2025-26	2026-27
3100-3999 Employee Benefits			
3101-3102 STRS			
3101 - STRS Certificated	4,062,969	4,571,350	5,308,252
Total 3101-3102 STRS	4,062,969	4,571,350	5,308,252
3301-3302 OASDI/Medicare/Alternative			
3313 - Medicare - Certificated	317,125	357,527	415,160
3314 - Medicare - Classified	76,416	85,792	99,622
3355 - OASDI - Certificated	5,239	5,702	6,621
3356 - OASDI - Classified	326,748	366,833	425,967
Total 3301-3302 OASDI/Medicare/Alternative	725,528	815,854	947,370
3401-3402 Health and Welfare Benefits			
3401 - Health Care Certificated	2,415,409	2,556,469	2,968,572
3402 - Health Care Classified	770,025	838,440	973,597
Total 3401-3402 Health and Welfare Benefits	3,185,434	3,394,909	3,942,169
3501-3502 Unemployment Insurance			
3501 - Unemployment Insurance Certificated	73,860	78,173	90,774
3502 - Unemployment Insurance Classified	28,771	31,290	36,334
Total 3501-3502 Unemployment Insurance	102,631	109,463	127,108
3601-3602 Workers' Compensation			
3601 - Workers' Comp Certificated	76,569	86,300	100,211
3602 - Workers' Comp Classified	18,445	20,709	24,048
Total 3601-3602 Workers' Compensation	95,014	107,009	124,259
3901-3902 Other Employee Benefits			
3901 - Other Benefits Cert	672,373	711,638	826,352
3902 - Other Benefits Class	102,533	110,659	128,497
3922 - 457b Employer match-Classified	443,197	538,795	625,648
Total 3901-3902 Other Employee Benefits	1,218,103	1,361,092	1,580,497
Total 3100-3999 Employee Benefits	9,389,679	10,359,677	12,029,655
4100-4799 Books, Materials, & Supplies			
4200 Books and Other Reference Materials			
4200 - Other Reference Materials	660,707	760,298	645,825
Total 4200 Books and Other Reference Materials	660,707	760,298	645,825



July vs FIB 2024-25 - MYP Detail

Sage Oak Charter School

	2024-25 FIB	2025-26	2026-27
4300 Materials and Supplies			
4310 - Materials & Supplies	448,461	507,324	628,189
4320 - Office Supplies	87,522	93,601	107,921
4330 - Meals & Events	12,135	13,753	15,371
4350 - Other Supplies - Materials & Supplies	8,899	11,326	13,834
4381 - Instructional Funds - Materials	4,375,842	4,631,510	5,159,386
Total 4300 Materials and Supplies	4,932,859	5,257,514	5,924,701
4400 Noncapitalized Equipment			
4400 - Non-Capitalized Equipment	1,273,762	1,032,203	468,249
Total 4400 Noncapitalized Equipment	1,273,762	1,032,203	468,249
Total 4100-4799 Books, Materials, & Supplies	6,867,328	7,050,015	7,038,775
5100-5999 Services & Other Operating Expenditures			
5100 Subagreements for Services			
5100 - SpEd Consultants and Vendors Subagreements for Service	132,069	146,105	182,268
Total 5100 Subagreements for Services	132,069	146,105	182,268
5200 Travel and Conferences			
5210 - Mileage Reimbursements	2,427	2,508	2,832
5220 - Travel & Lodging	158,564	202,371	241,163
5225 - Travel & Conferences Meals	145,438	151,040	160,344
Total 5200 Travel and Conferences	306,429	355,919	404,339
5300 Dues and Memberships			
5300 - Dues & Memberships	107,256	131,960	153,710
Total 5300 Dues and Memberships	107,256	131,960	153,710
5400 Insurance			
5400 - Insurance	123,728	148,452	166,007
Total 5400 Insurance	123,728	148,452	166,007
5500 Operations and Housekeeping Services			
5510 - Utilities (General)	38,557	40,450	45,223
Total 5500 Operations and Housekeeping Services	38,557	40,450	45,223
5600 Rents, Leases, Repairs, and Noncap. Improvements			
5610 - Facility Rents & Leases	313,760	440,097	477,553
5612 - Testing Site	58,468	60,918	75,722
5620 - Equipment Leases	4,126	4,564	5,420
Total 5600 Rents, Leases, Repairs, and Noncap. Improvements	376,354	505,579	558,695



July vs FIB 2024-25 - MYP Detail

Sage Oak Charter School

	2024-25 FIB	2025-26	2026-27
5800 Professional/Consulting Services and Operating Expend.			
5800 - Professional Services - Non-instructional	131,220	137,692	156,622
5810 - Legal	206,295	228,138	271,824
5820 - Audit & CPA	40,661	44,495	49,754
5835 - Field Trips	97,408	105,575	127,660
5840 - Advertising & Recruitment	65,605	69,008	78,797
5850 - Oversight Fees	1,385,596	1,501,755	1,686,238
5860 - Service Fees	325,670	369,309	411,134
5863 - Professional Development	243,036	247,631	239,869
5870 - Livescan Fingerprinting	2,467	2,508	2,508
5877 - Lending Library	5,663	5,825	7,119
5878 - Student Assessment	27,292	36,971	41,664
5881 - Instructional Funds - Services	2,917,228	3,087,673	3,439,591
5883 - Outside Consultant and Services	5,663	5,663	5,663
5887 - Student Service Technology	477,350	513,715	629,726
Total 5800 Professional/Consulting Services and Operating Expend.	5,931,154	6,355,958	7,148,169
5900 Communications			
5930 - Postage	105,665	116,820	130,654
5940 - Technology Services	607,807	630,696	755,525
Total 5900 Communications	713,472	747,516	886,179
Total 5100-5999 Services & Other Operating Expenditures	7,729,019	8,431,939	9,544,589



July vs FIB 2024-25 - MYP Detail

Sage Oak Charter School

	2024-25 FIB	2025-26	2026-27
6100-6999 Capital Outlay			
Capital Expenditures			
6901 - Depreciation Expense-Leasehold Improvements	172,047	200,887	212,536
Total Capital Expenditures	172,047	200,887	212,536
Total 6100-6999 Capital Outlay	172,047	200,887	212,536
Total Expenditures	52,166,639	58,211,026	62,898,789
Operating Income/(Loss)	1,927,269	2,035,728	1,562,913
Net Assets			
Net Assets			
9791 - Beginning Fund Balance	17,341,943	19,843,588	21,879,316
9793 - Audit Adjustments	574,376	0	0
Total Net Assets	17,916,319	19,843,588	21,879,316
Change In Net Assets	1,927,269	2,035,728	1,562,913
Total Net Assets	19,843,588	21,879,316	23,442,229
Net revenue as a % of expense	3.7 %	3.5 %	2.5 %
Fund balance as a % of expense	38.0 %	37.6 %	37.3 %
Days of Potential Cash	139	137	136



July vs FIB 2024-25 Cash Flow Statement 2025-26

Sage Oak Charter School

Year Ending	07/31/2025		08/31/2025		09/30/2025		10/31/2025		11/30/2025		12/31/2025		01/31/2026		02/28/2026		03/31/2026		04/30/2026		05/31/2026		06/30/2026			
	Month Ending	Projection	Month Ending	Projection	Month Ending	Projection	Month Ending	Projection	Month Ending	Projection	Month Ending	Projection	Month Ending	Projection	Month Ending	Projection	Month Ending	Projection	Month Ending	Projection	Month Ending	Projection	Month Ending	Projection		
Cash Balance																										
Beginning Cash	19,843,588		19,843,588		19,910,114		19,846,710		20,744,735		21,144,806		21,954,739		22,707,174		22,414,791		22,833,320		22,456,592		22,079,863		21,879,316	
Net Cash for Period																										
REVENUES	60,246,754		3,367,794		5,663,195		6,078,897		5,120,974		5,331,838		5,120,974		5,120,974		5,831,886		5,036,629		5,036,629		5,253,517		5,253,517	
EXPENDITURES	58,211,026		1,807,175		5,726,599		5,180,872		4,720,904		4,521,905		4,368,539		5,413,357		5,413,357		5,413,357		5,413,357		5,454,064		5,454,064	
Net Cash for Period	2,035,728		1,560,618		(63,404)		898,025		400,071		809,933		752,435		(292,383)		418,529		(376,728)		(376,728)		(200,547)		(200,547)	
Accounts Receivable	0		0		0		0		0		0		0		0		0		0		0		0		0	
Accounts Payable	0		0		0		0		0		0		0		0		0		0		0		0		0	
Deferred Revenue/Prepaid Expenses	0		0		0		0		0		0		0		0		0		0		0		0		0	
Cash at End of Period	21,879,316		21,404,206		19,910,114		19,846,710		20,744,735		21,144,806		21,954,739		22,707,174		22,414,791		22,833,320		22,456,592		22,079,863		21,879,316	
Days of Potential Cash	137		134		125		124		130		138		142		141		143		141		138		137		137	

**CHARTER SCHOOL FIRST INTERIM BUDGET
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2024 to June 30, 2025**

CHARTER SCHOOL CERTIFICATION

Charter School Name: Sage Oak Charter School
CDS #: 36677360136069 1885 - Sage Oak
Charter Approving Entity: Helendale Elementary SD
County: San Bernardino
Charter #: 1885

NOTE: An Alternative Form submitted to the California Department of Education will not be considered a valid submission if the following information is missing:

For information regarding this report, please contact:

<u>For County Fiscal Contact:</u>	<u>For Approving Entity:</u>	<u>For Charter School:</u>
<u>Annette Baker</u> Name	<u>Cindy Espinoza</u> Name	<u>Tim O'Brien</u> Name
<u>Business Services Advisor</u> Title	<u>Acting Superintendent</u> Title	<u>Assistant Superintendent, Business Svcs</u> Title
<u>909-378-5541</u> Telephone	<u>760-952-1180</u> Telephone	<u>909-534-7288</u> Telephone
<u>annette_baker@sbcss.k12.ca.us</u> Email address	<u>cespinoza@helendalesd.com</u> Email address	<u>tobrien@sageoak.education</u> Email address

To the entity that approved the charter school:

() 2024-25 CHARTER SCHOOL FIRST INTERIM BUDGET FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to *Education Code* Section 42100(b).

Signed: _____ Date: _____
 Charter School Official
 (Original signature required)

Printed Name: Tim O'Brien Title: Asst.Sup.,Bus. Svcs

To the County Superintendent of Schools:

() 2024-25 CHARTER SCHOOL FIRST INTERIM BUDGET FINANCIAL REPORT -- ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to *Education Code* Section 42100(a).

Signed: _____ Date: _____
 Authorized Representative of
 Charter Approving Entity
 (Original signature required)

Printed Name: _____ Title: _____

To the Superintendent of Public Instruction:

() 2024-25 CHARTER SCHOOL FIRST INTERIM BUDGET FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been verified for mathematical accuracy by the County Superintendent of Schools pursuant to *Education Code* Section 42100(a).

Signed: _____ Date: _____
 County Superintendent/Designee
 (Original signature required)

**CHARTER SCHOOL FIRST INTERIM BUDGET
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2024 to June 30, 2025**

Charter School Name: Sage Oak Charter School
CDS #: 36677360136069 1885 - Sage Oak
Charter Approving Entity: Helendale Elementary SD
County: San Bernardino
Charter #: 1885

This charter school uses the following basis of accounting:

(Please enter an "X" in the applicable box below; check only one box)

Accrual Basis (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900, 6910, 7438, 9400-9489, 9660-9669, 9796, and 9797)

Modified Accrual Basis (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 6600, 7438, 7439, and 9711-9789)

Description	Object Code	Unrestricted	Restricted	Total
A. REVENUES				
1. LCFF Sources				
State Aid - Current Year	8011	44,640,728.00		44,640,728.00
Education Protection Account State Aid - Current Year	8012	770,982.00		770,982.00
State Aid - Prior Years	8019	0.00		0.00
Transfers to Charter Schools in Lieu of Property Taxes	8096	774,837.00		774,837.00
Other LCFF Transfers	8091, 8097	0.00		0.00
Total, LCFF Sources		46,186,547.00	0.00	46,186,547.00
2. Federal Revenues (see NOTE in Section L)				
No Child Left Behind/Every Student Succeeds Act	8290		512,434.00	512,434.00
Special Education - Federal	8181, 8182		463,995.00	463,995.00
Child Nutrition - Federal	8220		0.00	0.00
Donated Food Commodities	8221		0.00	0.00
Other Federal Revenues	8110, 8260-8299	0.00	0.00	0.00
Total, Federal Revenues		0.00	976,429.00	976,429.00
3. Other State Revenues				
Special Education - State	StateRevSE		3,448,913.00	3,448,913.00
All Other State Revenues	StateRevAO	856,013.00	1,880,476.00	2,736,489.00
Total, Other State Revenues		856,013.00	5,329,389.00	6,185,402.00
4. Other Local Revenues				
All Other Local Revenues	LocalRevAO	745,530.00	0.00	745,530.00
Total, Local Revenues		745,530.00	0.00	745,530.00
5. TOTAL REVENUES		47,788,090.00	6,305,818.00	54,093,908.00
B. EXPENDITURES (see NOTE in Section L)				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	13,117,209.00	1,800,888.00	14,918,097.00
Certificated Pupil Support Salaries	1200	2,498,940.00	2,716,929.00	5,215,869.00
Certificated Supervisors' and Administrators' Salaries	1300	2,087,429.00	294,212.00	2,381,641.00
Other Certificated Salaries	1900	0.00	0.00	0.00
Total, Certificated Salaries		17,703,578.00	4,812,029.00	22,515,607.00
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	248,177.00	450,361.00	698,538.00
Noncertificated Support Salaries	2200	0.00	0.00	0.00
Noncertificated Supervisors' and Administrators' Salaries	2300	2,466,552.00	139,711.00	2,606,263.00
Clerical, Technical and Office Salaries	2400	2,083,531.00	104,627.00	2,188,158.00
Other Noncertificated Salaries	2900	0.00	0.00	0.00
Total, Noncertificated Salaries		4,798,260.00	694,699.00	5,492,959.00

**CHARTER SCHOOL FIRST INTERIM BUDGET
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2024 to June 30, 2025**

Charter School Name: Sage Oak Charter School

CDS #: 36677360136069 1885 - Sage Oak

Description	Object Code	Unrestricted	Restricted	Total
3. Employee Benefits				
STRS	3101-3102	3,143,872.00	919,097.00	4,062,969.00
PERS	3201-3202	0.00	0.00	0.00
OASDI / Medicare / Alternative	3301-3302	599,241.00	126,287.00	725,528.00
Health and Welfare Benefits	3401-3402	2,484,525.00	700,909.00	3,185,434.00
Unemployment Insurance	3501-3502	77,221.00	25,410.00	102,631.00
Workers' Compensation Insurance	3601-3602	75,191.00	19,823.00	95,014.00
OPEB, Allocated	3701-3702	0.00	0.00	0.00
OPEB, Active Employees	3751-3752	0.00	0.00	0.00
Other Employee Benefits	3901-3902	983,073.00	235,030.00	1,218,103.00
Total, Employee Benefits		7,363,123.00	2,026,556.00	9,389,679.00
4. Books and Supplies				
Approved Textbooks and Core Curricula Materials	4100	0.00	0.00	0.00
Books and Other Reference Materials	4200	640,894.00	19,813.00	660,707.00
Materials and Supplies	4300	4,612,637.00	320,223.00	4,932,860.00
Noncapitalized Equipment	4400	1,273,761.00	0.00	1,273,761.00
Food	4700	0.00	0.00	0.00
Total, Books and Supplies		6,527,292.00	340,036.00	6,867,328.00
5. Services and Other Operating Expenditures				
Subagreements for Services	5100	0.00	132,069.00	132,069.00
Travel and Conferences	5200	293,776.00	12,653.00	306,429.00
Dues and Memberships	5300	107,256.00	0.00	107,256.00
Insurance	5400	123,728.00	0.00	123,728.00
Operations and Housekeeping Services	5500	38,557.00	0.00	38,557.00
Rentals, Leases, Repairs, and Noncap. Improvements	5600	323,308.00	53,046.00	376,354.00
Transfers of Direct Costs	5700-5799	0.00	0.00	0.00
Professional/Consulting Services and Operating Expend.	5800	5,572,616.00	358,538.00	5,931,154.00
Communications	5900	713,472.00	0.00	713,472.00
Total, Services and Other Operating Expenditures		7,172,713.00	556,306.00	7,729,019.00
6. Capital Outlay				
(Objects 6100-6170, 6200-6500 modified accrual basis only)				
Land and Land Improvements	6100-6170			0.00
Buildings and Improvements of Buildings	6200			0.00
Books and Media for New School Libraries or Major Expansion of School Libraries	6300			0.00
Equipment	6400			0.00
Equipment Replacement	6500			0.00
Lease Assets	6600			0.00
Depreciation Expense (accrual basis only)	6900	172,047.00	0.00	172,047.00
Amortization Expense - Lease Assets	6910	0.00	0.00	0.00
Total, Capital Outlay		172,047.00	0.00	172,047.00
7. Other Outgo				
Tuition to Other Schools	7110-7143	0.00	0.00	0.00
Transfers of Pass-Through Revenues to Other LEAs	7211-7213	0.00	0.00	0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE		0.00	0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	0.00	0.00	0.00
All Other Transfers	7281-7299	0.00	0.00	0.00
Transfers of Indirect Costs	7300-7399	0.00	0.00	0.00
Debt Service:				
Interest	7438	0.00	0.00	0.00
Principal (for modified accrual basis only)	7439			0.00
Total Debt Service		0.00	0.00	0.00
Total, Other Outgo		0.00	0.00	0.00
8. TOTAL EXPENDITURES		43,737,013.00	8,429,626.00	52,166,639.00

**CHARTER SCHOOL FIRST INTERIM BUDGET
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2024 to June 30, 2025**

Charter School Name: Sage Oak Charter School

CDS #: 36677360136069 1885 - Sage Oak

Description	Object Code	Unrestricted	Restricted	Total
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		4,051,077.00	(2,123,808.00)	1,927,269.00
D. OTHER FINANCING SOURCES / USES				
1. Other Sources	8930-8979			0.00
2. Less: Other Uses	7630-7699			0.00
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(6,456,197.00)	6,456,197.00	0.00
4. TOTAL OTHER FINANCING SOURCES / USES		(6,456,197.00)	6,456,197.00	0.00
E. NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)		(2,405,120.00)	4,332,389.00	1,927,269.00
F. FUND BALANCE / NET POSITION				
1. Beginning Fund Balance/Net Position				
a. As of July 1	9791	21,674,332.00	(4,332,389.00)	17,341,943.00
b. Adjustments/Restatements	9793, 9795	574,376.00		574,376.00
c. Adjusted Beginning Fund Balance /Net Position		22,248,708.00	(4,332,389.00)	17,916,319.00
2. Ending Fund Balance /Net Position, June 30 (E+F1c)		19,843,588.00	0.00	19,843,588.00
Components of Ending Fund Balance (Modified Accrual Basis only)				
a. Nonspendable				
1. Revolving Cash (equals Object 9130)	9711			0.00
2. Stores (equals Object 9320)	9712			0.00
3. Prepaid Expenditures (equals Object 9330)	9713			0.00
4. All Others	9719			0.00
b. Restricted	9740			0.00
c. Committed				
1. Stabilization Arrangements	9750			0.00
2. Other Commitments	9760			0.00
d. Assigned	9780			0.00
e. Unassigned/Unappropriated				
1. Reserve for Economic Uncertainties	9789			0.00
2. Unassigned/Unappropriated Amount	9790M			0.00
3. Components of Ending Net Position (Accrual Basis only)				
a. Net Investment in Capital Assets	9796	0.00	0.00	0.00
b. Restricted Net Position	9797		0.00	0.00
c. Unrestricted Net Position	9790A	19,843,588.00	0.00	19,843,588.00

**CHARTER SCHOOL FIRST INTERIM BUDGET
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2024 to June 30, 2025**

Charter School Name: Sage Oak Charter School

CDS #: 36677360136069 1885 - Sage Oak

Description	Object Code	Unrestricted	Restricted	Total
G. ASSETS				
1. Cash				
In County Treasury	9110	0.00	0.00	0.00
Fair Value Adjustment to Cash in County Treasury	9111	0.00	0.00	0.00
In Banks	9120	17,530,388.00	2,313,200.00	19,843,588.00
In Revolving Fund	9130	0.00	0.00	0.00
With Fiscal Agent/Trustee	9135	0.00	0.00	0.00
Collections Awaiting Deposit	9140	0.00	0.00	0.00
2. Investments	9150	0.00	0.00	0.00
3. Accounts Receivable	9200	2,428,362.00	2,522,284.00	4,950,646.00
4. Due from Grantor Governments	9290	0.00	0.00	0.00
5. Stores	9320	0.00	0.00	0.00
6. Prepaid Expenditures (Expenses)	9330	11,495.00	1,517.00	13,012.00
7. Other Current Assets	9340	0.00	0.00	0.00
8. Lease Receivable	9380	0.00	0.00	0.00
9. Capital Assets (accrual basis only)	9400-9489	573,802.00	0.00	573,802.00
10. TOTAL ASSETS		20,544,047.00	4,837,001.00	25,381,048.00
H. DEFERRED OUTFLOWS OF RESOURCES				
1. Deferred Outflows of Resources	9490	0.00	0.00	0.00
2. TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
I. LIABILITIES				
1. Accounts Payable	9500	177,337.00	192,790.00	370,127.00
2. Due to Grantor Governments	9590	0.00	762,942.00	762,942.00
3. Current Loans	9640	0.00	0.00	0.00
4. Unearned Revenue	9650	0.00	3,870,960.00	3,870,960.00
5. Long-Term Liabilities (accrual basis only)	9660-9669	523,122.00	10,309.00	533,431.00
6. TOTAL LIABILITIES		700,459.00	4,837,001.00	5,537,460.00
J. DEFERRED INFLOWS OF RESOURCES				
1. Deferred Inflows of Resources	9690	0.00	0.00	0.00
2. TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
K. FUND BALANCE /NET POSITION				
Ending Fund Balance /Net Position, June 30 (G10 + H2) - (I6 + J2) (must agree with Line F2)		19,843,588.00	0.00	19,843,588.00

**CHARTER SCHOOL FIRST INTERIM BUDGET
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2024 to June 30, 2025**

Charter School Name: Sage Oak Charter School
CDS #: 36677360136069 1885 - Sage Oak

L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT

NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT:

1. Federal Revenue Used for Capital Outlay and Debt Service

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a. None	\$ 0.00	0.00	0.00
b.			0.00
c.			0.00
d.			0.00
e.			0.00
f.			0.00
g.			0.00
h.			0.00
i.			0.00
j.			0.00
TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

2. Community Services Expenditures

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

Objects of Expenditures	Amount (Enter "0.00" if none)
a. Certificated Salaries	1000-1999 0.00
b. Noncertificated Salaries	2000-2999 0.00
c. Employee Benefits	except 3801- 0.00
d. Books and Supplies	4000-4999 0.00
e. Services and Other Operating Expenditures	5000-5999 0.00
TOTAL COMMUNITY SERVICES EXPENDITURES	0.00

**CHARTER SCHOOL FIRST INTERIM BUDGET
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2024 to June 30, 2025**

Charter School Name: Sage Oak Charter School
CDS #: 36677360136069 1885 - Sage Oak

3. Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster

	Amount
Brief Description i.e., COVID-19 (If no amounts, indicate "None")	
a. <u>None</u>	0.00
b. _____	_____
c. _____	_____
d. _____	_____
TOTAL SUPPLEMENTAL EXPENDITURES (Should not be negative)	<u>0.00</u>

4. State and Local Expenditures to be Used for ESSA Annual Maintenance of Effort Calculation:

Results of this calculation will be used for comparison with 2020-21 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2024-25.

a. Total Expenditures (B8)	<u>52,166,639.00</u>
b. Less Federal Expenditures (Total A2) [Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	<u>976,429.00</u>
c. Subtotal of State & Local Expenditures [a minus b]	<u>51,190,210.00</u>
d. Less Community Services [L2 Total]	<u>0.00</u>
e. Less Capital Outlay & Debt Service [Total B6 plus objects 7438 and 7439, less L1 Total, less objects 6600 and 6910]	<u>172,047.00</u>
f. Less Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster	<u>0.00</u>
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE [c minus d minus e minus f]	\$ <u>51,018,163.00</u>



Sage Oak Charter School - Keppel First Interim Budget 2024-25



Summary Analysis

Sage Oak Charter School - Keppel

Summary of Results

The 2024-25 First Interim Budget (FIB) projects a net revenue of \$1.0M. Net revenue changed by \$0.7M from the 2024-25 July Budget of \$0.1M Positive net revenue and a strong reserve balance will allow Sage Oak Charter Schools to end the 2024-25 fiscal year with a reserve of \$3.7M, which is 69.8% of annual expenditures.

Cash Flow

In the budgeted year's cash flow analysis, it was observed that the cash is projected to reach its lowest point at the end of October 2024, with \$2.7M cash on hand. This cash reserve is deemed sufficient to sustain operations and safeguard against potential economic shocks.

Changes to Revenue

The 23.6% change in revenue from the 2024-25 July Budget to the FIB is due to Local Control Funding Formula revenues (LCFF), federal revenues, and state revenues. Student enrollment changed from 351 during the 2024-25 July Budget to 442 in the 2024-25 FIB.

Changes to Expenditures

Sage Oak-Keppel has an overall change of 8.8% in expenditures from the 2024-25 July Budget to the 2024-25 First Interim Budget (FIB). The change can be attributed to materials and supplies for students, reflecting the growth in enrollment.



Enrollment and ADA Assumptions

Sage Oak Charter School - Keppel

2024-25	Enrollment	ADA	UPP (Unduplicated Pupil Percentage)
TK-3	204	202	
4-6	105	104	
7-8	72	71	
9-12	61	61	
Total	442	438	141

2025-26	Enrollment	ADA	UPP
TK-3	216	214	
4-6	111	110	
7-8	76	75	
9-12	65	64	
Total	468	464	150

Growth	5.9%	99.2%	32.0%
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2026-27	Enrollment	ADA	UPP
TK-3	237	235	
4-6	122	121	
7-8	83	82	
9-12	71	70	
Total	513	509	164

Growth	9.7%	99.2%	32.0%
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July vs FIB 2024-25 - Summary

Sage Oak Charter School - Keppel

	Actual	2024-25 July	2024-25 FIB	\$ Change	% Change
Revenue					
Total LCFF Revenues	886,516	4,198,924	5,256,382	1,057,458	25.2 %
Total Federal Revenue	6,174	118,511	138,281	19,770	16.7 %
Total Other State Revenue	226,318	694,084	798,866	104,782	15.1 %
Total Local Revenue	(13,965)	0	0	0	0.0 %
Total Revenue	1,105,043	5,011,519	6,193,529	1,182,010	23.6 %
Expenditures					
Total 1000-1999 Certificated Salaries	629,278	2,228,254	2,413,641	185,387	8.3 %
Total 2000-2999 Classified Salaries	144,169	491,551	529,247	37,696	7.7 %
Total 3100-3999 Employee Benefits	258,881	1,016,967	1,042,613	25,646	2.5 %
Total 4100-4799 Books, Materials, & Supplies	234,429	490,592	628,161	137,569	28.0 %
Total 5100-5999 Services & Other Operating Expenditures	314,288	601,978	633,615	31,637	5.3 %
Total 6100-6999 Capital Outlay	0	8,981	15,737	6,756	75.2 %
Total Expenditures	1,581,045	4,838,323	5,263,014	424,691	8.8 %
Operating Income/(Loss)	(476,002)	173,196	930,515	757,319	437.3 %
Net Assets					
9791 - Beginning Fund Balance	2,628,310	2,714,154	2,628,310	(85,844)	(3.2) %
9793 - Audit Adjustments	115,707	0	115,707	115,707	0.0 %
Total Net Assets	2,744,017	2,714,154	2,744,017	29,863	1.1 %
Change In Net Assets	(476,002)	173,196	930,515	757,319	437.3 %
Total Net Assets	2,268,015	2,887,350	3,674,532	787,182	27.3 %
Net revenue as a % of expense		3.6 %	17.7 %		
Fund balance as a % of expense		59.7 %	69.8 %		
Days of Potential Cash		218	255		



July vs FIB 2024-25 - Detail

Sage Oak Charter School - Keppel

	Actual	2024-25 July	2024-25 FIB	\$ Change	% Change	Notes
Revenue						
LCFF Revenue						
8011 - LCFF General Entitlement	712,766	3,581,240	4,421,108	839,868	23.5 %	
8012 - EPA Entitlement	18,535	69,638	87,693	18,055	25.9 %	
8019 - Prior Year Unrestricted Revenue	(9,156)	0	0	0	0.0 %	
8096 - In-Lieu-Of Property Taxes	164,371	548,046	747,581	199,535	36.4 %	
8097 - In-Lieu Property Taxes Prior Year	0	0	0	0	0.0 %	
Total LCFF Revenues	886,516	4,198,924	5,256,382	1,057,458	25.2 %	The change is due to enrollment and ADA.
Federal Revenue						
8181 - Federal IDEA SpEd Revenue	0	39,363	61,353	21,990	55.9 %	
8182 - SpEd - Discretionary Grants	881	5,441	5,441	0	0.0 %	
8290 - Other Federal Revenue	5,293	73,707	71,487	(2,220)	(3.0) %	
Total Federal Revenue	6,174	118,511	138,281	19,770	16.7 %	The change is due to enrollment and ADA.
Other State Revenue						
8311 - AB602 State SpEd Revenue	66,792	311,517	392,285	80,768	25.9 %	
8550 - Mandated Cost Reimbursements	0	10,313	9,386	(927)	(9.0) %	
8560 - Lottery- Unrestricted	294	78,765	87,470	8,705	11.1 %	
8561 - Lottery- Prop 20 - Restricted	0	32,040	37,553	5,513	17.2 %	
8590 - Other State Revenue	159,232	261,449	272,172	10,723	4.1 %	
Total Other State Revenue	226,318	694,084	798,866	104,782	15.1 %	The change is due to enrollment and ADA.
Local Revenue						
8699 - Other Revenue	(13,965)	0	0	0	0.0 %	
Total Local Revenue	(13,965)	0	0	0	0.0 %	
Total Revenue	1,105,043	5,011,519	6,193,529	1,182,010	23.6 %	
Expenditures						
1000-1999 Certificated Salaries						
1100 Certificated Teachers Salaries	421,835	1,464,987	1,613,847	148,860	10.2 %	
1200 Certificated Pupil Support	128,137	546,943	571,544	24,601	4.5 %	
1300 Certificated Supervisors and Administrators Salaries	79,306	216,324	228,250	11,926	5.5 %	
Total 1000-1999 Certificated Salaries	629,278	2,228,254	2,413,641	185,387	8.3 %	The change is due to staffing positions, one-time off-schedule salary pay, and the proration of unfilled positions.
2000-2999 Classified Salaries						
2100 Classified Instructional Salaries	14,972	59,507	80,799	21,292	35.8 %	
2300 Classified Supervisors and Admin Salaries	66,057	209,165	243,920	34,755	16.6 %	
2400 Clerical, Technical and Office Salaries	63,140	222,879	204,528	(18,351)	(8.2) %	
Total 2000-2999 Classified Salaries	144,169	491,551	529,247	37,696	7.7 %	The change is due to staffing positions, one-time off-schedule salary pay, and the proration of unfilled positions.
3100-3999 Employee Benefits						
3101-3102 STRS						
3101 - STRS Certificated	115,905	425,325	439,281	13,956	3.3 %	
Total 3101-3102 STRS	115,905	425,325	439,281	13,956	3.3 %	The change is due to the adjustment in staffing.
3301-3302 OASDI/Medicare/Alternative						
3313 - Medicare - Certificated	8,990	33,244	34,326	1,082	3.3 %	
3314 - Medicare - Classified	1,977	7,234	7,390	156	2.2 %	
3355 - OASDI - Certificated	1,065	88	479	391	444.3 %	
3356 - OASDI - Classified	8,251	30,935	31,593	658	2.1 %	
Total 3301-3302 OASDI/Medicare/Alternative	20,283	71,501	73,788	2,287	3.2 %	The change is due to the adjustment in staffing.
3401-3402 Health and Welfare Benefits						
3401 - Health Care Certificated	72,919	285,908	305,010	19,102	6.7 %	
3402 - Health Care Classified	19,659	70,831	74,833	4,002	5.7 %	
Total 3401-3402 Health and Welfare Benefits	92,578	356,739	379,843	23,104	6.5 %	The change is due to the adjustment in staffing.
3501-3502 Unemployment Insurance						
3501 - Unemployment Insurance Certificated	908	7,552	8,142	590	7.8 %	
3502 - Unemployment Insurance Classified	208	2,042	2,928	886	43.4 %	
Total 3501-3502 Unemployment Insurance	1,116	9,594	11,070	1,476	15.4 %	The change is due to the adjustment in staffing.



July vs FIB 2024-25 - Detail

Sage Oak Charter School - Keppel

	Actual	2024-25 July	2024-25 FIB	\$ Change	% Change	Notes
3601-3602 Workers' Compensation						
3601 - Workers' Comp Certificated	2,345	17,230	8,288	(8,942)	(51.9) %	
3602 - Workers' Comp Classified	482	3,747	1,783	(1,964)	(52.4) %	
Total 3601-3602 Workers' Compensation	2,827	20,977	10,071	(10,906)	(52.0) %	The change is due to salary prorations from the July budget to the FIB for unfilled positions and a revised workers' compensation rate.
3901-3902 Other Employee Benefits						
3901 - Other Benefits Cert	18,251	73,361	75,465	2,104	2.9 %	
3902 - Other Benefits Class	2,142	10,173	10,250	77	0.8 %	
3921 - 457b Employer match-Certification	0	142	0	(142)	(100.0) %	
3922 - 457b Employer match-Classified	5,779	49,155	42,845	(6,310)	(12.8) %	
Total 3901-3902 Other Employee Benefits	26,172	132,831	128,560	(4,271)	(3.2) %	The change is due to salary prorations from the July budget to the FIB for unfilled positions.
Total 3100-3999 Employee Benefits	258,881	1,016,967	1,042,613	25,646	2.5 %	
4100-4799 Books, Materials, & Supplies						
4200 Books and Other Reference Materials						
4200 - Other Reference Materials	23,468	39,328	60,436	21,108	53.7 %	
Total 4200 Books and Other Reference Materials	23,468	39,328	60,436	21,108	53.7 %	The change is due to the purchase of additional curriculum for Oak School students.
4300 Materials and Supplies						
4310 - Materials & Supplies	4,853	38,900	41,021	2,121	5.5 %	The change is due to object code alignment.
4320 - Office Supplies	2,172	6,802	8,006	1,204	17.7 %	The change is due to object code alignment.
4330 - Meals & Events	221	1,110	1,110	0	0.0 %	
4350 - Other Supplies - Materials & Supplies	62	814	814	0	0.0 %	
4381 - Instructional Funds - Materials	186,891	378,282	400,262	21,980	5.8 %	The change is due to student enrollment.
Total 4300 Materials and Supplies	194,199	425,908	451,213	25,305	5.9 %	
4400 Noncapitalized Equipment						
4400 - Non-Capitalized Equipment	16,762	25,356	116,512	91,156	359.5 %	The change is due to the replacement of obsolete devices and purchasing Chromebooks for students.
Total 4400 Noncapitalized Equipment	16,762	25,356	116,512	91,156	359.5 %	
Total 4100-4799 Books, Materials, & Supplies	234,429	490,592	628,161	137,569	28.0 %	
5100-5999 Services & Other Operating Expenditures						
5100 Subagreements for Services						
5100 - SpEd Consultants and Vendors Subagreements for Service	(1,176)	11,470	12,081	611	5.3 %	
Total 5100 Subagreements for Services	(1,176)	11,470	12,081	611	5.3 %	The change is due to utilizing external consultants due to unfilled positions.
5200 Travel and Conferences						
5200 - Travel & Conferences	1,212	0	0	0	0.0 %	
5210 - Mileage Reimbursements	0	0	222	222	100.0 %	The change is due to mileage reimbursements for board members conducting school-related business.
5220 - Travel & Lodging	2,786	14,800	14,504	(296)	(2.0) %	
5225 - Travel & Conferences Meals	3,325	13,140	13,303	163	1.2 %	
Total 5200 Travel and Conferences	7,323	27,940	28,029	89	0.3 %	
5300 Dues and Memberships						
5300 - Dues & Memberships	11,347	10,149	9,811	(338)	(3.3) %	
Total 5300 Dues and Memberships	11,347	10,149	9,811	(338)	(3.3) %	
5400 Insurance						
5400 - Insurance	16,092	11,318	11,318	0	0.0 %	
Total 5400 Insurance	16,092	11,318	11,318	0	0.0 %	
5500 Operations and Housekeeping Services						
5510 - Utilities (General)	1,371	3,526	3,526	0	0.0 %	
Total 5500 Operations and Housekeeping Services	1,371	3,526	3,526	0	0.0 %	
5600 Rents, Leases, Repairs, and Noncap. Improvements						
5610 - Facility Rents & Leases	10,606	26,251	28,700	2,449	9.3 %	The change is due to the lease of office space.
5612 - Testing Site	407	5,042	5,348	306	6.1 %	The change is due to assessment location rentals for Special Education students.
5620 - Equipment Leases	127	377	378	1	0.3 %	
Total 5600 Rents, Leases, Repairs, and Noncap. Improvements	11,140	31,670	34,426	2,756	8.7 %	



July vs FIB 2024-25 - Detail

Sage Oak Charter School - Keppel

	Actual	2024-25 July	2024-25 FIB	\$ Change	% Change	Notes
5800 Professional/Consulting Services and Operating Expend.						
5800 - Professional Services - Non-instructional	6,507	10,375	12,003	1,628	15.7 %	The change is due to adjustments in marketing consultants.
5810 - Legal	2,956	18,870	18,870	0	0.0 %	
5820 - Audit & CPA	3,719	3,058	3,719	661	21.6 %	The change is due to out-of-scope audit contract expenses.
5835 - Field Trips	2,182	8,710	8,910	200	2.3 %	
5840 - Advertising & Recruitment	1,587	5,287	6,001	714	13.5 %	The change is due to podcast speakers and marketing expenses.
5850 - Oversight Fees	0	41,989	52,564	10,575	25.2 %	The change is due to additional enrollment, which increases revenue and thereby oversight fees.
5860 - Service Fees	11,463	29,512	29,789	277	0.9 %	
5863 - Professional Development	83,575	21,976	22,231	255	1.2 %	
5870 - Livescan Fingerprinting	(1)	226	226	0	0.0 %	
5877 - Lending Library	148	518	518	0	0.0 %	
5878 - Student Assessment	2,497	3,058	2,496	(562)	(18.4) %	The change is due to the completion of this year's testing services.
5881 - Instructional Funds - Services	83,837	252,188	266,842	14,654	5.8 %	The change is due to additional student enrollment.
5883 - Outside Consultant and Services	0	814	518	(296)	(36.4) %	The change is due to an adjustment in Human Resource consultant fees.
5887 - Student Service Technology	28,670	45,281	44,475	(806)	(1.8) %	
Total 5800 Professional/Consulting Services and Operating Expend.	227,140	441,862	469,162	27,300	6.2 %	
5900 Communications						
5930 - Postage	4,267	9,688	9,665	(23)	(0.2) %	
5940 - Technology Services	36,784	54,355	55,597	1,242	2.3 %	
Total 5900 Communications	41,051	64,043	65,262	1,219	1.9 %	
Total 5100-5999 Services & Other Operating Expenditures	314,288	601,978	633,615	31,637	5.3 %	
6100-6999 Capital Outlay						
Capital Expenditures						
6901 - Depreciation Expense-Leasehold Improvements	0	8,981	15,737	6,756	75.2 %	The change is due to the depreciation of new capitalized equipment.
Total Capital Expenditures	0	8,981	15,737	6,756	75.2 %	
Total 6100-6999 Capital Outlay	0	8,981	15,737	6,756	75.2 %	
Total Expenditures	1,581,045	4,838,323	5,263,014	424,691	8.8 %	
Operating Income/(Loss)	(476,002)	173,196	930,515	757,319	437.3 %	
Net Assets						
9791 - Beginning Fund Balance	2,628,310	2,714,154	2,628,310	(85,844)	(3.2) %	
9793 - Audit Adjustments	115,707		115,707	115,707	0.0 %	
Total Net Assets	2,744,017	2,714,154	2,744,017	29,863	1.1 %	
Change In Net Assets	(476,002)	173,196	930,515	757,319	437.3 %	
Total Net Assets	2,268,015	2,887,350	3,674,532	787,182	27.3 %	
Net revenue as a % of expense		3.6 %	17.7 %			
Fund balance as a % of expense		59.7 %	69.8 %			
Days of Potential Cash		218	255			



July vs FIB 2024-25 - MYP Summary

Sage Oak Charter School - Keppel

Enrollment	442	468	513
ADA	438	464	509
COLA	1.07 %	2.93 %	3.08 %

	2024-25 FIB	2025-26	2026-27
Revenue			
Total LCFF Revenues	5,256,382	5,678,991	6,374,134
Total Federal Revenue	138,281	138,281	138,281
Total Other State Revenue	798,866	940,162	735,719
Total Revenue	6,193,529	6,757,434	7,248,134
Expenditures			
Total 1000-1999 Certificated Salaries	2,413,641	3,476,466	3,564,059
Total 2000-2999 Classified Salaries	529,247	573,874	664,701
Total 3100-3999 Employee Benefits	1,042,613	1,147,407	1,332,379
Total 4100-4799 Books, Materials, & Supplies	628,161	644,872	643,843
Total 5100-5999 Services & Other Operating Expenditures	633,615	690,699	782,552
Total 6100-6999 Capital Outlay	15,737	18,375	19,441
Total Expenditures	5,263,014	6,551,693	7,006,975
Operating Income/(Loss)	930,515	205,741	241,159
Net Assets			
Net Assets			
9791 - Beginning Fund Balance	2,628,310	3,674,532	3,880,273
9793 - Audit Adjustments	115,707	0	0
Total Net Assets	2,744,017	3,674,532	3,880,273
Change In Net Assets	930,515	205,741	241,159
Total Net Assets	3,674,532	3,880,273	4,121,432
Net revenue as a % of expense	17.7 %	3.1 %	3.4 %
Fund balance as a % of expense	69.8 %	59.2 %	58.8 %
Days of Potential Cash	255	216	215



July vs FIB 2024-25 - MYP Detail

Sage Oak Charter School - Keppel

	2024-25 FIB	2025-26	2026-27
Revenue			
LCFF Revenue			
8011 - LCFF General Entitlement	4,421,108	4,771,382	5,351,774
8012 - EPA Entitlement	87,693	92,850	101,778
8096 - In-Lieu-Of Property Taxes	747,581	814,759	920,582
Total LCFF Revenues	5,256,382	5,678,991	6,374,134
Federal Revenue			
8181 - Federal IDEA SpEd Revenue	61,353	61,353	61,353
8182 - SpEd - Discretionary Grants	5,441	5,441	5,441
8290 - Other Federal Revenue	71,487	71,487	71,487
Total Federal Revenue	138,281	138,281	138,281
Other State Revenue			
8311 - AB602 State SpEd Revenue	392,285	419,803	473,652
8550 - Mandated Cost Reimbursements	9,386	11,277	12,326
8560 - Lottery- Unrestricted	87,470	92,615	101,521
8561 - Lottery- Prop 20 - Restricted	37,553	39,762	43,585
8590 - Other State Revenue	272,172	376,705	104,635
Total Other State Revenue	798,866	940,162	735,719
Total Revenue	6,193,529	6,757,434	7,248,134
Expenditures			
1000-1999 Certificated Salaries			
1100 Certificated Teachers Salaries	1,613,847	2,578,114	2,521,072
1200 Certificated Pupil Support	571,544	641,936	745,237
1300 Certificated Supervisors and Administrators Salaries	228,250	256,416	297,750
Total 1000-1999 Certificated Salaries	2,413,641	3,476,466	3,564,059
2000-2999 Classified Salaries			
2100 Classified Instructional Salaries	80,799	82,448	95,727
2300 Classified Supervisors and Admin Salaries	243,920	262,390	303,972
2400 Clerical, Technical and Office Salaries	204,528	229,036	265,002
Total 2000-2999 Classified Salaries	529,247	573,874	664,701
3100-3999 Employee Benefits			
3101-3102 STRS			
3101 - STRS Certificated	439,281	494,060	573,703
Total 3101-3102 STRS	439,281	494,060	573,703



July vs FIB 2024-25 - MYP Detail

Sage Oak Charter School - Keppel

	2024-25 FIB	2025-26	2026-27
3301-3302 OASDI/Medicare/Alternative			
3313 - Medicare - Certificated	34,326	38,666	44,899
3314 - Medicare - Classified	7,390	8,295	9,633
3355 - OASDI - Certificated	479	522	606
3356 - OASDI - Classified	31,593	35,469	41,187
Total 3301-3302 OASDI/Medicare/Alternative	73,788	82,952	96,325
3401-3402 Health and Welfare Benefits			
3401 - Health Care Certificated	305,010	322,822	374,861
3402 - Health Care Classified	74,833	81,397	94,518
Total 3401-3402 Health and Welfare Benefits	379,843	404,219	469,379
3501-3502 Unemployment Insurance			
3501 - Unemployment Insurance Certificated	8,142	8,617	10,006
3502 - Unemployment Insurance Classified	2,928	3,175	3,686
Total 3501-3502 Unemployment Insurance	11,070	11,792	13,692
3601-3602 Workers' Compensation			
3601 - Workers' Comp Certificated	8,288	9,333	10,837
3602 - Workers' Comp Classified	1,783	2,002	2,325
Total 3601-3602 Workers' Compensation	10,071	11,335	13,162
3901-3902 Other Employee Benefits			
3901 - Other Benefits Cert	75,465	79,871	92,756
3902 - Other Benefits Class	10,250	11,047	12,827
3922 - 457b Employer match-Classified	42,845	52,131	60,535
Total 3901-3902 Other Employee Benefits	128,560	143,049	166,118
Total 3100-3999 Employee Benefits	1,042,613	1,147,407	1,332,379
4100-4799 Books, Materials, & Supplies			
4200 Books and Other Reference Materials			
4200 - Other Reference Materials	60,436	69,545	59,074
Total 4200 Books and Other Reference Materials	60,436	69,545	59,074



July vs FIB 2024-25 - MYP Detail

Sage Oak Charter School - Keppel

	2024-25 FIB	2025-26	2026-27
4300 Materials and Supplies			
4310 - Materials & Supplies	41,021	46,405	57,461
4320 - Office Supplies	8,006	8,562	9,872
4330 - Meals & Events	1,110	1,258	1,406
4350 - Other Supplies - Materials & Supplies	814	1,036	1,265
4381 - Instructional Funds - Materials	400,262	423,649	471,934
Total 4300 Materials and Supplies	451,213	480,910	541,938
4400 Noncapitalized Equipment			
4400 - Non-Capitalized Equipment	116,512	94,417	42,831
Total 4400 Noncapitalized Equipment	116,512	94,417	42,831
Total 4100-4799 Books, Materials, & Supplies	628,161	644,872	643,843
5100-5999 Services & Other Operating Expenditures			
5100 Subagreements for Services			
5100 - SpEd Consultants and Vendors Subagreements for Service	12,081	13,364	16,672
Total 5100 Subagreements for Services	12,081	13,364	16,672
5200 Travel and Conferences			
5210 - Mileage Reimbursements	222	229	259
5220 - Travel & Lodging	14,504	18,511	22,059
5225 - Travel & Conferences Meals	13,303	13,816	14,667
Total 5200 Travel and Conferences	28,029	32,556	36,985
5300 Dues and Memberships			
5300 - Dues & Memberships	9,811	12,071	14,060
Total 5300 Dues and Memberships	9,811	12,071	14,060
5400 Insurance			
5400 - Insurance	11,318	13,579	15,185
Total 5400 Insurance	11,318	13,579	15,185
5500 Operations and Housekeeping Services			
5510 - Utilities (General)	3,526	3,700	4,137
Total 5500 Operations and Housekeeping Services	3,526	3,700	4,137
5600 Rents, Leases, Repairs, and Noncap. Improvements			
5610 - Facility Rents & Leases	28,700	40,256	43,682
5612 - Testing Site	5,348	5,572	6,926
5620 - Equipment Leases	378	417	496
Total 5600 Rents, Leases, Repairs, and Noncap. Improvements	34,426	46,245	51,104



July vs FIB 2024-25 - MYP Detail

Sage Oak Charter School - Keppel

	2024-25 FIB	2025-26	2026-27
5800 Professional/Consulting Services and Operating Expend.			
5800 - Professional Services - Non-instructional	12,003	12,595	14,326
5810 - Legal	18,870	20,868	24,864
5820 - Audit & CPA	3,719	4,070	4,551
5835 - Field Trips	8,910	9,657	11,677
5840 - Advertising & Recruitment	6,001	6,312	7,208
5850 - Oversight Fees	52,564	56,790	63,741
5860 - Service Fees	29,789	33,781	37,607
5863 - Professional Development	22,231	22,651	21,941
5870 - Livescan Fingerprinting	226	229	229
5877 - Lending Library	518	533	651
5878 - Student Assessment	2,496	3,382	3,811
5881 - Instructional Funds - Services	266,842	282,432	314,623
5883 - Outside Consultant and Services	518	518	518
5887 - Student Service Technology	44,475	46,990	57,602
Total 5800 Professional/Consulting Services and Operating Expend.	469,162	500,808	563,349
5900 Communications			
5930 - Postage	9,665	10,686	11,951
5940 - Technology Services	55,597	57,690	69,109
Total 5900 Communications	65,262	68,376	81,060
Total 5100-5999 Services & Other Operating Expenditures	633,615	690,699	782,552



July vs FIB 2024-25 - MYP Detail

Sage Oak Charter School - Keppel

	2024-25 FIB	2025-26	2026-27
6100-6999 Capital Outlay			
Capital Expenditures			
6901 - Depreciation Expense-Leasehold Improvements	15,737	18,375	19,441
Total Capital Expenditures	15,737	18,375	19,441
Total 6100-6999 Capital Outlay	15,737	18,375	19,441
Total Expenditures	5,263,014	6,551,693	7,006,975
Operating Income/(Loss)	930,515	205,741	241,158
Net Assets			
9791 - Beginning Fund Balance	2,628,310	3,674,532	3,880,274
9793 - Audit Adjustments	115,707	0	0
Total Net Assets	2,744,017	3,674,532	3,880,274
Change In Net Assets	930,515	205,741	241,158
Total Net Assets	3,674,532	3,880,274	4,121,432
Net revenue as a % of expense	17.7 %	3.1 %	3.4 %
Fund balance as a % of expense	69.8 %	59.2 %	58.8 %
Days of Potential Cash	255	216	215



July vs FIB 2024-25

Cash Flow Statement 2024-25

Sage Oak Charter School - Keppel

Year Ending	07/31/2024		08/31/2024		09/30/2024		10/31/2024		11/30/2024		12/31/2024		01/31/2025		02/28/2025		03/31/2025		04/30/2025		05/31/2025		06/30/2025					
	Actual	FIB	Actual	FIB	Actual	FIB	Actual	FIB	2024-25 FIB	2024-25 FIB	2024-25 FIB	2024-25 FIB	2024-25 FIB	2024-25 FIB	2024-25 FIB	2024-25 FIB	2024-25 FIB	2024-25 FIB	2024-25 FIB	2024-25 FIB	2024-25 FIB	2024-25 FIB	2024-25 FIB	2024-25 FIB	Remaining Budget			
Cash Balance																												
Beginning Cash	2,675,785		2,736,889		2,974,088		3,105,074		2,728,316		2,802,303		2,883,205		2,877,995		2,952,605		3,034,475		3,057,632		3,000,385		3,674,533			
Net Cash for Period																												
REVENUES	6,195,529		275,829		387,477		450,893		525,733		570,880		517,357		518,656		608,496		514,190		503,021		493,162		1,330,153		0	
EXPENDITURES	5,263,014		381,981		516,432		472,348		382,103		419,098		451,749		376,710		457,353		423,927		493,162		493,162		677,867		0	
Net Cash for Period	930,515		(106,152)		(128,955)		(21,455)		143,630		143,630		151,782		65,608		151,143		90,263		1,769,097		1,769,097		652,286		0	
Accounts Receivable	(164,163)		37,925		(14,227,240)		(248,215)		1,769,327		1,769,327		1,769,901		1,695,956		1,771,264		1,698,322		1,698,322		1,698,322		1,755,376		0	
Accounts Payable	(154,523)		216,689		(13,855,141)		503,397		1,696,484		1,696,484		743		890		890		890		890		890		(24,933)		0	
Debt Proceeds	(9,568)		0		0		9,568		776		776		718		718		718		718		718		718		68,350		0	
Deferred Revenue/Prepaid Expenses	49,024		101,781		(28,748)		(18,820)		3,976		3,808		3,808		3,679		4,559		3,034,475		3,057,632		3,000,385		3,674,533		3,674,533	
Cash at End of Period	3,674,532		2,736,889		2,974,088		3,105,074		2,728,316		2,802,303		2,883,205		2,877,995		2,952,605		3,034,475		3,057,632		3,000,385		3,674,533		3,674,533	
Days of Potential Cash	255		190		206		215		189		194		200		200		210		212		208		255		255		255	

July vs FIB 2024-25 Cash Flow Statement 2025-26

Sage Oak Charter School - Keppel

Year Ending	07/31/2025		08/31/2025		09/30/2025		10/31/2025		11/30/2025		12/31/2025		01/31/2026		02/28/2026		03/31/2026		04/30/2026		05/31/2026		06/30/2026			
	Month Ending	Projection	Month Ending	Projection	Month Ending	Projection	Month Ending	Projection	Month Ending	Projection	Month Ending	Projection	Month Ending	Projection	Month Ending	Projection	Month Ending	Projection	Month Ending	Projection	Month Ending	Projection	Month Ending	Projection		
Cash Balance																										
Beginning Cash	3,674,533	3,674,533	3,848,874	3,848,874	3,679,439	3,679,439	3,670,105	3,670,105	3,768,819	3,768,819	3,811,860	3,811,860	3,900,949	3,900,949	3,983,649	3,983,649	3,948,754	3,948,754	3,993,596	3,993,596	3,949,240	3,949,240	3,904,885	3,904,885	3,880,274	3,880,274
Net Cash for Period																										
REVENUES	6,757,494	377,741	368,280	368,280	635,199	635,199	681,825	681,825	574,382	574,382	598,033	598,033	574,382	574,382	574,382	574,382	654,120	654,120	564,922	564,922	564,922	564,922	564,922	564,922	589,248	589,248
EXPENDITURES	6,551,693	203,399	557,716	557,716	644,533	644,533	583,111	583,111	531,341	531,341	508,944	508,944	491,682	491,682	609,277	609,277	609,277	609,277	609,277	609,277	609,277	609,277	609,277	609,277	613,859	613,859
Net Cash for Period	205,741	174,342	(169,435)	(169,435)	(9,334)	(9,334)	98,714	98,714	43,041	43,041	89,089	89,089	82,700	82,700	(34,895)	(34,895)	44,842	44,842	(44,356)	(44,356)	(44,356)	(44,356)	(44,356)	(44,356)	(24,611)	(24,611)
Cash at End of Period	3,880,274	3,848,874	3,679,439	3,679,439	3,670,105	3,670,105	3,768,819	3,768,819	3,811,860	3,811,860	3,900,949	3,900,949	3,983,649	3,983,649	3,948,754	3,948,754	3,993,596	3,993,596	3,949,240	3,949,240	3,904,885	3,904,885	3,880,274	3,880,274	3,880,274	3,880,274
Days of Potential Cash	216	214	205	204	204	204	210	210	212	212	217	217	222	222	220	220	222	222	220	220	218	218	216	216	216	216

**CHARTER SCHOOL FIRST INTERIM BUDGET
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2024 to June 30, 2025**

CHARTER SCHOOL CERTIFICATION

Charter School Name: Sage Oak Charter School - Keppel
CDS #: 19646420136127 1886 - Keppel
Charter Approving Entity: Keppel SD
County: Los Angeles
Charter #: 1886

NOTE: An Alternative Form submitted to the California Department of Education will not be considered a valid submission if the following information is missing:

For information regarding this report, please contact:

<u>For County Fiscal Contact:</u>	<u>For Approving Entity:</u>	<u>For Charter School:</u>
<u>Jeanne Vargas</u> Name	<u>Priyadarshini Darbari</u> Name	<u>Tim O'Brien</u> Name
<u>Accounting Technician</u> Title	<u>Superintendent</u> Title	<u>Assistant Superintendent, Business Svcs.</u> Title
<u>562-922-6136</u> Telephone	<u>661-944-2155</u> Telephone	<u>909-534-7288</u> Telephone
<u>vargas_jeanne@lacoed.edu</u> Email address	<u>pdarbari@keppel.k12.ca.us</u> Email address	<u>tobrien@sageoak.education</u> Email address

To the entity that approved the charter school:

(X) 2024-25 CHARTER SCHOOL FIRST INTERIM BUDGET FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to *Education Code* Section 42100(b).

Signed: _____ Date: _____
 Charter School Official
 (Original signature required)

Printed Name: Tim O'Brien Title: Asst. Sup., Bus. Srv

To the County Superintendent of Schools:

(X) 2024-25 CHARTER SCHOOL FIRST INTERIM BUDGET FINANCIAL REPORT -- ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to *Education Code* Section 42100(a).

Signed: _____ Date: _____
 Authorized Representative of
 Charter Approving Entity
 (Original signature required)

Printed Name: _____ Title: _____

To the Superintendent of Public Instruction:

(X) 2024-25 CHARTER SCHOOL FIRST INTERIM BUDGET FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been verified for mathematical accuracy by the County Superintendent of Schools pursuant to *Education Code* Section 42100(a).

Signed: _____ Date: _____
 County Superintendent/Designee
 (Original signature required)

**CHARTER SCHOOL FIRST INTERIM BUDGET
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2024 to June 30, 2025**

Charter School Name: Sage Oak Charter School - Keppel
CDS #: 19646420136127 1886 - Keppel
Charter Approving Entity: Keppel SD
County: Los Angeles
Charter #: 1886

This charter school uses the following basis of accounting:

(Please enter an "X" in the applicable box below; check only one box)

Accrual Basis (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900, 6910, 7438, 9400-9489, 9660-9669, 9796, and 9797)

Modified Accrual Basis (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 6600, 7438, 7439, and 9711-9789)

Description	Object Code	Unrestricted	Restricted	Total
A. REVENUES				
1. LCFF Sources				
State Aid - Current Year	8011	4,421,108.00		4,421,108.00
Education Protection Account State Aid - Current Year	8012	87,693.00		87,693.00
State Aid - Prior Years	8019	0.00		0.00
Transfers to Charter Schools in Lieu of Property Taxes	8096	747,581.00		747,581.00
Other LCFF Transfers	8091, 8097	0.00		0.00
Total, LCFF Sources		5,256,382.00	0.00	5,256,382.00
2. Federal Revenues (see NOTE in Section L)				
No Child Left Behind/Every Student Succeeds Act	8290		71,487.00	71,487.00
Special Education - Federal	8181, 8182		66,794.00	66,794.00
Child Nutrition - Federal	8220		0.00	0.00
Donated Food Commodities	8221		0.00	0.00
Other Federal Revenues	8110, 8260-8299	0.00	0.00	0.00
Total, Federal Revenues		0.00	138,281.00	138,281.00
3. Other State Revenues				
Special Education - State	StateRevSE		392,285.00	392,285.00
All Other State Revenues	StateRevAO	96,856.00	309,725.00	406,581.00
Total, Other State Revenues		96,856.00	702,010.00	798,866.00
4. Other Local Revenues				
All Other Local Revenues	LocalRevAO	0.00	0.00	0.00
Total, Local Revenues		0.00	0.00	0.00
5. TOTAL REVENUES		5,353,238.00	840,291.00	6,193,529.00
B. EXPENDITURES (see NOTE in Section L)				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	1,415,665.00	198,182.00	1,613,847.00
Certificated Pupil Support Salaries	1200	226,994.00	344,550.00	571,544.00
Certificated Supervisors' and Administrators' Salaries	1300	190,654.00	37,596.00	228,250.00
Other Certificated Salaries	1900	0.00	0.00	0.00
Total, Certificated Salaries		1,833,313.00	580,328.00	2,413,641.00
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	23,584.00	57,215.00	80,799.00
Noncertificated Support Salaries	2200	0.00	0.00	0.00
Noncertificated Supervisors' and Administrators' Salaries	2300	225,617.00	18,303.00	243,920.00
Clerical, Technical and Office Salaries	2400	190,583.00	13,945.00	204,528.00
Other Noncertificated Salaries	2900	0.00	0.00	0.00
Total, Noncertificated Salaries		439,784.00	89,463.00	529,247.00

**CHARTER SCHOOL FIRST INTERIM BUDGET
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2024 to June 30, 2025**

Charter School Name: Sage Oak Charter School - Keppel

CDS #: 19646420136127 1886 - Keppel

Description	Object Code	Unrestricted	Restricted	Total
3. Employee Benefits				
STRS	3101-3102	328,438.00	110,843.00	439,281.00
PERS	3201-3202	0.00	0.00	0.00
OASDI / Medicare / Alternative	3301-3302	58,115.00	15,673.00	73,788.00
Health and Welfare Benefits	3401-3402	290,415.00	89,428.00	379,843.00
Unemployment Insurance	3501-3502	8,088.00	2,982.00	11,070.00
Workers' Compensation Insurance	3601-3602	7,661.00	2,410.00	10,071.00
OPEB, Allocated	3701-3702	0.00	0.00	0.00
OPEB, Active Employees	3751-3752	0.00	0.00	0.00
Other Employee Benefits	3901-3902	99,739.00	28,821.00	128,560.00
Total, Employee Benefits		792,456.00	250,157.00	1,042,613.00
4. Books and Supplies				
Approved Textbooks and Core Curricula Materials	4100	0.00	0.00	0.00
Books and Other Reference Materials	4200	58,623.00	1,812.00	60,435.00
Materials and Supplies	4300	421,923.00	29,291.00	451,214.00
Noncapitalized Equipment	4400	116,512.00	0.00	116,512.00
Food	4700	0.00	0.00	0.00
Total, Books and Supplies		597,058.00	31,103.00	628,161.00
5. Services and Other Operating Expenditures				
Subagreements for Services	5100	0.00	12,081.00	12,081.00
Travel and Conferences	5200	26,872.00	1,157.00	28,029.00
Dues and Memberships	5300	9,811.00	0.00	9,811.00
Insurance	5400	11,317.00	0.00	11,317.00
Operations and Housekeeping Services	5500	3,527.00	0.00	3,527.00
Rentals, Leases, Repairs, and Noncap. Improvements	5600	29,573.00	4,852.00	34,425.00
Transfers of Direct Costs	5700-5799	0.00	0.00	0.00
Professional/Consulting Services and Operating Expend.	5800	435,555.00	33,608.00	469,163.00
Communications	5900	65,262.00	0.00	65,262.00
Total, Services and Other Operating Expenditures		581,917.00	51,698.00	633,615.00
6. Capital Outlay				
(Objects 6100-6170, 6200-6500 modified accrual basis only)				
Land and Land Improvements	6100-6170			0.00
Buildings and Improvements of Buildings	6200			0.00
Books and Media for New School Libraries or Major Expansion of School Libraries	6300			0.00
Equipment	6400			0.00
Equipment Replacement	6500			0.00
Lease Assets	6600			0.00
Depreciation Expense (accrual basis only)	6900	15,737.00	0.00	15,737.00
Amortization Expense - Lease Assets	6910	0.00	0.00	0.00
Total, Capital Outlay		15,737.00	0.00	15,737.00
7. Other Outgo				
Tuition to Other Schools	7110-7143	0.00	0.00	0.00
Transfers of Pass-Through Revenues to Other LEAs	7211-7213	0.00	0.00	0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE		0.00	0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	0.00	0.00	0.00
All Other Transfers	7281-7299	0.00	0.00	0.00
Transfers of Indirect Costs	7300-7399	0.00	0.00	0.00
Debt Service:				
Interest	7438	0.00	0.00	0.00
Principal (for modified accrual basis only)	7439			0.00
Total Debt Service		0.00	0.00	0.00
Total, Other Outgo		0.00	0.00	0.00
8. TOTAL EXPENDITURES		4,260,265.00	1,002,749.00	5,263,014.00

**CHARTER SCHOOL FIRST INTERIM BUDGET
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2024 to June 30, 2025**

Charter School Name: Sage Oak Charter School - Keppel

CDS #: 19646420136127 1886 - Keppel

Description	Object Code	Unrestricted	Restricted	Total
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		1,092,973.00	(162,458.00)	930,515.00
D. OTHER FINANCING SOURCES / USES				
1. Other Sources	8930-8979	0.00	0.00	0.00
2. Less: Other Uses	7630-7699	0.00	0.00	0.00
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(592,901.00)	592,901.00	0.00
4. TOTAL OTHER FINANCING SOURCES / USES		(592,901.00)	592,901.00	0.00
E. NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)		500,072.00	430,443.00	930,515.00
F. FUND BALANCE / NET POSITION				
1. Beginning Fund Balance/Net Position				
a. As of July 1	9791	3,058,753.00	(430,443.00)	2,628,310.00
b. Adjustments/Restatements	9793, 9795	115,707.00	0.00	115,707.00
c. Adjusted Beginning Fund Balance /Net Position		3,174,460.00	(430,443.00)	2,744,017.00
2. Ending Fund Balance /Net Position, June 30 (E+F1c)		3,674,532.00	0.00	3,674,532.00
Components of Ending Fund Balance (Modified Accrual Basis only)				
a. Nonspendable				
1. Revolving Cash (equals Object 9130)	9711			0.00
2. Stores (equals Object 9320)	9712			0.00
3. Prepaid Expenditures (equals Object 9330)	9713			0.00
4. All Others	9719			0.00
b. Restricted	9740			0.00
c. Committed				
1. Stabilization Arrangements	9750			0.00
2. Other Commitments	9760			0.00
d. Assigned	9780			0.00
e. Unassigned/Unappropriated				
1. Reserve for Economic Uncertainties	9789			0.00
2. Unassigned/Unappropriated Amount	9790M			0.00
3. Components of Ending Net Position (Accrual Basis only)				
a. Net Investment in Capital Assets	9796	0.00	0.00	0.00
b. Restricted Net Position	9797		0.00	0.00
c. Unrestricted Net Position	9790A	3,674,532.00	0.00	3,674,532.00

**CHARTER SCHOOL FIRST INTERIM BUDGET
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2024 to June 30, 2025**

Charter School Name: Sage Oak Charter School - Keppel

CDS #: 19646420136127 1886 - Keppel

Description	Object Code	Unrestricted	Restricted	Total
G. ASSETS				
1. Cash				
In County Treasury	9110	0.00	0.00	0.00
Fair Value Adjustment to Cash in County Treasury	9111	0.00	0.00	0.00
In Banks	9120	3,175,999.00	498,533.00	3,674,532.00
In Revolving Fund	9130	0.00	0.00	0.00
With Fiscal Agent/Trustee	9135	0.00	0.00	0.00
Collections Awaiting Deposit	9140	0.00	0.00	0.00
2. Investments	9150	0.00	0.00	0.00
3. Accounts Receivable	9200	511,815.00	69,956.00	581,771.00
4. Due from Grantor Governments	9290	0.00	0.00	0.00
5. Stores	9320	0.00	0.00	0.00
6. Prepaid Expenditures (Expenses)	9330	1,022.00	160.00	1,182.00
7. Other Current Assets	9340	0.00	0.00	0.00
8. Lease Receivable	9380	0.00	0.00	0.00
9. Capital Assets (accrual basis only)	9400-9489	65,393.00	0.00	65,393.00
10. TOTAL ASSETS		3,754,229.00	568,649.00	4,322,878.00
H. DEFERRED OUTFLOWS OF RESOURCES				
1. Deferred Outflows of Resources	9490	0.00	0.00	0.00
2. TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
I. LIABILITIES				
1. Accounts Payable	9500	76,171.00	87,920.00	164,091.00
2. Due to Grantor Governments	9590	0.00	66,021.00	66,021.00
3. Current Loans	9640	0.00	0.00	0.00
4. Unearned Revenue	9650	0.00	414,708.00	414,708.00
5. Long-Term Liabilities (accrual basis only)	9660-9669	3,526.00	0.00	3,526.00
6. TOTAL LIABILITIES		79,697.00	568,649.00	648,346.00
J. DEFERRED INFLOWS OF RESOURCES				
1. Deferred Inflows of Resources	9690			0.00
2. TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
K. FUND BALANCE /NET POSITION				
Ending Fund Balance /Net Position, June 30 (G10 + H2) - (I6 + J2) (must agree with Line F2)		3,674,532.00	0.00	3,674,532.00

**CHARTER SCHOOL FIRST INTERIM BUDGET
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2024 to June 30, 2025**

Charter School Name: Sage Oak Charter School - Keppel
CDS #: 19646420136127 1886 - Keppel

L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT

NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT:

1. Federal Revenue Used for Capital Outlay and Debt Service

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a. None	\$ 0.00	0.00	0.00
b. _____			0.00
c. _____			0.00
d. _____			0.00
e. _____			0.00
f. _____			0.00
g. _____			0.00
h. _____			0.00
i. _____			0.00
j. _____			0.00
TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

2. Community Services Expenditures

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

Objects of Expenditures	Amount (Enter "0.00" if none)
a. Certificated Salaries	1000-1999 0.00
b. Noncertificated Salaries	2000-2999 0.00
c. Employee Benefits	except 3801- 0.00
d. Books and Supplies	4000-4999 0.00
e. Services and Other Operating Expenditures	5000-5999 0.00
TOTAL COMMUNITY SERVICES EXPENDITURES	0.00

**CHARTER SCHOOL FIRST INTERIM BUDGET
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2024 to June 30, 2025**

Charter School Name: Sage Oak Charter School - Keppel

CDS #: 19646420136127 1886 - Keppel

3. Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster

	Amount
Brief Description i.e., COVID-19 (If no amounts, indicate "None")	
a. <u>None</u>	0.00
b. _____	_____
c. _____	_____
d. _____	_____
TOTAL SUPPLEMENTAL EXPENDITURES (Should not be negative)	<u>0.00</u>

4. State and Local Expenditures to be Used for ESSA Annual Maintenance of Effort Calculation:

Results of this calculation will be used for comparison with 2020-21 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2024-25.

a. Total Expenditures (B8)	5,263,014.00
b. Less Federal Expenditures (Total A2) [Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	138,281.00
c. Subtotal of State & Local Expenditures [a minus b]	5,124,733.00
d. Less Community Services [L2 Total]	0.00
e. Less Capital Outlay & Debt Service [Total B6 plus objects 7438 and 7439, less L1 Total, less objects 6600 and 6910]	15,737.00
f. Less Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster	0.00
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE [c minus d minus e minus f]	\$ <u>5,108,996.00</u>



Sage Oak Charter School - South First Interim Budget 2024-25



Summary Analysis

Sage Oak Charter School - South

Summary of Results

The 2024-25 First Interim Budget (FIB) projects a net revenue of \$0.6M. Net revenue changed by \$0.4M from the 2024-25 July Budget of \$0.3M. Positive net revenue and a strong reserve balance will allow Sage Oak Charter Schools to end the 2024-25 fiscal year with a reserve of \$4.6M, which is 62.3% of annual expenditures.

Cash Flow

In the budgeted year's cash flow analysis, it was observed that the cash is projected to reach its lowest point at the end of May 2025, with \$3.8M cash on hand. This cash reserve is deemed sufficient to sustain operations and safeguard against potential economic shocks.

Changes to Revenue

The 4.0% change in revenue from the 2024-25 July Budget to the 2024-25 FIB is mainly due to Local Control Funding Formula revenues (LCFF), federal revenues, and state revenues. The number of enrolled students changed from 549 during the 2024-25 July Budget to 585 in the 2024-25 FIB.

Changes to Expenditures

Sage Oak-South has an overall change of 1.7% in expenditures from the 2024-25 July Budget to the 2024-25 FIB. The change can be attributed to the proration of salaries and benefits for the remainder of the fiscal year.



Enrollment and ADA Assumptions

Sage Oak Charter School - South

2024-25	Enrollment	ADA	UPP (Unduplicated Pupil Percentage)
TK-3	310	308	
4-6	121	120	
7-8	71	70	
9-12	83	82	
Total	585	580	218

2025-26	Enrollment	ADA	UPP
TK-3	328	325	
4-6	128	127	
7-8	75	74	
9-12	88	87	
Total	619	614	200

Growth	6.0%	99.2%	32.3%
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2026-27	Enrollment	ADA	UPP
TK-3	360	357	
4-6	140	139	
7-8	82	81	
9-12	96	95	
Total	678	673	219

Growth	9.5%	99.2%	32.3%
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July vs FIB 2024-25 - Summary

Sage Oak Charter School - South

	Actual	2024-25 July	2024-25 FIB	\$ Change	% Change
Revenue					
Total LCFF Revenues	1,501,895	6,514,974	6,918,880	403,906	6.2 %
Total Federal Revenue	7,579	118,689	132,679	13,990	11.8 %
Total Other State Revenue	240,000	864,871	979,341	114,470	13.2 %
Total Local Revenue	186,161	300,000	77,487	(222,513)	(74.2) %
Total Revenue	1,935,635	7,798,534	8,108,387	309,853	4.0 %
Expenditures					
Total 1000-1999 Certificated Salaries	862,859	3,517,041	3,257,213	(259,828)	(7.4) %
Total 2000-2999 Classified Salaries	217,782	777,182	780,018	2,836	0.4 %
Total 3100-3999 Employee Benefits	348,120	1,508,775	1,371,594	(137,181)	(9.1) %
Total 4100-4799 Books, Materials, & Supplies	275,819	775,666	993,173	217,507	28.0 %
Total 5100-5999 Services & Other Operating Expenditures	442,098	948,948	986,536	37,588	4.0 %
Total 6100-6999 Capital Outlay	0	14,199	24,881	10,682	75.2 %
Total Expenditures	2,146,678	7,541,811	7,413,415	(128,396)	(1.7) %
Operating Income/(Loss)	(211,043)	256,723	694,972	438,249	170.7 %
Net Assets					
9791 - Beginning Fund Balance	3,840,326	3,587,105	3,840,326	253,221	7.1 %
9793 - Audit Adjustments	80,423		80,423	80,423	100.0 %
Total Net Assets	3,920,749	3,587,105	3,920,749	333,644	9.3 %
Change In Net Assets	(211,043)	256,723	694,972	438,249	170.7 %
Total Net Assets	3,709,706	3,843,828	4,615,721	771,893	20.1 %

Net revenue as a % of expense	3.4%	9.4%
Fund balance as a % of expense	51.0%	62.3%
Days of Potential Cash	186	227



July vs FIB 2024-25 - Detail

Sage Oak Charter School - South

	Actual	2024-25 July	2024-25 FIB	\$ Change	% Change	Notes
Revenue						
LCFF Revenue						
8011 - LCFF General Entitlement	1,343,072	5,967,214	6,470,438	503,224	8.4 %	
8012 - EPA Entitlement	21,848	108,922	116,064	7,142	6.6 %	
8096 - In-Lieu-Of Property Taxes	140,000	438,838	332,378	(106,460)	(24.3) %	
8097 - In-Lieu Property Taxes Prior Year	(3,025)	0	0	0	0.0 %	
Total LCFF Revenues	1,501,895	6,514,974	6,918,880	403,906	6.2 %	The change is due to enrollment and ADA.
Federal Revenue						
8181 - Federal IDEA SpEd Revenue	0	49,899	51,575	1,676	3.4 %	
8182 - SpEd - Discretionary Grants	354	14,920	14,920	0	0.0 %	
8290 - Other Federal Revenue	7,225	53,870	66,184	12,314	22.9 %	
Total Federal Revenue	7,579	118,689	132,679	13,990	11.8 %	The change is due to enrollment and ADA.
Other State Revenue						
8311 - AB602 State SpEd Revenue	68,552	487,254	519,201	31,947	6.6 %	
8550 - Mandated Cost Reimbursements	0	9,852	11,622	1,770	18.0 %	
8560 - Lottery- Unrestricted	248	66,213	115,772	49,559	74.8 %	
8561 - Lottery- Prop 20 - Restricted	1,504	26,934	49,704	22,770	84.5 %	
8590 - Other State Revenue	169,696	274,618	283,042	8,424	3.1 %	
Total Other State Revenue	240,000	864,871	979,341	114,470	13.2 %	The change is due to enrollment and ADA.
Local Revenue						
8660 - Interest Income	185,502	300,000	77,487	(222,513)	(74.2) %	
8699 - Other Revenue	659	0	0	0	0.0 %	
Total Local Revenue	186,161	300,000	77,487	(222,513)	(74.2) %	The change is due to transferring funds into a high-yield interest sweep account outside of the SD County Treasury.
Total Revenue	1,935,635	7,798,534	8,108,387	309,853	4.0 %	
Expenditures						
1000-1999 Certificated Salaries						
1100 Certificated Teachers Salaries	575,527	2,310,253	2,233,028	(77,225)	(3.3) %	
1200 Certificated Pupil Support	166,161	864,762	688,595	(176,167)	(20.4) %	
1300 Certificated Supervisors and Administrators Salaries	121,171	342,026	335,590	(6,436)	(1.9) %	
Total 1000-1999 Certificated Salaries	862,859	3,517,041	3,257,213	(259,828)	(7.4) %	The change is due to staffing positions, one-time off-schedule salary pay, and the proration of unfilled positions.
2000-2999 Classified Salaries						
2100 Classified Instructional Salaries	16,872	94,086	89,684	(4,402)	(4.7) %	
2300 Classified Supervisors and Admin Salaries	102,848	330,706	375,216	44,510	13.5 %	
2400 Clerical, Technical and Office Salaries	98,062	352,390	315,118	(37,272)	(10.6) %	
Total 2000-2999 Classified Salaries	217,782	777,182	780,018	2,836	0.4 %	The change is due to staffing positions, one-time off-schedule salary pay, and the proration of unfilled positions.
3100-3999 Employee Benefits						
3101-3102 STRS						
3101 - STRS Certificated	157,458	671,326	587,777	(83,549)	(12.4) %	
Total 3101-3102 STRS	157,458	671,326	587,777	(83,549)	(12.4) %	The change is due to salary proration from the July budget to the First Interim Budget (FIB) for unfilled positions.
3301-3302 OASDI/Medicare/Alternative						
3313 - Medicare - Certificated	12,278	52,433	45,941	(6,492)	(12.4) %	
3314 - Medicare - Classified	2,982	11,439	10,837	(602)	(5.3) %	
3355 - OASDI - Certificated	1,672	139	758	619	445.3 %	
3356 - OASDI - Classified	12,427	48,911	46,340	(2,571)	(5.3) %	
Total 3301-3302 OASDI/Medicare/Alternative	29,359	112,922	103,876	(9,046)	(8.0) %	The change is due to salary proration from the July budget to the FIB for unfilled positions.
3401-3402 Health and Welfare Benefits						
3401 - Health Care Certificated	89,881	358,907	364,011	5,104	1.4 %	
3402 - Health Care Classified	29,676	111,989	109,029	(2,960)	(2.6) %	
Total 3401-3402 Health and Welfare Benefits	119,557	470,896	473,040	2,144	0.5 %	



July vs FIB 2024-25 - Detail

Sage Oak Charter School - South

	Actual	2024-25 July	2024-25 FIB	\$ Change	% Change	Notes
3501-3502 Unemployment Insurance						
3501 - Unemployment Insurance Certificated	1,214	10,975	10,629	(346)	(3.2) %	
3502 - Unemployment Insurance Classified	304	3,230	4,002	772	23.9 %	
Total 3501-3502 Unemployment Insurance	1,518	14,205	14,631	426	3.0 %	
3601-3602 Workers' Compensation						
3601 - Workers' Comp Certificated	3,133	27,175	11,093	(16,082)	(59.2) %	
3602 - Workers' Comp Classified	727	5,924	2,616	(3,308)	(55.8) %	
Total 3601-3602 Workers' Compensation	3,860	33,099	13,709	(19,390)	(58.6) %	The change is due to salary prorations from the July budget to the FIB for unfilled positions and a revised workers' compensation rate.
3901-3902 Other Employee Benefits						
3901 - Other Benefits Cert	24,287	112,299	101,291	(11,008)	(9.8) %	
3902 - Other Benefits Class	3,160	16,085	14,363	(1,722)	(10.7) %	
3921 - 457b Employer match-Certificated	0	225	0	(225)	(100.0) %	
3922 - 457b Employer match-Classified	8,921	77,718	62,907	(14,811)	(19.1) %	
Total 3901-3902 Other Employee Benefits	36,368	206,327	178,561	(27,766)	(13.5) %	The change is due to salary prorations from the July budget to the FIB for unfilled positions.
Total 3100-3999 Employee Benefits	348,120	1,508,775	1,371,594	(137,181)	(9.1) %	
4100-4799 Books, Materials, & Supplies						
4200 Books and Other Reference Materials						
4200 - Other Reference Materials	35,686	62,180	95,553	33,373	53.7 %	
Total 4200 Books and Other Reference Materials	35,686	62,180	95,553	33,373	53.7 %	The change is due to the purchase of additional curriculum for Oak School students.
4300 Materials and Supplies						
4310 - Materials & Supplies	7,219	61,506	64,858	3,352	5.4 %	The change is due to object code alignment.
4320 - Office Supplies	3,435	10,754	12,658	1,904	17.7 %	The change is due to object code alignment.
4330 - Meals & Events	350	1,755	1,755	0	0.0 %	
4350 - Other Supplies - Materials & Supplies	98	1,287	1,287	0	0.0 %	
4381 - Instructional Funds - Materials	202,529	598,095	632,847	34,752	5.8 %	The change is due to student enrollment.
Total 4300 Materials and Supplies	213,631	673,397	713,405	40,008	5.9 %	
4400 Noncapitalized Equipment						
4400 - Non-Capitalized Equipment	26,502	40,089	184,215	144,126	359.5 %	The change is due to the replacement of obsolete devices and purchasing Chromebooks for students.
Total 4400 Noncapitalized Equipment	26,502	40,089	184,215	144,126	359.5 %	
Total 4100-4799 Books, Materials, & Supplies	275,819	775,666	993,173	217,507	28.0 %	
5100-5999 Services & Other Operating Expenditures						
5100 Subagreements for Services						
5100 - SpEd Consultants and Vendors Subagreements for Service	(5,304)	18,135	19,101	966	5.3 %	
Total 5100 Subagreements for Services	(5,304)	18,135	19,101	966	5.3 %	The change is due to utilizing external consultants due to unfilled positions.
5200 Travel and Conferences						
5200 - Travel & Conferences	1,924	0	0	0	0.0 %	
5210 - Mileage Reimbursements	0	0	351	351	100.0 %	The change is due to mileage reimbursements for board members conducting school-related business.
5220 - Travel & Lodging	4,400	23,400	22,932	(468)	(2.0) %	
5225 - Travel & Conferences Meals	5,227	20,775	21,033	258	1.2 %	
Total 5200 Travel and Conferences	11,551	44,175	44,316	141	0.3 %	
5300 Dues and Memberships						
5300 - Dues & Memberships	15,216	16,062	15,512	(550)	(3.4) %	
Total 5300 Dues and Memberships	15,216	16,062	15,512	(550)	(3.4) %	The change is due to the decrease of membership fees to professional organizations.
5400 Insurance						
5400 - Insurance	11,348	17,894	17,894	0	0.0 %	
Total 5400 Insurance	11,348	17,894	17,894	0	0.0 %	
5500 Operations and Housekeeping Services						
5510 - Utilities (General)	2,168	5,576	5,576	0	0.0 %	
Total 5500 Operations and Housekeeping Services	2,168	5,576	5,576	0	0.0 %	



July vs FIB 2024-25 - Detail

Sage Oak Charter School - South

	Actual	2024-25 July	2024-25 FIB	\$ Change	% Change	Notes
5600 Rents, Leases, Repairs, and Noncap. Improvements						
5610 - Facility Rents & Leases	16,790	41,505	45,377	3,872	9.3 %	The change is due to the lease of office space.
5612 - Testing Site	636	7,972	8,456	484	6.1 %	The change is due to assessment location rentals for Special Education students.
5620 - Equipment Leases	202	596	597	1	0.2 %	
Total 5600 Rents, Leases, Repairs, and Noncap. Improvements	17,628	50,073	54,430	4,357	8.7 %	
5800 Professional/Consulting Services and Operating Expend.						
5800 - Professional Services - Non-instructional	10,289	16,404	18,977	2,573	15.7 %	The change is due to adjustments in marketing consultants.
5810 - Legal	10,785	29,835	29,835	0	0.0 %	
5820 - Audit & CPA	5,880	4,834	5,881	1,047	21.7 %	The change is due to out-of-scope audit contract expenses.
5835 - Field Trips	7,114	13,771	14,087	316	2.3 %	
5840 - Advertising & Recruitment	2,508	8,360	9,488	1,128	13.5 %	The change is due to podcast speakers and marketing expenses.
5850 - Oversight Fees	0	65,150	69,189	4,039	6.2 %	The change is due to additional enrollment, which increases revenue and thereby oversight fees.
5860 - Service Fees	10,561	46,660	47,099	439	0.9 %	
5863 - Professional Development	56,386	34,746	35,149	403	1.2 %	
5870 - Livescan Fingerprinting	3	357	357	0	0.0 %	
5877 - Lending Library	231	819	819	0	0.0 %	
5878 - Student Assessment	3,946	4,836	3,947	(889)	(18.4) %	The change is due to the completion of this year's testing services.
5880 - Instructional Vendors & Consultants	0	0	0	0	0.0 %	
5881 - Instructional Funds - Services	179,618	398,729	421,898	23,169	5.8 %	The change is due to student enrollment.
5883 - Outside Consultant and Services	0	1,287	819	(468)	(36.4) %	The change is due to an adjustment in Human Resource consultant fees.
5887 - Student Service Technology	44,839	69,987	68,977	(1,010)	(1.4) %	
Total 5800 Professional/Consulting Services and Operating Expend.	332,160	695,775	726,522	30,747	4.4 %	
5900 Communications						
5930 - Postage	6,746	15,317	15,282	(35)	(0.2) %	
5940 - Technology Services	50,585	85,941	87,903	1,962	2.3 %	
Total 5900 Communications	57,331	101,258	103,185	1,927	1.9 %	
Total 5100-5999 Services & Other Operating Expenditures	442,098	948,948	986,536	37,588	4.0 %	
6100-6999 Capital Outlay						
Capital Expenditures						
6901 - Depreciation Expense-Leasehold Improvements	0	14,199	24,881	10,682	75.2 %	The change is due to the depreciation of new capitalized equipment.
Total Capital Expenditures	0	14,199	24,881	10,682	75.2 %	
Total 6100-6999 Capital Outlay	0	14,199	24,881	10,682	75.2 %	
Total Expenditures	2,146,678	7,541,811	7,413,415	(128,396)	(1.7) %	
Operating Income/(Loss)	(211,043)	256,723	694,972	438,249	170.7 %	
Net Assets						
9791 - Beginning Fund Balance	3,840,326	3,587,105	3,840,326	253,221	7.1 %	
9793 - Audit Adjustments	80,423	0	80,423	80,423	100.0 %	
Total Net Assets	3,920,749	3,587,105	3,920,749	333,644	9.3 %	
Change In Net Assets	(211,043)	256,723	694,972	438,249	170.7 %	
Total Net Assets	3,709,706	3,843,828	4,615,721	771,893	20.1 %	
Net revenue as a % of expense		3.4%	9.4%			
Fund balance as a % of expense		51.0%	62.3%			
Days of Potential Cash		186	227			



July vs FIB 2024-25 - MYP Summary

Sage Oak Charter School - South

Enrollment	585	619	678
ADA	580	614	673
COLA	1.07 %	2.93 %	3.08 %

	2024-25 FIB	2025-26	2026-27
Revenue			
Total LCFF Revenues	6,918,880	7,506,982	8,424,395
Total Federal Revenue	132,679	132,679	132,679
Total Other State Revenue	979,341	1,238,357	946,211
Total Local Revenue	77,487	81,361	85,429
Total Revenue	8,108,387	8,959,379	9,588,714
Expenditures			
Total 1000-1999 Certificated Salaries	3,257,213	4,161,137	4,184,569
Total 2000-2999 Classified Salaries	780,018	843,569	976,893
Total 3100-3999 Employee Benefits	1,371,594	1,512,338	1,756,128
Total 4100-4799 Books, Materials, & Supplies	993,173	1,019,595	1,017,970
Total 5100-5999 Services & Other Operating Expenditures	986,536	1,077,335	1,220,745
Total 6100-6999 Capital Outlay	24,881	29,053	30,737
Total Expenditures	7,413,415	8,643,026	9,187,042
Operating Income/(Loss)	694,972	316,353	401,672
Net Assets			
9791 - Beginning Fund Balance	3,840,326	4,615,721	4,932,074
9793 - Audit Adjustments	80,423	0	0
Total Net Assets	3,920,749	4,615,721	4,932,074
Change In Net Assets	694,972	316,353	401,672
Total Net Assets	4,615,721	4,932,074	5,333,746
Net revenue as a % of expense	9.4%	3.7%	4.4%
Fund balance as a % of expense	62.3%	57.1%	58.1%
Days Cash on Hand	227	208	212



July vs FIB 2024-25 - MYP Detail

Sage Oak Charter School - South

	2024-25 FIB	2025-26	2026-27
Revenue			
LCFF Revenue			
8011 - LCFF General Entitlement	6,470,438	6,898,449	7,741,736
8012 - EPA Entitlement	116,064	122,812	134,514
8096 - In-Lieu-Of Property Taxes	332,378	485,721	548,145
Total LCFF Revenues	6,918,880	7,506,982	8,424,395
Federal Revenue			
8181 - Federal IDEA SpEd Revenue	51,575	51,575	51,575
8182 - SpEd - Discretionary Grants	14,920	14,920	14,920
8290 - Other Federal Revenue	66,184	66,184	66,184
Total Federal Revenue	132,679	132,679	132,679
Other State Revenue			
8311 - AB602 State SpEd Revenue	519,201	555,253	625,996
8550 - Mandated Cost Reimbursements	11,622	12,871	16,379
8560 - Lottery- Unrestricted	115,772	122,498	134,173
8561 - Lottery- Prop 20 - Restricted	49,704	52,591	57,603
8590 - Other State Revenue	283,042	495,144	112,060
Total Other State Revenue	979,341	1,238,357	946,211
Local Revenue			
8660 - Interest Income	77,487	81,361	85,429
Total Local Revenue	77,487	81,361	85,429
Total Revenue	8,108,387	8,959,379	9,588,714
Expenditures			
1000-1999 Certificated Salaries			
1100 Certificated Teachers Salaries	2,233,028	3,010,785	2,850,818
1200 Certificated Pupil Support	688,595	773,351	895,977
1300 Certificated Supervisors and Administrators Salaries	335,590	377,001	437,774
Total 1000-1999 Certificated Salaries	3,257,213	4,161,137	4,184,569
2000-2999 Classified Salaries			
2100 Classified Instructional Salaries	89,684	87,592	101,693
2300 Classified Supervisors and Admin Salaries	375,216	403,128	466,981
2400 Clerical, Technical and Office Salaries	315,118	352,849	408,219
Total 2000-2999 Classified Salaries	780,018	843,569	976,893



July vs FIB 2024-25 - MYP Detail

Sage Oak Charter School - South

	2024-25 FIB	2025-26	2026-27
3100-3999 Employee Benefits			
3101-3102 STRS			
3101 - STRS Certificated	587,777	661,383	767,998
Total 3101-3102 STRS	587,777	661,383	767,998
3301-3302 OASDI/Medicare/Alternative			
3313 - Medicare - Certificated	45,941	51,789	60,137
3314 - Medicare - Classified	10,837	12,167	14,129
3355 - OASDI - Certificated	758	825	958
3356 - OASDI - Classified	46,340	52,025	60,412
Total 3301-3302 OASDI/Medicare/Alternative	103,876	116,806	135,636
3401-3402 Health and Welfare Benefits			
3401 - Health Care Certificated	364,011	385,269	447,374
3402 - Health Care Classified	109,029	118,770	137,916
Total 3401-3402 Health and Welfare Benefits	473,040	504,039	585,290
3501-3502 Unemployment Insurance			
3501 - Unemployment Insurance Certificated	10,629	11,247	13,060
3502 - Unemployment Insurance Classified	4,002	4,356	5,059
Total 3501-3502 Unemployment Insurance	14,631	15,603	18,119
3601-3602 Workers' Compensation			
3601 - Workers' Comp Certificated	11,093	12,500	14,515
3602 - Workers' Comp Classified	2,616	2,936	3,410
Total 3601-3602 Workers' Compensation	13,709	15,436	17,925
3901-3902 Other Employee Benefits			
3901 - Other Benefits Cert	101,291	107,206	124,486
3902 - Other Benefits Class	14,363	15,508	18,009
3922 - 457b Employer match-Classified	62,907	76,357	88,665
Total 3901-3902 Other Employee Benefits	178,561	199,071	231,160
Total 3100-3999 Employee Benefits	1,371,594	1,512,338	1,756,128
4100-4799 Books, Materials, & Supplies			
4200 Books and Other Reference Materials			
4200 - Other Reference Materials	95,553	109,957	93,401
Total 4200 Books and Other Reference Materials	95,553	109,957	93,401



July vs FIB 2024-25 - MYP Detail

Sage Oak Charter School - South

	2024-25 FIB	2025-26	2026-27
4300 Materials and Supplies			
4310 - Materials & Supplies	64,858	73,371	90,851
4320 - Office Supplies	12,658	13,537	15,608
4330 - Meals & Events	1,755	1,989	2,223
4350 - Other Supplies - Materials & Supplies	1,287	1,638	2,001
4381 - Instructional Funds - Materials	632,847	669,823	746,166
Total 4300 Materials and Supplies	713,405	760,358	856,849
4400 Noncapitalized Equipment			
4400 - Non-Capitalized Equipment	184,215	149,280	67,720
Total 4400 Noncapitalized Equipment	184,215	149,280	67,720
Total 4100-4799 Books, Materials, & Supplies	993,173	1,019,595	1,017,970
5100-5999 Services & Other Operating Expenditures			
5100 Subagreements for Services			
5100 - SpEd Consultants and Vendors Subagreements for Service	19,101	21,130	26,360
Total 5100 Subagreements for Services	19,101	21,130	26,360
5200 Travel and Conferences			
5210 - Mileage Reimbursements	351	363	410
5220 - Travel & Lodging	22,932	29,268	34,878
5225 - Travel & Conferences Meals	21,033	21,844	23,189
Total 5200 Travel and Conferences	44,316	51,475	58,477
5300 Dues and Memberships			
5300 - Dues & Memberships	15,512	19,084	22,230
Total 5300 Dues and Memberships	15,512	19,084	22,230
5400 Insurance			
5400 - Insurance	17,894	21,470	24,008
Total 5400 Insurance	17,894	21,470	24,008
5500 Operations and Housekeeping Services			
5510 - Utilities (General)	5,576	5,850	6,540
Total 5500 Operations and Housekeeping Services	5,576	5,850	6,540
5600 Rents, Leases, Repairs, and Noncap. Improvements			
5610 - Facility Rents & Leases	45,377	63,649	69,066
5612 - Testing Site	8,456	8,810	10,951
5620 - Equipment Leases	597	660	784
Total 5600 Rents, Leases, Repairs, and Noncap. Improvements	54,430	73,119	80,801



July vs FIB 2024-25 - MYP Detail

Sage Oak Charter School - South

	2024-25 FIB	2025-26	2026-27
5800 Professional/Consulting Services and Operating Expend.			
5800 - Professional Services - Non-instructional	18,977	19,913	22,651
5810 - Legal	29,835	32,994	39,312
5820 - Audit & CPA	5,881	6,435	7,196
5835 - Field Trips	14,087	15,269	18,463
5840 - Advertising & Recruitment	9,488	9,980	11,396
5850 - Oversight Fees	69,189	75,070	84,244
5860 - Service Fees	47,099	53,411	59,459
5863 - Professional Development	35,149	35,813	34,691
5870 - Livescan Fingerprinting	357	363	363
5877 - Lending Library	819	842	1,030
5878 - Student Assessment	3,947	5,347	6,026
5880 - Instructional Vendors & Consultants	0	0	0
5881 - Instructional Funds - Services	421,898	446,548	497,444
5883 - Outside Consultant and Services	819	819	819
5887 - Student Service Technology	68,977	74,295	91,073
Total 5800 Professional/Consulting Services and Operating Expend.	726,522	777,099	874,167
5900 Communications			
5930 - Postage	15,282	16,895	18,896
5940 - Technology Services	87,903	91,213	109,266
Total 5900 Communications	103,185	108,108	128,162
Total 5100-5999 Services & Other Operating Expenditures	986,536	1,077,335	1,220,745



July vs FIB 2024-25 - MYP Detail

Sage Oak Charter School - South

	2024-25 FIB	2025-26	2026-27
6100-6999 Capital Outlay			
Capital Expenditures			
6901 - Depreciation Expense-Leasehold Improvements	24,881	29,053	30,737
Total Capital Expenditures	24,881	29,053	30,737
Total 6100-6999 Capital Outlay	24,881	29,053	30,737
Total Expenditures	7,413,415	8,643,026	9,187,042
Operating Income/(Loss)	694,972	316,353	401,672
Net Assets			
9791 - Beginning Fund Balance	3,840,326	4,615,721	4,932,074
9793 - Audit Adjustments	80,423	0	0
Total Net Assets	3,920,749	4,615,721	4,932,074
Change In Net Assets	694,972	316,353	401,672
Total Net Assets	4,615,721	4,932,074	5,333,746
Net revenue as a % of expense	9.4%	3.7%	4.4%
Fund balance as a % of expense	62.3%	57.1%	58.1%
Days Cash on Hand	227	208	212



July vs FIB 2024-25

Cash Flow Statement 2024-25

Sage Oak Charter School - South

	07/31/2024		08/31/2024		09/30/2024		10/31/2024		11/30/2024		12/31/2024		01/31/2025		02/28/2025		03/31/2025		04/30/2025		05/31/2025		06/30/2025		Remaining Budget
	Actual	Month Ending	Actual	Month Ending	Actual	Month Ending	Actual	Month Ending	Actual	Month Ending	Actual	Month Ending	Actual	Month Ending	Actual	Month Ending	Actual	Month Ending	Actual	Month Ending	Actual	Month Ending	Actual	Month Ending	
Cash Balance																									
Beginning Cash	10,801,262	10,801,262	11,127,228	11,127,228	4,093,972	4,093,972	4,495,606	4,495,606	4,037,121	4,037,121	4,025,445	4,025,445	4,032,245	4,032,245	4,009,052	4,009,052	3,962,044	3,962,044	3,875,259	3,875,259	3,819,629	3,819,629	3,756,266	3,756,266	4,615,721
Net Cash for Period																									
REVENUES	8,108,387	322,809	295,260	295,260	650,835	650,835	669,757	669,757	683,400	683,400	744,613	744,613	681,481	681,481	664,316	664,316	753,038	753,038	687,688	687,688	669,981	669,981	1,285,210	1,285,210	0
EXPENDITURES	7,413,416	279,649	540,410	540,410	679,041	679,041	647,579	647,579	582,108	582,108	598,605	598,605	589,819	589,819	602,065	602,065	645,696	645,696	644,130	644,130	634,156	634,156	970,158	970,158	0
Net Cash for Period	694,971	43,160	(245,150)	(245,150)	(28,206)	(28,206)	22,177	22,177	101,292	101,292	146,008	146,008	91,662	91,662	62,251	62,251	107,342	107,342	43,558	43,558	35,825	35,825	315,052	315,052	0
Accounts Receivable	7,192,350	107,965	(7,230,556)	(7,230,556)	136,987	136,987	(206,745)	(206,745)	1,863,268	1,863,268	1,888,441	1,888,441	1,863,268	1,863,268	1,863,268	1,863,268	1,948,137	1,948,137	1,853,198	1,853,198	1,853,198	1,853,198	1,251,921	1,251,921	0
Accounts Payable	260,687	285,785	(13,986,018)	(13,986,018)	669,047	669,047	(666,136)	(666,136)	1,746,152	1,746,152	1,745,260	1,745,260	1,744,574	1,744,574	1,749,253	1,749,253	1,749,253	1,749,253	1,749,253	1,749,253	1,749,253	1,749,253	1,725,012	1,725,012	0
Debt Proceeds	(9,568)	0	0	0	9,568	9,568	0	0	(776)	(776)	(743)	(743)	(718)	(718)	(890)	(890)	(890)	(890)	(890)	(890)	(890)	(890)	(13,339)	(13,339)	0
Deferred Revenue/Prepaid Expenses	41,582	104,986	(32,644)	(32,644)	(92,652)	(92,652)	(21,272)	(21,272)	3,372	3,372	3,230	3,230	3,121	3,121	3,867	3,867	3,867	3,867	3,867	3,867	3,867	3,867	57,973	57,973	0
Cash at End of Period	4,615,721	11,127,228	4,093,972	4,093,972	4,495,606	4,495,606	4,037,121	4,037,121	4,025,445	4,025,445	4,032,245	4,032,245	4,009,052	4,009,052	3,962,044	3,962,044	3,875,259	3,875,259	3,819,629	3,819,629	3,756,266	3,756,266	4,615,721	4,615,721	0
Days Cash on Hand	227	548	202	202	221	221	199	199	198	198	199	199	197	197	195	195	191	191	188	188	185	185	227	227	227

July vs FIB 2024-25 Cash Flow Statement 2025-26

Sage Oak Charter School - South

Year Ending	07/31/2025		08/31/2025		09/30/2025		10/31/2025		11/30/2025		12/31/2025		01/31/2026		02/28/2026		03/31/2026		04/30/2026		05/31/2026		06/30/2026					
	Month Ending	Projection	Month Ending	Projection	Month Ending	Projection	Month Ending	Projection	Month Ending	Projection	Month Ending	Projection	Month Ending	Projection	Month Ending	Projection	Month Ending	Projection	Month Ending	Projection	Month Ending	Projection	Month Ending	Projection				
Cash Balance																												
Beginning Cash	4,615,721		4,848,225		4,627,154		4,619,065		4,753,823		4,814,422		4,935,926		5,048,843		5,006,628		5,070,134		5,015,376		4,960,618		4,932,070			
Net Cash for Period																												
REVENUES	8,959,379		488,286		842,182		904,001		761,547		792,905		761,547		761,547		867,268		749,004		749,004		781,259		781,259		0	
EXPENDITURES	8,643,026		709,357		850,271		769,243		700,948		671,401		648,630		803,762		803,762		803,762		803,762		803,762		809,807		809,807	
Net Cash for Period	316,353		(221,071)		(8,089)		134,758		60,599		121,504		112,917		(42,215)		63,506		(54,758)		(54,758)		(54,758)		(28,548)		(28,548)	
Cash at End of Period	4,932,074		4,848,225		4,627,154		4,753,823		4,814,422		4,935,926		5,048,843		5,006,628		5,070,134		5,015,376		4,960,618		4,932,070		4,932,070		4,932,070	
Days Cash on Hand	208		205		195		195		203		208		213		211		214		212		209		208		208		208	

**CHARTER SCHOOL FIRST INTERIM BUDGET
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2024 to June 30, 2025**

CHARTER SCHOOL CERTIFICATION

Charter School Name: Sage Oak Charter School - South
CDS #: 37754160139378 2051 - South
Charter Approving Entity: Warner Unified School District
County: San Diego
Charter #: 2051

NOTE: An Alternative Form submitted to the California Department of Education will not be considered a valid submission if the following information is missing:

For information regarding this report, please contact:

<u>For County Fiscal Contact:</u>	<u>For Approving Entity:</u>	<u>For Charter School:</u>
Roxana Travers Name	Andrea Sissons Name	Tim O'Brien Name
Financial Accounting Manager Title	Superintendent/CBO Title	Assistant Superintendent, Business Svcs. Title
858-295-6700 Telephone	760-782-3517 ext. 213 Telephone	909-534-7288 Telephone
roxana.travers@sdcoe.net Email address	andrea.sissons@sdcoe.net Email address	tobrien@sageoak.education Email address

To the entity that approved the charter school:

() 2024-25 CHARTER SCHOOL FIRST INTERIM BUDGET FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to *Education Code* Section 42100(b).

Signed: _____ Date: _____
 Charter School Official
 (Original signature required)

Printed
 Name: Tim O'Brien Title: Asst. Sup., Bus. Srv

To the County Superintendent of Schools:

() 2024-25 CHARTER SCHOOL FIRST INTERIM BUDGET FINANCIAL REPORT -- ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to *Education Code* Section 42100(a).

Signed: _____ Date: _____
 Authorized Representative of
 Charter Approving Entity
 (Original signature required)

Printed
 Name: _____ Title: _____

To the Superintendent of Public Instruction:

() 2024-25 CHARTER SCHOOL FIRST INTERIM BUDGET FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been verified for mathematical accuracy by the County Superintendent of Schools pursuant to *Education Code* Section 42100(a).

Signed: _____ Date: _____
 County Superintendent/Designee
 (Original signature required)

**CHARTER SCHOOL FIRST INTERIM BUDGET
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2024 to June 30, 2025**

Charter School Name: Sage Oak Charter School - South
CDS #: 37754160139378 2051 - South
Charter Approving Entity: Warner Unified School District
County: San Diego
Charter #: 2051

This charter school uses the following basis of accounting:

(Please enter an "X" in the applicable box below; check only one box)

Accrual Basis (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900, 6910, 7438, 9400-9489, 9660-9669, 9796, and 9797)

Modified Accrual Basis (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 6600, 7438, 7439, and 9711-9789)

Description	Object Code	Unrestricted	Restricted	Total
A. REVENUES				
1. LCFF Sources				
State Aid - Current Year	8011	6,470,438.00		6,470,438.00
Education Protection Account State Aid - Current Year	8012	116,064.00		116,064.00
State Aid - Prior Years	8019	0.00		0.00
Transfers to Charter Schools in Lieu of Property Taxes	8096	332,378.00		332,378.00
Other LCFF Transfers	8091, 8097	0.00	0.00	0.00
Total, LCFF Sources		6,918,880.00	0.00	6,918,880.00
2. Federal Revenues (see NOTE in Section L)				
No Child Left Behind/Every Student Succeeds Act	8290		66,184.00	66,184.00
Special Education - Federal	8181, 8182		66,495.00	66,495.00
Child Nutrition - Federal	8220		0.00	0.00
Donated Food Commodities	8221		0.00	0.00
Other Federal Revenues	8110, 8260-8299	0.00	0.00	0.00
Total, Federal Revenues		0.00	132,679.00	132,679.00
3. Other State Revenues				
Special Education - State	StateRevSE		519,201.00	519,201.00
All Other State Revenues	StateRevAO	127,394.00	332,746.00	460,140.00
Total, Other State Revenues		127,394.00	851,947.00	979,341.00
4. Other Local Revenues				
All Other Local Revenues	LocalRevAO	77,487.00	0.00	77,487.00
Total, Local Revenues		77,487.00	0.00	77,487.00
5. TOTAL REVENUES				
		7,123,761.00	984,626.00	8,108,387.00
B. EXPENDITURES (see NOTE in Section L)				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	2,044,410.00	188,618.00	2,233,028.00
Certificated Pupil Support Salaries	1200	334,135.00	354,460.00	688,595.00
Certificated Supervisors' and Administrators' Salaries	1300	296,994.00	38,596.00	335,590.00
Other Certificated Salaries	1900	0.00	0.00	0.00
Total, Certificated Salaries		2,675,539.00	581,674.00	3,257,213.00
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	30,674.00	59,010.00	89,684.00
Noncertificated Support Salaries	2200	0.00	0.00	0.00
Noncertificated Supervisors' and Administrators' Salaries	2300	356,719.00	18,497.00	375,216.00
Clerical, Technical and Office Salaries	2400	301,326.00	13,792.00	315,118.00
Other Noncertificated Salaries	2900	0.00	0.00	0.00
Total, Noncertificated Salaries		688,719.00	91,299.00	780,018.00

**CHARTER SCHOOL FIRST INTERIM BUDGET
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2024 to June 30, 2025**

Charter School Name: Sage Oak Charter School - South

CDS #: 37754160139378 2051 - South

Description	Object Code	Unrestricted	Restricted	Total
3. Employee Benefits				
STRS	3101-3102	476,678.00	111,099.00	587,777.00
PERS	3201-3202	0.00	0.00	0.00
OASDI / Medicare / Alternative	3301-3302	88,042.00	15,834.00	103,876.00
Health and Welfare Benefits	3401-3402	389,780.00	83,260.00	473,040.00
Unemployment Insurance	3501-3502	11,496.00	3,135.00	14,631.00
Workers' Compensation Insurance	3601-3602	11,287.00	2,422.00	13,709.00
OPEB, Allocated	3701-3702	0.00	0.00	0.00
OPEB, Active Employees	3751-3752	0.00	0.00	0.00
Other Employee Benefits	3901-3902	149,681.00	28,880.00	178,561.00
Total, Employee Benefits		1,126,964.00	244,630.00	1,371,594.00
4. Books and Supplies				
Approved Textbooks and Core Curricula Materials	4100	0.00	0.00	0.00
Books and Other Reference Materials	4200	92,688.00	2,865.00	95,553.00
Materials and Supplies	4300	667,093.00	46,312.00	713,405.00
Noncapitalized Equipment	4400	184,215.00	0.00	184,215.00
Food	4700	0.00	0.00	0.00
Total, Books and Supplies		943,996.00	49,177.00	993,173.00
5. Services and Other Operating Expenditures				
Subagreements for Services	5100	0.00	19,100.00	19,100.00
Travel and Conferences	5200	42,487.00	1,830.00	44,317.00
Dues and Memberships	5300	15,512.00	0.00	15,512.00
Insurance	5400	17,894.00	0.00	17,894.00
Operations and Housekeeping Services	5500	5,576.00	0.00	5,576.00
Rentals, Leases, Repairs, and Noncap. Improvements	5600	46,758.00	7,672.00	54,430.00
Transfers of Direct Costs	5700-5799	0.00	0.00	0.00
Professional/Consulting Services and Operating Expend.	5800	674,728.00	51,794.00	726,522.00
Communications	5900	103,185.00	0.00	103,185.00
Total, Services and Other Operating Expenditures		906,140.00	80,396.00	986,536.00
6. Capital Outlay				
(Objects 6100-6170, 6200-6500 modified accrual basis only)				
Land and Land Improvements	6100-6170			0.00
Buildings and Improvements of Buildings	6200			0.00
Books and Media for New School Libraries or Major Expansion of School Libraries	6300			0.00
Equipment	6400			0.00
Equipment Replacement	6500			0.00
Lease Assets	6600			0.00
Depreciation Expense (accrual basis only)	6900	24,881.00	0.00	24,881.00
Amortization Expense - Lease Assets	6910	0.00	0.00	0.00
Total, Capital Outlay		24,881.00	0.00	24,881.00
7. Other Outgo				
Tuition to Other Schools	7110-7143	0.00	0.00	0.00
Transfers of Pass-Through Revenues to Other LEAs	7211-7213	0.00	0.00	0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE		0.00	0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	0.00	0.00	0.00
All Other Transfers	7281-7299	0.00	0.00	0.00
Transfers of Indirect Costs	7300-7399	0.00	0.00	0.00
Debt Service:				
Interest	7438	0.00	0.00	0.00
Principal (for modified accrual basis only)	7439			0.00
Total Debt Service		0.00	0.00	0.00
Total, Other Outgo		0.00	0.00	0.00
8. TOTAL EXPENDITURES		6,366,239.00	1,047,176.00	7,413,415.00

**CHARTER SCHOOL FIRST INTERIM BUDGET
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2024 to June 30, 2025**

Charter School Name: Sage Oak Charter School - South

CDS #: 37754160139378 2051 - South

Description	Object Code	Unrestricted	Restricted	Total
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		757,522.00	(62,550.00)	694,972.00
D. OTHER FINANCING SOURCES / USES				
1. Other Sources	8930-8979	0.00	0.00	0.00
2. Less: Other Uses	7630-7699	0.00	0.00	0.00
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(448,036.00)	448,036.00	0.00
4. TOTAL OTHER FINANCING SOURCES / USES		(448,036.00)	448,036.00	0.00
E. NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)		309,486.00	385,486.00	694,972.00
F. FUND BALANCE / NET POSITION				
1. Beginning Fund Balance/Net Position				
a. As of July 1	9791	4,225,812.00	(385,486.00)	3,840,326.00
b. Adjustments/Restatements	9793, 9795	80,423.00	0.00	80,423.00
c. Adjusted Beginning Fund Balance /Net Position		4,306,235.00	(385,486.00)	3,920,749.00
2. Ending Fund Balance /Net Position, June 30 (E+F1c)		4,615,721.00	0.00	4,615,721.00
Components of Ending Fund Balance (Modified Accrual Basis only)				
a. Nonspendable				
1. Revolving Cash (equals Object 9130)	9711			0.00
2. Stores (equals Object 9320)	9712			0.00
3. Prepaid Expenditures (equals Object 9330)	9713			0.00
4. All Others	9719			0.00
b. Restricted	9740			0.00
c. Committed				
1. Stabilization Arrangements	9750			0.00
2. Other Commitments	9760			0.00
d. Assigned	9780			0.00
e. Unassigned/Unappropriated				
1. Reserve for Economic Uncertainties	9789			0.00
2. Unassigned/Unappropriated Amount	9790M			0.00
3. Components of Ending Net Position (Accrual Basis only)				
a. Net Investment in Capital Assets	9796	0.00	0.00	0.00
b. Restricted Net Position	9797		0.00	0.00
c. Unrestricted Net Position	9790A	4,615,721.00	0.00	4,615,721.00

**CHARTER SCHOOL FIRST INTERIM BUDGET
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2024 to June 30, 2025**

Charter School Name: Sage Oak Charter School - South

CDS #: 37754160139378 2051 - South

Description	Object Code	Unrestricted	Restricted	Total
G. ASSETS				
1. Cash				
In County Treasury	9110	0.00	0.00	0.00
Fair Value Adjustment to Cash in County Treasury	9111	0.00	0.00	0.00
In Banks	9120	4,055,220	560,501.00	4,615,721.00
In Revolving Fund	9130	0.00	0.00	0.00
With Fiscal Agent/Trustee	9135	0.00	0.00	0.00
Collections Awaiting Deposit	9140	0.00	0.00	0.00
2. Investments	9150	0.00	0.00	0.00
3. Accounts Receivable	9200	607,264.00	55,923.00	663,187.00
4. Due from Grantor Governments	9290	0.00	0.00	0.00
5. Stores	9320	0.00	0.00	0.00
6. Prepaid Expenditures (Expenses)	9330	1,642.00	227.00	1,869.00
7. Other Current Assets	9340	0.00	0.00	0.00
8. Lease Receivable	9380	0.00	0.00	0.00
9. Capital Assets (accrual basis only)	9400-9489	76,608	0.00	76,608.00
10. TOTAL ASSETS		4,740,734.00	616,651.00	5,357,385.00
H. DEFERRED OUTFLOWS OF RESOURCES				
1. Deferred Outflows of Resources	9490	0.00	0.00	0.00
2. TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
I. LIABILITIES				
1. Accounts Payable	9500	37,049.00	42,762.00	79,811.00
2. Due to Grantor Governments	9590	0.00	109,630.00	109,630.00
3. Current Loans	9640	0.00	0.00	0.00
4. Unearned Revenue	9650	27,926.00	464,259.00	492,185.00
5. Long-Term Liabilities (accrual basis only)	9660-9669	60,038.00	0.00	60,038.00
6. TOTAL LIABILITIES		125,013.00	616,651.00	741,664.00
J. DEFERRED INFLOWS OF RESOURCES				
1. Deferred Inflows of Resources	9690	0.00	0.00	0.00
2. TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
K. FUND BALANCE /NET POSITION				
Ending Fund Balance /Net Position, June 30 (G10 + H2) - (I6 + J2) (must agree with Line F2)		4,615,721.00	0.00	4,615,721.00

**CHARTER SCHOOL FIRST INTERIM BUDGET
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2024 to June 30, 2025**

Charter School Name: Sage Oak Charter School - South
CDS #: 37754160139378 2051 - South

L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT

NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT:

1. Federal Revenue Used for Capital Outlay and Debt Service

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a. None	\$ 0.00	0.00	0.00
b.			0.00
c.			0.00
d.			0.00
e.			0.00
f.			0.00
g.			0.00
h.			0.00
i.			0.00
j.			0.00
TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

2. Community Services Expenditures

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

Objects of Expenditures	Amount (Enter "0.00" if none)
a. Certificated Salaries	1000-1999 0.00
b. Noncertificated Salaries	2000-2999 0.00
c. Employee Benefits	except 3801- 0.00
d. Books and Supplies	4000-4999 0.00
e. Services and Other Operating Expenditures	5000-5999 0.00
TOTAL COMMUNITY SERVICES EXPENDITURES	0.00

**CHARTER SCHOOL FIRST INTERIM BUDGET
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2024 to June 30, 2025**

Charter School Name: Sage Oak Charter School - South
CDS #: 37754160139378 2051 - South

3. Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster

Brief Description i.e., COVID-19 (If no amounts, indicate "None")	Amount
a. None	0.00
b. _____	_____
c. _____	_____
d. _____	_____
TOTAL SUPPLEMENTAL EXPENDITURES (Should not be negative)	0.00

4. State and Local Expenditures to be Used for ESSA Annual Maintenance of Effort Calculation:

Results of this calculation will be used for comparison with 2020-21 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2024-25.

a. Total Expenditures (B8)	7,413,415.00
b. Less Federal Expenditures (Total A2) [Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	132,679.00
c. Subtotal of State & Local Expenditures [a minus b]	7,280,736.00
d. Less Community Services [L2 Total]	0.00
e. Less Capital Outlay & Debt Service [Total B6 plus objects 7438 and 7439, less L1 Total, less objects 6600 and 6910]	24,881.00
f. Less Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster	0.00
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE [c minus d minus e minus f]	\$ 7,255,855.00



SAGE OAK
CHARTER SCHOOLS

First Interim Budget 2024-25



Contents

Informational Items

Key Assumptions

Financial Update

The Road Ahead



SAGE OAK
CHARTER SCHOOLS

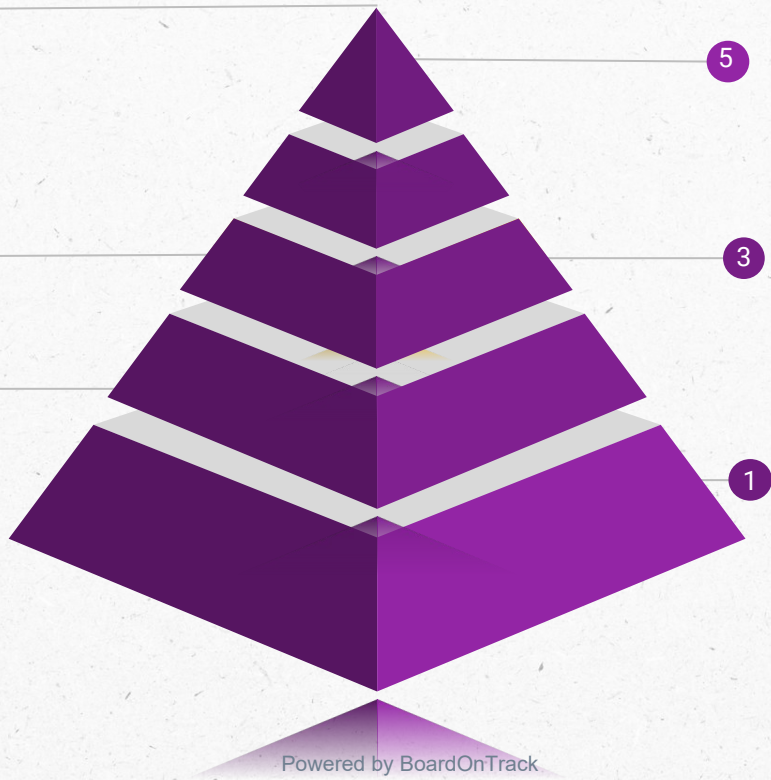
Background



❖ As required by California Education Code:

- ➔ 1. **Annual Budget**: must be adopted by the governing board on or before July 1 (*Education Code Section 42127*).
 - ➔ 2. **First Interim Budget Report** (as of October 31): must be certified by the governing board on or before December 15 (*Education Code Sections 42130 and 42131*).
 - ➔ 3. **Second Interim Budget Report** (as of January 31): must be certified by the governing board on or before March 15 (*Education Code Sections 42130 and 42131*).
-
- ## ❖ Unaudited Actual Financial Reports (prior Fiscal Year's): presented to the governing for acceptance on or before September 15.

Budget Process Overview



Monitor & Report Progress

Regular reporting tracks progress against budgeted targets. Variances are identified and explained, fostering accountability and informed adjustments throughout the year.

Preliminary Approval

The CFO and Superintendent review and approve the budget draft, ensuring it aligns with the school's goals and priorities.

Gather Data

Department leaders submit estimates for expected expenses and resource needs. These plans reflect assumptions about enrollment, staffing, and program requirements.

Present & Communicate

The finalized budget is presented to the Board of Directors for review and approval consideration. Once approved, it serves as the financial framework for the year, guiding departmental goals and resource allocation.

Prepare the Budget Model

The Fiscal Department consolidates departmental inputs into a comprehensive budget report for the CFO and Superintendent's review.

Define Goals & Objectives

Clearly establish measurable goals that align with the schools' Local Control Accountability Plan (the LCAP) and our three-year strategic plan.

Projected Enrollment & COLA



Sage Oak Charter School - Helendale	FIB 2024-25	2025-26	2026-27
Enrollment	3,886	4,113	4,509
ADA (99.20% of enrollment)	3,855	4,080	4,473
UPP (Unduplicated Pupil Percentage)	37%	34%	31%
COLA	1.07%	2.93%	3.08%
Sage Oak Charter School - Keppel	FIB 2024-25	2025-26	2026-27
Enrollment	442	468	513
ADA (99.20% of enrollment)	438	464	509
UPP	40%	36%	32%
COLA	1.07%	2.93%	3.08%
Sage Oak Charter School - Warner	FIB 2024-25	2025-26	2026-27
Enrollment	585	619	678
ADA (99.20% of enrollment)	580	614	673
UPP	32%	30%	27%
COLA	1.07%	2.93%	3.08%

Consolidated	FIB 2024-25	2025-26	2026-27
Enrollment	4,913	5,200	5,700
ADA (99.20% of enrollment)	4,873	5,158	5,655
UPP (3-year rolling average)	37%	33%	30%

Significant Additions to Expense

- Investment in student Chromebooks
 - Projected: \$680K
- One-time, off-schedule employee recognition payment (up to \$2,400 per staff)
 - Projected: \$850K
- Compensation adjustments to account for synchronous instruction class sizes and August rostering of students sizes
 - Projected: \$500K
- Additional curriculum for Oak School
 - Projected: \$300K
- Depreciation on purchase of vehicles and trailers for expansion of the Lending Library
 - Projected: \$100K

Restricted Grants

- Continued participation in the Title I, Title II, and Title IV part A programs under the Every Student Succeeds Act (ESSA)

- **One-time allocations**

- Continued utilization of the following grants:

- Educator Effectiveness Grant
- Universal Prekindergarten (UPK) Grant
- A-G Completion Grant

Proj. Use
in 24/25:

\$1.25M



- Strategic utilization of the following **large** grants:

- Arts, Music, and Instructional Materials Discretionary Block Grant (\$2.5M) - Expires 6/30/2026
- Learning Recovery Emergency Block Grant (utilizing for MTSS) (\$2.5M) - Expires 6/30/2028

Proj. Use
in 24/25:

\$.8M



First Interim Budget

Consolidated

2024-25

** (in millions - rounded)**	FIB 2024-25	July Budget 2024-25	Change
Revenue	\$ 68.4	\$ 64.9	\$ 3.5
Expense	\$ 64.9	\$ 63.5	\$ 1.4
Net Income/(Loss)	\$ 3.5	\$ 1.3	\$ 2.2
Ending Fund Balance	\$ 28.1	\$ 25.4	\$ 2.7
Fund balance (% of expense)	43.4%	40.0%	3.4%
Days of Potential Cash	158	146	12

First Interim Budget

Helendale

2024-25



SOCS - Helendale			
** (in millions - rounded)**	FIB 2024-25	July Budget 2024-25	Change
Revenue	\$ 54.1	\$ 52.0	\$ 2.1
Expense	\$ 52.2	\$ 51.1	\$ 1.1
Net Income/(Loss)	\$ 1.9	\$ 0.9	\$ 1.0
Ending Fund Balance	\$ 19.8	\$ 18.7	\$ 1.1
Fund balance as a % of expense	38%	37%	1.0%
Days of Potential Cash	139	133	6

First Interim Budget

Keppel 2024-25



SOCS - Keppel			
** (in millions - rounded)**	FIB 2024-25	July Budget 2024-25	Change
Revenue	\$ 6.2	\$ 5.0	\$ 1.2
Expense	\$ 5.3	\$ 4.8	\$.5
Net Income/(Loss)	\$ 0.9	\$ 0.2	\$ 0.7
Ending Fund Balance	\$ 3.7	\$ 2.9	\$ 0.8
Fund balance as a % of expense	69.8%	59.7%	10.1%
Days of Potential Cash	255	218	37

First Interim Budget

Warner

2024-25



SOCS - Warner			
** (in millions - rounded)**	FIB 2024-25	July Budget 2024-25	Change
Revenue	\$ 8.1	\$ 7.8	\$ 0.3
Expense	\$ 7.4	\$ 7.5	\$ (0.1)
Net Income/(Loss)	\$ 0.7	\$ 0.3	\$ 0.4
Ending Fund Balance	\$ 4.6	\$ 3.8	\$ 0.8
Fund balance as a % of expense	62.3%	51.0%	0.0%
Days of Potential Cash	227	186	41



Cash Flow Statement 2024-25 (FIB)

Sage Oak - Helendale

	Year Ending 06/30/2025	Month Ending 07/31/2024	Month Ending 08/31/2024	Month Ending 09/30/2024	Month Ending 10/31/2024	Month Ending 11/30/2024	Month Ending 12/31/2024	Month Ending 01/31/2025	Month Ending 02/28/2025	Month Ending 03/31/2025	Month Ending 04/30/2025	Month Ending 05/31/2025	Month Ending 06/30/2025
	2024-25 FIB	Actual	Actual	Actual	Actual	2024-25 FIB	2024-25 FIB	2024-25 FIB	2024-25 FIB	2024-25 FIB	2024-25 FIB	2024-25 FIB	2024-25 FIB
Cash Balance													
Beginning Cash	13,399,381	13,399,381	16,381,814	21,492,342	18,046,559	18,525,410	18,398,769	18,481,964	18,380,259	18,121,340	17,732,901	17,548,469	15,820,111
Net Cash for Period													
REVENUES	54,093,908	(12,737)	2,379,068	2,596,721	4,359,596	4,631,598	5,085,571	5,046,161	4,512,396	5,058,744	4,755,543	4,507,164	11,174,084
EXPENDITURES	52,166,639	1,942,210	3,679,398	4,283,420	4,229,945	4,027,450	4,248,601	4,410,691	4,053,076	4,663,603	4,229,488	5,525,035	6,873,723
Net Cash for Period	1,927,269	(1,954,947)	(1,300,330)	(1,686,699)	129,651	604,148	836,970	635,470	459,320	395,141	526,055	(1,017,871)	4,300,361
Accounts Receivable	(5,537,460)	(4,058,459)	(27,685,635)	800,059	(1,225,907)	3,379,243	3,398,624	3,379,243	3,379,243	3,444,585	3,371,491	3,371,491	2,908,562
Accounts Payable	(1,054,911)	123,840	(21,142,289)	(486,772)	(691,979)	2,648,455	2,644,849	2,642,069	2,661,004	2,661,004	2,661,004	2,661,004	2,562,900
Debt Proceeds	(67,849)	0	0	67,849	0	0	0	0	0	0	0	0	(135,698)
Deferred Revenue/Prepaid Expenses	(33,460)	755,081	(132,489)	(404,404)	(184,728)	0	0	0	0	0	0	0	(66,920)
Cash at End of Period	19,843,588	16,381,814	21,492,342	18,046,559	18,525,410	18,398,769	18,481,964	18,380,259	18,121,340	17,732,901	17,548,469	15,820,111	19,843,588
Days of Potential Cash	139	115	150	126	130	129	129	129	127	124	123	111	139

Cash Flow

['kash 'flō]

The net amount of cash and cash equivalents being transferred in and out of a company.





Cash Flow Statement 2024-25 (FIB)

Sage Oak - Keppel

	Year Ending 06/30/2025	Month Ending 07/31/2024	Month Ending 08/31/2024	Month Ending 09/30/2024	Month Ending 10/31/2024	Month Ending 11/30/2024	Month Ending 12/31/2024	Month Ending 01/31/2025	Month Ending 02/28/2025	Month Ending 03/31/2025	Month Ending 04/30/2025	Month Ending 05/31/2025	Month Ending 06/30/2025
	2024-25 FIB	Actual	Actual	Actual	Actual	2024-25 FIB	2024-25 FIB	2024-25 FIB	2024-25 FIB	2024-25 FIB	2024-25 FIB	2024-25 FIB	2024-25 FIB
Cash Balance													
Beginning Cash	2,675,785	2,675,785	2,736,889	2,974,088	3,105,074	2,728,316	2,802,303	2,883,205	2,877,995	2,952,605	3,034,475	3,057,632	3,000,385
Net Cash for Period													
REVENUES	6,193,529	(9,156)	275,829	387,477	450,893	525,733	570,880	517,357	518,656	608,496	514,190	503,021	1,330,153
EXPENDITURES	5,263,014	210,284	381,981	516,432	472,348	382,103	419,098	451,749	376,710	457,353	423,927	493,162	677,867
Net Cash for Period	930,515	(219,440)	(106,152)	(128,955)	(21,455)	143,630	151,782	65,608	141,946	151,143	90,263	9,859	652,286
Accounts Receivable	(164,163)	37,925	(14,227,240)	130,650	(248,215)	1,769,327	1,769,901	1,769,327	1,769,327	1,771,264	1,769,097	1,769,097	1,755,376
Accounts Payable	(154,523)	216,689	(13,855,141)	503,397	(584,698)	1,696,484	1,695,956	1,695,548	1,698,322	1,698,322	1,698,322	1,698,322	1,683,955
Debt Proceeds	(9,568)	0	0	9,568	0	776	743	718	890	890	890	890	(24,933)
Deferred Revenue/Prepaid Expenses	49,024	101,781	(28,748)	(103,237)	2,728,316	3,976	3,808	3,679	4,559	4,559	4,559	4,559	68,350
Cash at End of Period	3,674,532	2,736,889	2,974,088	3,105,074	2,728,316	2,802,303	2,883,205	2,877,995	2,952,605	3,034,475	3,057,632	3,000,385	3,674,533
Days of Potential Cash	255	190	206	215	189	194	200	200	205	210	212	208	255





Cash Flow Statement 2024-25 (FIB)

Sage Oak - Warner

Year Ending	Month Ending	Month Ending	Month Ending	Month Ending	Month Ending	Month Ending	Month Ending	Month Ending	Month Ending	Month Ending	Month Ending	Month Ending	Month Ending
06/30/2025	07/31/2024	08/31/2024	09/30/2024	10/31/2024	11/30/2024	12/31/2024	01/31/2025	02/28/2025	03/31/2025	04/30/2025	05/31/2025	06/30/2025	06/30/2025
2024-25 FIB	Actual	Actual	Actual	Actual	2024-25 FIB	2024-25 FIB	2024-25 FIB	2024-25 FIB	2024-25 FIB	2024-25 FIB	2024-25 FIB	2024-25 FIB	2024-25 FIB
Cash Balance													
Beginning Cash	10,801,262	10,801,262	11,127,228	4,093,972	4,495,606	4,037,121	4,025,445	4,032,245	4,009,052	3,962,044	3,875,259	3,819,629	3,756,266
Net Cash for Period													
REVENUES	8,108,387	322,809	295,260	650,835	669,757	683,400	744,613	681,481	664,316	753,038	687,688	669,981	1,285,210
EXPENDITURES	7,413,416	279,649	540,410	679,041	647,579	582,108	598,605	589,819	602,065	645,696	644,130	634,156	970,158
Net Cash for Period	694,971	43,160	(245,150)	(28,206)	22,177	101,292	146,008	91,662	62,251	107,342	43,558	35,825	315,052
Accounts Receivable	7,192,350	107,965	(7,230,556)	136,987	(206,745)	1,863,268	1,888,441	1,863,268	1,863,268	1,948,137	1,853,198	1,853,198	1,251,921
Accounts Payable	260,687	285,785	(13,986,018)	669,047	(666,136)	1,746,152	1,745,260	1,744,574	1,749,253	1,749,253	1,749,253	1,749,253	1,725,012
Debt Proceeds	(9,568)	0	0	9,568	0	(776)	(743)	(718)	(890)	(890)	(890)	(890)	(13,339)
Deferred Revenue/Prepaid Expenses	41,582	104,986	(32,644)	(92,652)	(21,272)	3,372	3,230	3,121	3,867	3,867	3,867	3,867	57,973
Cash at End of Period	4,615,721	11,127,228	4,093,972	4,495,606	4,037,121	4,025,445	4,032,245	4,009,052	3,962,044	3,875,259	3,819,629	3,756,266	4,615,721
Days Cash on Hand	227	548	202	221	199	198	199	197	195	191	188	185	227



BUSINESS CASHFLOW

First Interim Budget

2024-25

The uncertainties:

- Effects of changing political landscape
- Policy shifts regarding charter schools, voucher systems, and public school funding could impact revenues
- Repayment of state deferrals
- The economy
- Continued inflationary pressures
- Global conflicts

Proactive Steps:

Sage Oak's hedge against potential economic shocks:

- Strong reserves
- Robust cash position
- Leveraging one-time grants
- Sustained enrollment growth in 2024-25 and beyond
- Maintaining positive net revenue
- Regular risk assessments

It is better to explore a gainful uncertainty than to sit in a painful certainty.



Coversheet

(Action) Approval of Annual Independent Auditors' Report for Sage Oak Charter Schools, Year Ended June 30, 2024 (Draft)- Prepared and Presented by CliftonLarsonAllen (CLA)

Section: VIII. Business Services

Item: C. (Action) Approval of Annual Independent Auditors' Report for Sage Oak Charter Schools, Year Ended June 30, 2024 (Draft)- Prepared and Presented by CliftonLarsonAllen (CLA)

Purpose: Vote

Submitted by:

Related Material:

Annual Independent Auditors' Report for Sage Oak Charter Schools, Year Ended June 30, 2024 (Draft)_12.12.2024.pdf

SAGE OAK CHARTER SCHOOLS

**FINANCIAL STATEMENTS
AND SUPPLEMENTARY INFORMATION**

YEAR ENDED JUNE 30, 2024

Operated by:

**Sage Oak Charter School – South – Charter #2051
Sage Oak Charter School – Charter #1885
Sage Oak Charter School – Keppel – Charter #1886**

Draft - For Discussion Only

**SAGE OAK CHARTER SCHOOLS
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INDEPENDENT AUDITORS' REPORT

Board of Directors
Sage Oak Charter Schools
Redlands, California

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Sage Oak Charter Schools (the School), a California nonprofit public benefit corporation, which comprise the statement of financial position as of June 30, 2024, and the related statements of activities, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2024, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Sage Oak Charter Schools and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for one year after the date the financial statements are available to be issued.

Board of Directors
Sage Oak Charter Schools

Auditors' Responsibility for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Board of Directors
Sage Oak Charter Schools

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the School's financial statements as a whole. The Sage Oak – South, Sage Oak Charter School, Sage Oak – Keppel, and Eliminations columns in the statements of financial position, activities, and cash flows as well as the supplementary information (as identified in the table of contents) accompanying supplementary schedules, and the accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the local education agency organization structure but does not include the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated REPORT DATE on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

CliftonLarsonAllen LLP

Glendora, California
REPORT DATE

SAGE OAK CHARTER SCHOOLS
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2024

ASSETS	Sage Oak - South	Sage Oak Charter School	Sage Oak - Keppel	Eliminations	Total
CURRENT ASSETS					
Cash and Cash Equivalents	\$ 10,801,261	\$ 13,399,382	\$ 2,675,785	\$ -	\$ 26,876,428
Accounts Receivable	604,774	5,268,948	527,706	-	6,401,428
Intercompany Receivables	-	6,376,465	236,893	(6,613,358)	-
Prepaid Expenses and Other Assets	60,446	403,654	40,197	-	504,297
Total Current Assets	<u>11,466,481</u>	<u>25,448,449</u>	<u>3,480,581</u>	<u>(6,613,358)</u>	<u>33,782,153</u>
NON-CURRENT ASSETS					
Property, Plant, and Equipment, Net	16,736	122,866	16,012	-	155,614
Operating Right-of-Use Asset	59,872	450,937	49,380	-	560,189
Total Long-Term Assets	<u>76,608</u>	<u>573,803</u>	<u>65,392</u>	<u>-</u>	<u>715,803</u>
Total Assets	<u>\$ 11,543,089</u>	<u>\$ 26,022,252</u>	<u>\$ 3,545,973</u>	<u>\$ (6,613,358)</u>	<u>\$ 34,497,956</u>
LIABILITIES AND NET ASSETS					
CURRENT LIABILITIES					
Accounts Payable and Accrued Liabilities	\$ 205,127	\$ 2,901,947	\$ 146,735	\$ -	\$ 3,253,809
Deferred Revenue	715,891	4,773,675	612,692	-	6,102,258
Intercompany Payables	6,613,358	-	-	(6,613,358)	-
Operating Lease Liability, Current	57,906	192,454	23,501	-	273,861
Total Current Liabilities	<u>7,592,282</u>	<u>7,868,076</u>	<u>782,928</u>	<u>(6,613,358)</u>	<u>9,629,928</u>
LONG-TERM LIABILITIES					
Operating Lease Liability, Net	30,059	237,855	19,029	-	286,943
Total Liabilities	<u>7,622,341</u>	<u>8,105,931</u>	<u>801,957</u>	<u>(6,613,358)</u>	<u>9,916,871</u>
NET ASSETS					
Net Assets Without Donor Restrictions	3,920,748	17,916,321	2,744,016	-	24,581,085
Total Net Assets	<u>3,920,748</u>	<u>17,916,321</u>	<u>2,744,016</u>	<u>-</u>	<u>24,581,085</u>
Total Liabilities and Net Assets	<u>\$ 11,543,089</u>	<u>\$ 26,022,252</u>	<u>\$ 3,545,973</u>	<u>\$ (6,613,358)</u>	<u>\$ 34,497,956</u>

See accompanying Notes to Financial Statements.

**SAGE OAK CHARTER SCHOOLS
STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2024**

	Sage Oak - South	Sage Oak Charter School	Sage Oak - Keppel	Total
REVENUES, WITHOUT DONOR RESTRICTIONS				
State Revenue:				
State Aid	\$ 4,825,870	\$ 38,716,374	\$ 3,744,057	\$ 47,286,301
Other State Revenue	601,845	4,453,297	669,966	5,725,108
Federal Revenue:				
Grants and Entitlements	315,647	2,431,302	224,333	2,971,282
Local Revenue:				
In-Lieu Property Tax Revenue	335,403	669,306	825,618	1,830,327
Investment Income	349,440	-	-	349,440
Other Revenue	41,604	107,134	69,400	218,138
Total Revenues, Without Donor Restrictions	6,469,809	46,377,413	5,533,374	58,380,596
EXPENSES				
Program Services	5,029,862	37,952,036	4,314,258	47,296,156
Management and General	431,480	4,612,354	420,431	5,464,265
Total Expenses	5,461,342	42,564,390	4,734,689	52,760,421
CHANGE IN NET ASSETS	1,008,467	3,813,023	798,685	5,620,175
Net Assets Without Donor Restrictions - Beginning of Year	2,912,281	14,103,298	1,945,331	18,960,910
NET ASSETS WITHOUT DONOR RESTRICTIONS - END OF YEAR	<u>\$ 3,920,748</u>	<u>\$ 17,916,321</u>	<u>\$ 2,744,016</u>	<u>\$ 24,581,085</u>

See accompanying Notes to Financial Statements.

**SAGE OAK CHARTER SCHOOLS
STATEMENT OF CASH FLOWS
YEAR ENDED JUNE 30, 2024**

	Sage Oak - South	Sage Oak Charter School	Sage Oak - Keppel	Total
CASH FLOWS FROM OPERATING ACTIVITIES				
Change in Net Assets	\$ 1,008,467	\$ 3,813,023	\$ 798,685	\$ 5,620,175
Adjustments to Reconcile Change in Net Assets to Net Cash Provided (Used) by Operating Activities:				
Depreciation	14,715	105,322	14,325	134,362
Noncash Lease Expense	(2,797)	(12,544)	(5,696)	(21,037)
(Increase) Decrease in Assets:				
Accounts Receivable	161,496	(334,262)	131,210	(41,556)
Intercompany Receivables	-	(3,882,486)	(132,187)	(4,014,673)
Prepaid Expenses and Other Assets	(29,708)	(73,962)	3,990	(99,680)
Increase (Decrease) in Liabilities:				
Accounts Payable and Accrued Liabilities	(17,007)	561,875	(101,811)	443,057
Deferred Revenue	(56,859)	(302,254)	(5,694)	(364,807)
Intercompany Payables	4,014,673	-	-	4,014,673
Net Cash Provided (Used) by Operating Activities	5,092,980	(125,288)	702,822	5,670,514
CASH FLOWS FROM INVESTING ACTIVITIES				
Purchases of Property, Plant, and Equipment	(3,899)	(30,447)	(2,785)	(37,131)
Net Cash Used by Investing Activities	(3,899)	(30,447)	(2,785)	(37,131)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayments of Debt	(62,494)	-	-	(62,494)
Net Cash Used by Financing Activities	(62,494)	-	-	(62,494)
NET CHANGE IN CASH AND CASH EQUIVALENTS	5,026,587	(155,735)	700,037	5,570,889
Cash and Cash Equivalents - Beginning of Year	5,774,674	13,555,117	1,975,748	21,305,539
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 10,801,261</u>	<u>\$ 13,399,382</u>	<u>\$ 2,675,785</u>	<u>\$ 26,876,428</u>
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION				
Cash Paid for Interest	<u>\$ 1,002</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,002</u>

See accompanying Notes to Financial Statements.

**SAGE OAK CHARTER SCHOOLS
STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED JUNE 30, 2024**

	Sage Oak - South		
	Program Services	Management and General	Total
Salaries and Wages	\$ 2,825,916	\$ 149,214	\$ 2,975,130
Pension Expense	470,421	8,585	479,006
Other Employee Benefits	404,397	27,044	431,441
Payroll Taxes	63,807	12,069	75,876
Management Fees	-	47,071	47,071
Legal Expenses	-	11,473	11,473
Accounting Expenses	-	4,003	4,003
Instructional Materials	510,874	13,732	524,606
Other Fees for Services	594,286	13,257	607,543
Advertising and Promotion Expenses	1,388	5,217	6,605
Office Expenses	40,788	6,387	47,175
Information Technology Expenses	55,915	35,670	91,585
Occupancy Expenses	4,229	29,353	33,582
Travel Expenses	4,415	23,741	28,156
Interest Expense	-	1,002	1,002
Depreciation Expense	-	14,715	14,715
Insurance Expense	-	11,429	11,429
Other Expenses	53,426	17,518	70,944
Total Expenses by Function	<u>\$ 5,029,862</u>	<u>\$ 431,480</u>	<u>\$ 5,461,342</u>

	Sage Oak Charter School		
	Program Services	Management and General	Total
Salaries and Wages	\$ 21,030,310	\$ 1,294,314	\$ 22,324,624
Pension Expense	3,619,869	79,007	3,698,876
Other Employee Benefits	3,100,830	308,580	3,409,410
Payroll Taxes	493,202	97,137	590,339
Management Fees	-	1,183,317	1,183,317
Legal Expenses	-	163,392	163,392
Accounting Expenses	-	41,166	41,166
Instructional Materials	3,996,681	126,470	4,123,151
Other Fees for Services	4,384,851	143,745	4,528,596
Advertising and Promotion Expenses	12,237	44,539	56,776
Office Expenses	360,361	62,576	422,937
Information Technology Expenses	562,632	314,862	877,494
Occupancy Expenses	31,931	272,330	304,261
Travel Expenses	42,381	211,123	253,504
Depreciation Expense	-	105,322	105,322
Insurance Expense	-	107,887	107,887
Other Expenses	316,751	56,587	373,338
Total Expenses by Function	<u>\$ 37,952,036</u>	<u>\$ 4,612,354</u>	<u>\$ 42,564,390</u>

See accompanying Notes to Financial Statements.

**SAGE OAK CHARTER SCHOOLS
STATEMENT OF FUNCTIONAL EXPENSES (CONTINUED)
YEAR ENDED JUNE 30, 2024**

	Sage Oak - Keppel		
	Program Services	Management and General	Total
Salaries and Wages	\$ 2,340,576	\$ 140,910	\$ 2,481,486
Pension Expense	369,700	7,925	377,625
Other Employee Benefits	363,797	24,231	388,028
Payroll Taxes	53,558	10,948	64,506
Management Fees	-	44,105	44,105
Legal Expenses	-	8,751	8,751
Accounting Expenses	-	4,170	4,170
Instructional Materials	420,940	14,910	435,850
Other Fees for Services	553,307	12,765	566,072
Advertising and Promotion Expenses	992	4,851	5,843
Office Expenses	40,954	6,818	47,772
Information Technology Expenses	71,588	33,811	105,399
Occupancy Expenses	38,921	28,364	67,285
Travel Expenses	5,355	22,042	27,397
Depreciation Expense	-	14,325	14,325
Insurance Expense	-	14,128	14,128
Other Expenses	54,570	27,377	81,947
Total Expenses by Function	<u>\$ 4,314,258</u>	<u>\$ 420,431</u>	<u>\$ 4,734,689</u>

	Total		
	Program Services	Management and General	Total
Salaries and Wages	\$ 26,196,802	\$ 1,584,438	\$ 27,781,240
Pension Expense	4,459,990	95,517	4,555,507
Other Employee Benefits	3,869,024	359,855	4,228,879
Payroll Taxes	610,567	120,154	730,721
Management Fees	-	1,274,493	1,274,493
Legal Expenses	-	183,616	183,616
Accounting Expenses	-	49,339	49,339
Instructional Materials	4,928,495	155,112	5,083,607
Other Fees for Services	5,532,444	169,767	5,702,211
Advertising and Promotion Expenses	14,617	54,607	69,224
Office Expenses	442,103	75,781	517,884
Information Technology Expenses	690,135	384,343	1,074,478
Occupancy Expenses	75,081	330,047	405,128
Travel Expenses	52,151	256,906	309,057
Interest Expense	-	1,002	1,002
Depreciation Expense	-	134,362	134,362
Insurance Expense	-	133,444	133,444
Other Expenses	424,747	101,482	526,229
Total Expenses by Function	<u>\$ 47,296,156</u>	<u>\$ 5,464,265</u>	<u>\$ 52,760,421</u>

See accompanying Notes to Financial Statements.

**SAGE OAK CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

Sage Oak Charter Schools (the School) consists of three charter schools and is a nonprofit benefit corporation under the laws of the state of California. As of June 30, 2024, the School operated the following charter schools:

- Sage Oak Charter School – South
- Sage Oak Charter School
- Sage Oak Charter School – Keppel

Basis of Accounting

The financial statements have been prepared on the accrual method of accounting and accordingly reflect all significant receivables and liabilities.

Basis of Presentation

The accompanying financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America as prescribed by the Financial Accounting Standards Board.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, and disclosures. Accordingly, actual results could differ from those estimates.

Functional Allocation of Expenses

Costs of providing the School's programs and other activities have been presented in the statement of functional expenses. During the year, such costs are accumulated into separate groupings as either direct or indirect. Indirect or shared costs are allocated among program and support services by a method that best measures the relative degree of benefit. The expenses that are allocated include salaries and wages, pension expense, other employee benefits, payroll taxes, other fees for services, office expenses, printing and postage, information technology, and other expenses, which are allocated on the basis of estimates of time and effort.

Cash and Cash Equivalents

The School defines its cash and cash equivalents to include only cash on hand, demand deposits, and liquid investments with original maturities of three months or less.

**SAGE OAK CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Net Asset Classes

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor or grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.

Net Assets With Donor Restrictions – Net assets subject to donor- (or certain grantor-) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Accounts Receivables

Accounts receivable primarily represent amounts due from federal and state governments as of June 30, 2024. Management believes that all receivables are fully collectible, therefore no provisions for uncollectible accounts were recorded.

Property Taxes

Secured property taxes attach as an enforceable lien on property as of January 1. Taxes are levied on September 1 and are payable in two installments on or before November 1 and February 1. Unsecured property taxes are not a lien against real property and are payable in one installment on or before August 31. The County bills and collects property taxes for all taxing agencies within the County and distributes these collections to the various agencies. The sponsor agency of the School is required by law to provide in-lieu property tax payments on a monthly basis, from August through July. The amount paid per month is based upon an allocation per student, with a specific percentage to be paid each month.

Revenue Recognition

Amounts received from the California Department of Education are conditional and recognized as revenue by the School based on the average daily attendance (ADA) of students. Revenue that is restricted is recorded as an increase in net assets without donor restriction, if the restriction expires in the reporting period in which the revenue is recognized. All other restricted revenues are reported as increases in net assets with donor restriction.

**SAGE OAK CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Contributions

All contributions are considered to be available for use unless specifically restricted by the donor. Amounts received that are restricted to specific use or future periods are reported as contributions with donor restrictions. Restricted contributions that are received and released in the same period are reported as promises to give without donor restrictions. Unconditional promises to give expected to be received in one year or less are recorded at net realizable value. Unconditional promises to give expected to be received in more than one year are recorded at fair value at the date of the promise. Conditional promises to give (those with a measurable performance or other barrier and a right of return) are not recognized until they become unconditional, that is, when the conditions on which they depend are substantially met.

Conditional Grants

Grants and contracts that are conditioned upon the performance of certain requirements or the incurrence of allowable qualifying expenses (barriers) are recognized as revenues in the period in which the conditions are met. Amounts received are recognized as revenue when the School has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as deferred revenues in the statement of financial position. As of June 30, 2024, the School has conditional grants of \$6,200,515 of which \$6,102,258 is recognized as deferred revenue in the statement of financial position.

Income Taxes

The School is part of a nonprofit corporation exempt from the payment of income taxes under Internal Revenue Code Section 501(c)(3) and California Revenue and Taxation Code Section 23701d. Accordingly, no provision has been made for income taxes. Management has determined that all income tax positions are more likely than not of being sustained upon potential audit or examination; therefore, no disclosures of uncertain income tax positions are required. The School is subject to income tax on net income that is derived from business activities that are unrelated to the exempt purposes. The School files an exempt school return and applicable unrelated business income tax return in the U.S. federal jurisdiction and with the California Franchise Tax Board.

Leases

The School leases office space and equipment. The School determines if an arrangement is a lease at inception. Operating leases are included in operating lease right-of-use (ROU) assets, and operating lease liabilities on the statement of financial position. Finance leases are included in financing ROU assets, and lease liabilities – financing on the statement of financial position.

**SAGE OAK CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Leases (Continued)

ROU assets represent the School's right to use an underlying asset for the lease term and lease liabilities represent the School's obligation to make lease payments arising from the lease. ROU assets and liabilities are recognized at the lease commencement date based on the present value of lease payments over the lease term. As most of leases do not provide an implicit rate, the School uses a risk-free rate based on the information available at commencement date in determining the present value of lease payments. The operating lease ROU asset also includes any lease payments made and excludes lease incentives. The lease terms may include options to extend or terminate the lease when it is reasonably certain that the School will exercise that option. The School has elected to recognize payments for short-term leases with a lease term of 12 months or less as expense as incurred and these leases are not included as lease liabilities or ROU assets on the statement of financial position.

The School has elected not to separate nonlease components from lease components and instead accounts for each separate lease component and the nonlease component as a single lease component.

The School's lease agreements do not contain any material residual value guarantees or material restrictive covenants.

In evaluating contracts to determine if they qualify as a lease, the School considers factors such as if the School has obtained substantially all of the rights to the underlying asset through exclusivity, if the School can direct the use of the asset by making decisions about how and for what purpose the asset will be used and if the lessor has substantive substitution rights. This evaluation may require significant judgment.

The individual lease contracts do not provide information about the discount rate implicit in the lease. Therefore, the School has elected to use a risk-free rate determined using a period comparable with that of the lease term for computing the present value of lease liabilities.

Evaluation of Subsequent Events

The School has evaluated subsequent events through REPORT DATE, the date these financial statements were available to be issued.

**SAGE OAK CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024**

NOTE 2 LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date. Financial assets available for general expenditures comprise cash and cash equivalents and accounts receivable for the total amount of \$33,277,856.

As part of its liquidity management plan, the School monitors liquidity required and cash flows to meet operating needs on a monthly basis. The School structures its financial assets to be available as general expenditures, liabilities and other obligations come due.

NOTE 3 CONCENTRATION OF CREDIT RISK

The School maintains cash balances held in banks and revolving funds which are insured up to \$250,000 by the Federal Depository Insurance Corporation (FDIC). At times, cash in these accounts exceeds the insured amounts. The School has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk on its cash and cash equivalents.

The School also maintains cash in the County Treasury (the County). The County pools these funds with those of other educational Schools in the County and invests the cash. These pooled funds are carried at costs which approximates market value. Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool. The County is authorized to deposit cash and invest excess funds by California Government Code Section 53648 et. seq. The funds maintained by the County are either secured by federal depository insurance or collateralized. The fair value of the School's deposits in this pool as of June 30, 2024, as provided by the pool sponsor was \$14,604,666.

NOTE 4 PROPERTY, PLANT, AND EQUIPMENT

Property, plant and equipment in the accompanying financial statements represents building improvements in progress. Depreciation expense associated to the building improvements for the year ended June 30, 2024 is \$134,362.

The components of property, plant, and equipment as of June 30, 2024 are as follows:

	Sage Oak - South	Sage Oak Charter School	Sage Oak - Keppel	Total
Building Improvements	\$ 39,166	\$ 283,556	\$ 38,052	\$ 360,774
Less: Accumulated Depreciation	(22,430)	(160,690)	(22,040)	(205,160)
Total Property, Plant, and Equipment	<u>\$ 16,736</u>	<u>\$ 122,866</u>	<u>\$ 16,012</u>	<u>\$ 155,614</u>

**SAGE OAK CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024**

NOTE 5 LOANS PAYABLE

California Department of Education Loan

The School received a revolving loan from the California Department of Education (CDE) of \$250,000. The loan required annual principal payments of \$62,500 and has a term of four years. The loan carried an interest rate of approximately 2%. Annual payments of principal and interest are deducted from the School's apportionment and paid in full during the year ended June 30, 2024.

NOTE 6 EMPLOYEE RETIREMENT

Multiemployer Defined Benefit Pension Plans

Qualified employees are covered under multiemployer defined benefit pension plans maintained by agencies of the state of California. The risks of participating in this multi-employer defined benefit pension plan are different from single-employer plans because: (a) assets contributed to the multiemployer plan by one employer may be used to provide benefits to employees of other participating employers, (b) the required member, employer, and state contribution rates are set by the California Legislature, and (c) if the School chooses to stop participating in the multiemployer plan, it may be required to pay a withdrawal liability to the plan. The School has no plans to withdraw from this multiemployer plan.

State Teachers' Retirement System (STRS)

Plan Description

The School contributes to the State Teachers' Retirement System (STRS), a cost-sharing multiemployer public employee retirement system defined benefit pension plan administered by STRS. The plan provides retirement, disability and survivor benefits to beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the State Teachers' Retirement Law. According to the most recently available Comprehensive Annual Financial Report and Actuarial Valuation Report for the year ended June 30, 2023 total STRS plan net assets are \$316.9 billion, the total actuarial present value of accumulated plan benefits is \$455 billion, contributions from all employers totaled \$7.738 billion, and the plan is 75.9% funded. The School did not contribute more than 5% of the total contributions to the plan.

Copies of the STRS annual financial reports may be obtained from STRS, 7667 Folsom Boulevard, Sacramento, CA 95826, and www.calstrs.com.

Funding Policy

Active plan members hired before January 1, 2013 are required to contribute 10.25% of their salary and those hired after are required to contribute 10.205% of their salary. The School is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the STRS Teachers' Retirement Board. The required employer contribution rate for year ended June 30, 2024 was 19.10% of annual payroll. The contribution requirements of the plan members are established and may be amended by state statute.

**SAGE OAK CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024**

NOTE 6 EMPLOYEE RETIREMENT (CONTINUED)

Funding Policy (Continued)

The School's contributions to STRS for the past three years are as follows:

<u>Year Ended June 30,</u>	<u>Required Contribution</u>	<u>Percent Contributed</u>
2022	\$ 2,706,760	100%
2023	\$ 3,461,231	100%
2024	\$ 4,366,687	100%

NOTE 7 LEASES – ASC 842

The School leases equipment as well as certain operating and office facilities for various terms under long-term, non-cancelable lease agreements. The leases expire at various dates through May 2028. Certain facility leases provide for increases in future minimum annual rental payments based on defined increases in the Consumer Price Index, subject to certain minimum increases. Additionally, the agreements generally require the School to pay real estate taxes, insurance, and repairs.

The following table provides quantitative information concerning the School's lease for the year ended June 30, 2024:

Operating Lease Costs	\$ 277,958
Other Information:	
Cash paid for amounts included in the measurement of lease liabilities:	
Operating cash flows from operating leases	\$ 280,885
Weighted-Average Remaining Lease Term - Operating Leases	2.9 Years
Weighted-Average Discount Rate - Operating	3.61%

The School classifies the total undiscounted lease payments that are due in the next 12 months as current. A maturity analysis of annual undiscounted cash flows for lease liabilities as of June 30, 2024, is as follows:

<u>Year Ending June 30,</u>	<u>Operating Leases</u>
2025	\$ 273,861
2026	117,401
2027	102,070
2028	101,753
Total Lease Payments	595,085
Less: Interest	(34,281)
Present Value of Lease Liabilities	\$ 560,804

**SAGE OAK CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024**

NOTE 8 CONTINGENCIES, RISKS, AND UNCERTAINTIES

The School has received state and federal funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate disallowances under terms of the grants, it is believed that any required reimbursement would not be material.

In the normal course of business, the School is subject to legal claims. After consultation with the School's legal counsel, management of the School is of the opinion that liabilities, if any, arising from such claims would not have a material effect on the School's financial position.

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SUPPLEMENTARY INFORMATION

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**SAGE OAK CHARTER SCHOOLS
SCHEDULE OF INSTRUCTIONAL TIME
YEAR ENDED JUNE 30, 2024**

	Required Instructional Days	Traditional Calendar Days	Status
Sage Oak – South			
Grade K	175	175	In compliance
Grade 1	175	175	In compliance
Grade 2	175	175	In compliance
Grade 3	175	175	In compliance
Grade 4	175	175	In compliance
Grade 5	175	175	In compliance
Grade 6	175	175	In compliance
Grade 7	175	175	In compliance
Grade 8	175	175	In compliance
Grade 9	175	175	In compliance
Grade 10	175	175	In compliance
Grade 11	175	175	In compliance
Grade 12	175	175	In compliance
Sage Oak Charter School			
Grade K	175	175	In compliance
Grade 1	175	175	In compliance
Grade 2	175	175	In compliance
Grade 3	175	175	In compliance
Grade 4	175	175	In compliance
Grade 5	175	175	In compliance
Grade 6	175	175	In compliance
Grade 7	175	175	In compliance
Grade 8	175	175	In compliance
Grade 9	175	175	In compliance
Grade 10	175	175	In compliance
Grade 11	175	175	In compliance
Grade 12	175	175	In compliance
Sage Oak – Keppel			
Grade K	175	175	In compliance
Grade 1	175	175	In compliance
Grade 2	175	175	In compliance
Grade 3	175	175	In compliance
Grade 4	175	175	In compliance
Grade 5	175	175	In compliance
Grade 6	175	175	In compliance
Grade 7	175	175	In compliance
Grade 8	175	175	In compliance
Grade 9	175	175	In compliance
Grade 10	175	175	In compliance
Grade 11	175	175	In compliance
Grade 12	175	175	In compliance

See the Auditors' Report and accompanying Notes to Supplementary Information.

**SAGE OAK CHARTER SCHOOLS
SCHEDULE OF AVERAGE DAILY ATTENDANCE (ADA)
YEAR ENDED JUNE 30, 2024**

	Second Period Report		Annual Report	
	Classroom Based	Total	Classroom Based	Total
Sage Oak – South				
Grades K-3	-	204.13	-	204.34
Grades 4-6	-	85.12	-	83.70
Grades 7-8	-	67.69	-	67.23
Grades 9-12	-	80.01	-	78.77
ADA Totals	-	436.95	-	434.04
Sage Oak Charter School				
Grades K-3	-	1,404.45	-	1,417.52
Grades 4-6	-	872.66	-	877.82
Grades 7-8	-	489.48	-	492.58
Grades 9-12	-	564.78	-	571.42
ADA Totals	-	3,331.37	-	3,359.34
Sage Oak – Keppel				
Grades K-3	-	164.66	-	165.16
Grades 4-6	-	87.51	-	87.15
Grades 7-8	-	63.91	-	63.70
Grades 9-12	-	54.62	-	55.26
ADA Totals	-	370.70	-	371.27

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See the Auditors' Report and accompanying Notes to Supplementary Information.

**SAGE OAK CHARTER SCHOOLS
RECONCILIATION OF ANNUAL FINANCIAL REPORT WITH
AUDITED FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024**

	Sage Oak - South	Sage Oak Charter School	Sage Oak - Keppel
June 30, 2024 Annual Financial Report Fund Balances (Net Assets)	\$ 3,907,288	\$ 17,820,874	\$ 2,730,557
Adjustments and Reclassifications:			
Increase (Decrease) of Fund Balance (Net Assets):			
Cash and Cash Equivalents	3,803	(5,148)	3,346
Accounts Receivable	-	(2,099,830)	(1,832,769)
Right of Use (ROU) Lease Asset - Operating	2,846	20,181	14,255
Accounts Payable and Accrued Liabilities	24,123	1,991,547	1,814,486
Operating Lease Liability	(17,312)	188,697	14,141
Net Adjustments and Reclassifications	<u>13,460</u>	<u>95,447</u>	<u>13,459</u>
June 30, 2024 Audited Financial Statement Fund Balances (Net Assets)	<u>\$ 3,920,748</u>	<u>\$ 17,916,321</u>	<u>\$ 2,744,016</u>

Draft - For Discussion Only

See the Auditors' Report and accompanying Notes to Supplementary Information.

**SAGE OAK CHARTER SCHOOLS
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2024**

Federal Grantor/Pass-Through Grantor Program or Cluster Title	Federal Assistance Listing Number	Pass-Through Entity Identifying Number	Additional Identification	Sage Oak - South	Sage Oak Charter School	Sage Oak - Keppel	Total
U.S. Department of Education							
Pass-Through Program From California Department of Education:							
Every Student Succeeds Act							
Title I, Part A, Basic Grants: Low-Income and Neglected	84.010	14329		\$ 42,241	\$ 385,681	\$ 47,910	\$ 475,832
Title II, Part A, Teacher Quality	84.367	14341		6,716	90,278	11,998	108,992
Title IV, Part A, Student Support & Academic Enrichment	84.424	N/A		10,000	26,503	10,000	46,503
Special Education Cluster:							
Special Education - IDEA	84.027	13379		69,841	555,889	71,894	697,624
Total Special Education Cluster				<u>69,841</u>	<u>555,889</u>	<u>71,894</u>	<u>697,624</u>
Coronavirus Aid, Relief, and Economic Security Act (CARES Act):							
Elementary and Secondary School Emergency Relief III (ESSER III) Fund	84.425U	15559	COVID-19	126,368	952,047	46,108	1,124,523
Expanded Learning Opportunities (ELO) Grant: ESSER III State Reserve, Emergency Needs	84.425U	15620	COVID-19	22,204	154,527	13,372	190,103
Expanded Learning Opportunities (ELO) Grant: ESSER III State Reserve, Learning Loss	84.425U	15621	COVID-19	38,277	266,377	23,051	327,705
Total CARES Act				<u>186,849</u>	<u>1,372,951</u>	<u>82,531</u>	<u>1,642,331</u>
Total U.S. Department of Education				<u>315,647</u>	<u>2,431,302</u>	<u>224,333</u>	<u>2,971,282</u>
Total Federal Expenditures				<u>\$ 315,647</u>	<u>\$ 2,431,302</u>	<u>\$ 224,333</u>	<u>\$ 2,971,282</u>

N/A - Not Applicable and/or Not Available.

See the Auditors' Report and accompanying Notes to Supplementary Information.

**SAGE OAK CHARTER SCHOOLS
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2024**

PURPOSE OF SCHEDULES

NOTE 1 SCHEDULE OF INSTRUCTIONAL TIME

This schedule presents information on the amount of instructional time offered by the School and whether the School complied with the provisions of California Education Code.

NOTE 2 SCHEDULE OF AVERAGE DAILY ATTENDANCE

Average daily attendance is a measurement of the number of pupils attending classes of School. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to charter schools. This schedule provides information regarding the attendance of students at various grade levels.

NOTE 3 RECONCILIATION OF ANNUAL FINANCIAL REPORT WITH AUDITED FINANCIAL STATEMENTS

This schedule provides the information necessary to reconcile the net assets of the charter schools as reported on the Annual Financial Report form to the audited financial statements.

NOTE 4 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the School under programs of the federal government for the year ended June 30, 2024. The information in this Schedule is presented in accordance with the requirements of the Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of operations of the School, it is not intended to, and does not, present the financial position, changes in net assets, or cash flows of the School.

NOTE 5 INDIRECT COST RATE

The School has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

See the Auditors' Report and accompanying Notes to Supplementary Information.

OTHER INFORMATION

Draft - For Discussion Only

**SAGE OAK CHARTER SCHOOLS
LOCAL EDUCATION AGENCY ORGANIZATION STRUCTURE
YEAR ENDED JUNE 30, 2024**

Sage Oak Charter Schools (the School) consists of three charter schools and is a nonprofit benefit corporation under the laws of the state of California. As of June 30, 2024, the School operated the following charter schools:

- Sage Oak Charter School – South
- Sage Oak Charter School
- Sage Oak Charter School – Keppel

Sage Oak Charter School – South was established in 2019, when it was granted its charter through Warner Unified School District (WUSD) and its charter school status from the California Department of Education. The charter may be revoked by the District for material violations of the charter, failure to meet or make progress toward student outcomes, failure to meet generally accepted standards of fiscal management, or violation of any provision of the law. The charter school number is: 2051.

Sage Oak Charter School was established in 2017, when it was granted its charter through Helendale Elementary School District (HESD) and its charter school status from the California Department of Education. The charter may be revoked by the District for material violations of the charter, failure to meet or make progress toward student outcomes, failure to meet generally accepted standards of fiscal management, or violation of any provision of the law. The charter school number is: 1885.

Sage Oak Charter School – Keppel was established in 2017, when it was granted its charter through Keppel Union Elementary School District (KUSD) and its charter school status from the California Department of Education. The charter may be revoked by the District for material violations of the charter, failure to meet or make progress toward student outcomes, failure to meet generally accepted standards of fiscal management, or violation of any provision of the law. The charter school number is: 1886.

The Board of Directors and the Administrators as of the year ended June 30, 2024 were as follows:

Sage Oak Charter Schools – BOARD OF DIRECTORS

<u>Member</u>	<u>Office</u>	<u>Term Expires</u>
William Hall	President	September 14, 2026
Michael Humphrey	Vice President	September 14, 2026
Susan Houle	Member	September 8, 2025
Steve Fraire	Clerk	September 8, 2025
Pete Matz	Member	September 14, 2026

ADMINISTRATORS

Krista Woodgrift Superintendent & CEO

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board of Directors
Sage Oak Charter Schools
Redlands, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Sage Oak Charter Schools (the School), a nonprofit California public benefit corporation, which comprise the statement of financial position as of June 30, 2024, and the related statements of activities, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated REPORT DATE.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct, misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the School's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

Board of Directors
Sage Oak Charter Schools

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

CliftonLarsonAllen LLP

Glendora, California
REPORT DATE

Draft - For Discussion Only

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR
FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL
OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDE**

Board of Directors
Sage Oak Charter Schools
Redlands, California

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Sage Oak Charter Schools' (the School) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the School's major federal programs for the year ended June 30, 2024. The School's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the School complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the School's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the School's federal programs.

Board of Directors
Sage Oak Charter Schools

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the School's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the School's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the School's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Board of Directors
Sage Oak Charter Schools

Report on Internal Control Over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

CliftonLarsonAllen LLP

Glendora, California
REPORT DATE

INDEPENDENT AUDITORS' REPORT ON STATE COMPLIANCE AND REPORT ON INTERNAL CONTROL OVER STATE COMPLIANCE

Board of Directors
Sage Oak Charter Schools
Redlands, California

Report on Compliance

Opinion on State Compliance

We have audited Sage Oak Charter Schools' (the School) compliance with the types of compliance requirements applicable to the School described in the *2023-2024 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel for the year ended June 30, 2024. The School's applicable state compliance requirements are identified in the table below.

In our opinion, the School complied, in all material respects, with the compliance requirements referred to above that are applicable to the School for the year ended June 30, 2024.

Basis for Opinion

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and *2023-2024 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. Our responsibilities under those standards and *2023-2024 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion. Our audit does not provide a legal determination of the School's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the School's state programs.

Board of Directors
Sage Oak Charter Schools

Auditors' Responsibility for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and *2023-2024 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the School's compliance with the requirements of the government program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and *2023-2024 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the School's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the School's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with *2023-2024 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Board of Directors
Sage Oak Charter Schools

Compliance Requirements Tested

In connection with the audit referred to above, we selected and tested transactions and records to determine the School’s compliance with the laws and regulations applicable to the following items:

<u>Description</u>	<u>Procedures Performed</u>
School Districts, County Offices of Education, and Charter Schools:	
Proposition 28 Arts and Music in Schools	Yes
After/Before School Education and Safety Program	Not Applicable ¹
Proper Expenditure of Education Protection Account Funds	Yes
Unduplicated Local Control Funding Formula Pupil Counts	Yes
Local Control and Accountability Plan	Yes
Independent Study-Course Based	Not Applicable ²
Immunizations	Not Applicable ³
Educator Effectiveness	Yes
Expanded Learning Opportunities Grant (ELO-G)	Yes
Career Technical Education Incentive Grant (CTEIG)	Not Applicable ⁴
Expanded Learning Opportunities Program	Not Applicable ⁵
Transitional Kindergarten	Not Applicable ⁶
Charter Schools:	
Attendance	Yes
Mode of Instruction	Not Applicable ⁷
Nonclassroom-Based Instruction/Independent Study	Yes
Determination of Funding for Nonclassroom-Based Instruction	Yes
Annual Instructional Minutes – Classroom Based	Not Applicable ⁸
Charter School Facility Grant Program	Not Applicable ⁹

Not Applicable¹: The School did not operate an after or before school program component of this grant.

Not Applicable²: The School did not report ADA pursuant to Education Code section 51749.5.

Not Applicable³: The School did not have any charter school subject to audit of immunizations as listed in the California Department of Public Health (CDPH) website as listed in the *2023-2024 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*.

Not Applicable⁴: The School did not receive a CTEIG allocation for the audit year.

Not Applicable⁵: The School did not receive Expanded Learning Opportunities Program funds for the audit year.

Not Applicable⁶: The School did not report ADA for the audit year for transitional kindergarten.

Not Applicable⁷: The School did not report any ADA as generated through classroom-based instruction.

Board of Directors
Sage Oak Charter Schools

Not Applicable⁸: The School did not report any ADA as generated through classroom-based instruction.

Not Applicable⁹: The School did not receive Charter School Facility Grant Program funding for the year audited.

Report on Internal Control over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that a material noncompliance with a compliance requirement will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention from those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit, we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the *2023-2024 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. Accordingly, this report is not suitable for any other purpose.

CliftonLarsonAllen LLP

Glendora, California
REPORT DATE

**SAGE OAK CHARTER SCHOOLS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2024**

Section I – Summary of Auditors’ Results

Financial Statements

- 1. Type of auditors’ report issued: Unmodified

- 2. Internal control over financial reporting:
 - Material weakness(es) identified? _____ yes _____ x _____ no
 - Significant deficiency(ies) identified? _____ yes _____ x _____ none reported

- 3. Noncompliance material to financial statements noted? _____ yes _____ x _____ no

Federal Awards

- 1. Internal control over major federal programs:
 - Material weakness(es) identified? _____ yes _____ x _____ no
 - Significant deficiency(ies) identified? _____ yes _____ x _____ none reported

- 2. Type of auditors’ report issued on compliance for major federal programs: Unmodified

- 3. Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? _____ yes _____ x _____ no

Identification of Major Federal Programs

Assistance Listing Number(s)	Name of Federal Program or Cluster
84.027	Special Education IDEA

Dollar threshold used to distinguish between Type A and Type B programs:

\$ 750,000

Auditee qualified as low-risk auditee?

_____ x _____ yes _____ no

**SAGE OAK CHARTER SCHOOLS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
YEAR ENDED JUNE 30, 2024**

Section I – Summary of Auditors’ Results (Continued)

All audit findings must be identified as one or more of the following categories:

<u>Five Digit Code</u>	<u>Finding Types</u>
10000	Attendance
20000	Inventory of Equipment
30000	Internal Control
40000	State Compliance
42000	Charter School Facilities Program
43000	Apprenticeship
50000	Federal Compliance
60000	Miscellaneous
61000	Classroom Teacher Salaries
62000	Local Control Accountability Plan
70000	Instructional Materials
71000	Teacher Misassignments
72000	School Accountability Report Card

Section II – Financial Statement Findings

Our audit did not disclose any matters required to be reported in accordance with *Government Auditing Standards*.

Section III – Findings and Questioned Costs – Major Federal Programs

Our audit did not disclose any matters required to be reported in accordance with 2 CFR 200.516(a).

Findings and Questioned Costs – State Compliance

There were no findings or questioned costs related to state awards for June 30, 2024.

**SAGE OAK CHARTER SCHOOLS
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
YEAR ENDED JUNE 30, 2024**

There were no findings and questioned costs related to the basic financial statements, federal awards, or state awards for the prior year.

Draft - For Discussion Only

Coversheet

(Action) Approval of One-time, Off-Schedule Employee Recognition Payment

Section: IX. Human Resources
Item: A. (Action) Approval of One-time, Off-Schedule Employee Recognition Payment
Purpose: Vote
Submitted by:
Related Material: One-Time, Off-Schedule Employee Recognition Payment_12.12.2024.pdf

BACKGROUND:

The purpose of this initiative is to recognize and reward Sage Oak Charter Schools (SOCS) staff for their dedication, hard work, and commitment to the schools' success. Among the most notable achievements, SOCS secured three successful charter renewals, was awarded the prestigious Pioneer Award for Academic Excellence from APLUS+, and continues to grow student enrollment, all of which reflect and contribute to SOCS's thriving educational environment.

RECOMMENDATION:

It is recommended the Board approve a one-time, off-schedule employee recognition payment of \$2,400 or 10% of their projected income, whichever is less, for staff of Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).



One-time, Off-schedule Employee Recognition Payment

Purpose

The purpose of the initiative is to recognize and reward Sage Oak Charter Schools (SOCS) staff for their dedication, hard work, and commitment to the schools' success. Among the most notable achievements, SOCS secured three successful charter renewals, was awarded the prestigious Pioneer Award for Academic Excellence from APLUS+, and continues to grow student enrollment, all of which reflect and contribute to SOCS's thriving educational environment. The Board of Directors, in consultation with SOCS Administration, are pleased to announce the disbursement of a one-time, off-schedule employee recognition payment to be paid in accordance with the terms of this initiative.

Eligibility

This initiative applies to all employees of SOCS who are employed as of December 26, 2024, including teachers, administrative staff, support staff, and classified employees. In recognition of the exceptional performance demonstrated by employees during the previous school year, and the ongoing efforts in the current school year, the Board of Directors has authorized the provision of a one-time, off-schedule employee recognition payment. The payment will be a monetary reward designed to express appreciation for employees' contributions to the schools' goals, including student achievement, operational efficiency, and overall organizational success.

Recognition Payment Amount

The amount of the payment will be distributed as follows:

- Employees will receive a payment in the amount of \$2400 or 10% of their projected income*, whichever is less.

**In compliance with IRS standards for nonprofit employee compensation, no employee will receive a recognition payment of more than 10% of their anticipated annual income for the 2024-2025 school year.*

Disbursement and Timing

The one-time, off-schedule employee recognition payment will be paid to eligible employees as a lump sum via the regular payroll process on or before December 26, 2024. Taxes and other deductions will be withheld in accordance with applicable laws.

Coversheet

(Action) Approval of New 5025-SO Title IX, Sex-Based Discrimination and Sex-Based Harassment Policy

Section: X. Policy Development
Item: A. (Action) Approval of New 5025-SO Title IX, Sex-Based Discrimination and Sex-Based Harassment Policy
Purpose: Vote
Submitted by:
Related Material:
5025-SO Title IX, Sex-Based Discrimination and Sex-Based Harassment Policy_12.12.2024.pdf

BACKGROUND:

Effective August 1, 2024, new Title IX regulations expanded the definition of "sex-based harassment" to include harassment based on sex, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. These regulations also provide schools with greater flexibility to customize their grievance processes. Consequently, a standalone Title IX policy was created to incorporate the updated language and grievance procedures. Previously, Title IX provisions were intertwined with other forms of harassment, discrimination, intimidation, bullying, and Uniform Complaint Policy (UCP) procedures within the old policy. Separating these policies clarifies what falls under Title IX versus UCP and outlines the distinct processes for each.

RECOMMENDATION:

It is recommended the Board approve the new *5025-SO Title IX, Sex-Based Discrimination and Sex-Based Harassment Policy* as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

STUDENT SERVICES**5025-SO****TITLE IX, SEX-BASED DISCRIMINATION AND SEX-BASED HARASSMENT**

Sage Oak Charter Schools (“School”) is committed to maintaining a safe school environment that is free from harassment and discrimination. The School prohibits discrimination on the basis of sex, including sexual harassment, in any education program or activity that it operates. The School also prohibits retaliatory behavior or action against any person who reports, files a complaint, or testifies about, or otherwise supports a complainant in alleging sex-based discrimination or sexual harassment.

Once notified of a complaint, the Title IX Coordinator shall ensure the complaint or allegation is addressed through the School’s Title IX Complaint Procedures or Uniform Complaint Procedures, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of 5015-SO concurrently meets the requirements of 1025-SO.

The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

The School shall inform students and parents/guardians of the district's nondiscrimination policy by disseminating it through parent/guardian notifications, publishing it on the district's website, and including it in student and staff handbooks. All School staff will be trained regarding the policy.

The School has adopted the outlined grievance procedures that provide for the prompt and equitable resolution of complaints that students or staff members who are participating, or attempting to participate in, its education program or activity and were subjected to sex-based discrimination prohibited by Title IX or the Title IX regulations.

The complaint procedures described in this administrative regulation shall be used to address any complaint governed by Title IX of the Education Amendments of 1972 alleging that a student, while participating or trying to participate in an education program or activity in which the school exercises substantial control over the context and respondent, was subjected to one or more of the following forms of sex-based discrimination: discrimination based on pregnancy or related conditions, sex-based harassment, disparate treatment based on sex, or retaliation prohibited by Title IX.

Disparate treatment based on sex means unless otherwise permitted by Title IX, a person, on the basis of sex, being excluded from participation in, being denied the benefits of, or otherwise being subjected to discrimination under any academic, extracurricular, or other education program or activity operated by the school.

Retaliation means intimidation, threats, coercion, or discrimination against any person by the school, a student, or an employee or other person authorized by the school to provide aid, benefit, or service under the school’s education program or activity, for the purpose of interfering

STUDENT SERVICES**5025-SO****TITLE IX, SEX-BASED DISCRIMINATION AND SEX-BASED HARASSMENT**

with any right or privilege secured by Title IX, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing regarding the prohibitions of discrimination based on sex. Discrimination based on parental, family, or marital status; pregnancy or related conditions is prohibited. The school must not adopt or implement any policy, practice, or procedure that discriminates against students based on parental, family, or marital status; or that discriminates based on pregnancy or related conditions.

Sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

1. **Quid pro quo harassment:** An employee, or other person authorized by the recipient to provide an aid, benefit, or service under the recipient's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;
2. **Hostile environment harassment:** Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity (i.e., creates a hostile environment).

Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- a. The degree to which the conduct affected the complainant's ability to access the recipient's education program or activity;
 - b. the type, frequency, and duration of the conduct;
 - c. The parties' ages, roles within the recipient's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
 - d. The location of the conduct and the context in which the conduct occurred; and
 - e. Other sex-based harassment in the recipient's education program or activity; or
3. **Specific offenses.**
 - a. Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the Uniform Crime Reporting System of the FBI;
 - b. Dating violence meaning violence committed by a person:
 - i. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - ii. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a. The length of the relationship;
 - b. The type of relationship; and

STUDENT SERVICES

5025-SO

TITLE IX, SEX-BASED DISCRIMINATION AND SEX-BASED HARASSMENT

- c. The frequency of interaction between the persons involved in the relationship;
- c. Domestic violence meaning felony or misdemeanor crimes of violence (on the basis of sex) committed by:
 - i. A current or former spouse or intimate partner of the Complainant;
 - ii. A person with whom the Complainant shares a child in common
 - iii. A person who is cohabitating, or has cohabitated, with the Complainant as a spouse or intimate partner;
 - or
 - iv. A person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the jurisdiction receiving grant monies or
 - v. Any other person against an adult or youth Complainant who is protected from that person's acts under the domestic of family violence laws of the jurisdiction.
- d. Stalking meaning engaging in a course of conduct (on the basis of sex) directed at a complainant that would cause a reasonable person to:
 - i. Fear for the person's safety or the safety of others; or
 - ii. Suffer substantial emotional distress.

4. Pregnancy or Related Conditions

The school prohibits discrimination against students, employees, or applicants, based on pregnancy or pregnancy-related conditions. Accordingly, the school will provide reasonable modifications for students, including reasonable break time and space (if appropriate) for lactation. The school will not require documentation to provide such modifications unless it is necessary to do so.

Employees who become aware that a student is pregnant must promptly inform the student (or person who has a legal right to act on behalf of the student) of the Title IX Coordinator's contact information and inform them that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the school's education program or activity.

The following individuals have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that the school investigate and make a determination about alleged discrimination under Title IX:

- 1. A "complainant," which includes:
 - a. a student or employee of the school who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
 - b. a person other than a student or employee of the school who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in the school's education program or activity;

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2. A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
3. Title IX Coordinator.

The determination of whether allegations of sex-based discrimination fall within this policy will be made by the Title IX Coordinator. All other discrimination complaints or allegations brought by or on behalf of students shall be investigated and resolved in accordance with our Uniform Complaint Procedures (UCP). Because the complainant has a right to pursue a complaint under the UCP for any allegation that is dismissed or denied under this Administrative Regulation, the Title IX Coordinator shall ensure that all requirements and timelines for the UCP are concurrently met while implementing the Title IX complaint procedure.

Law Enforcement or Child Protective Services reports

During the pendency of any other entity's inquiry or investigation of alleged sex-based discrimination, the school will:

1. Offer and provide supportive measures for students who allegedly experienced sex-based harassment.
2. Take necessary actions to ensure student safety, including identifying and protecting other students possibly harmed by the alleged harassment.
3. Ensure that the school's investigation and resolution, including all stages of the investigation process, comply with the timelines set forth in this policy and the Uniform Complaint Procedures.

During the pendency of any other entity's inquiry or investigation, the school will make reasonable efforts to obtain notice of the outcome of other entities' processes, including any findings and corrective actions, and will ensure that it completes its own investigative process and takes appropriate corrective actions in compliance with any applicable law.

When relying on findings from another entity's report, the school will:

1. Explain in its own report how the other entity's findings support the school's determinations regarding whether the student was subjected to sex-based discrimination and/or sexual harassment.
2. Document all corrective actions taken and maintain the other entity's report with school records in accordance with document-retention policies.
3. Ensure that it makes a decision independent from any other law enforcement or child protective service entity's decision, as those entities rely on different standards and procedures for making their determinations.

Reporting Allegations/Filing a Formal Complaint

The alleged victim, or their parent/guardian, may submit a report of sex-based discrimination to the school's Title IX Coordinator or to any other available school employee, who shall forward the report to the Title IX Coordinator within one day of receiving the report. School employees

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are required to promptly notify the Title IX Coordinator of conduct that reasonably may constitute sex discrimination.

The school's Title IX Coordinator(s) is:

Kerry Cody
 Director of Human Resources: Talent and Engagement
 Sage Oak Charter Schools
 1473 Ford St STE 105
 Redlands, CA 92373
 (888) 435-4445
 kcody@sageoak.education

When notified of conduct that reasonably may constitute sex discrimination under Title IX, the Title IX Coordinator must take actions to promptly and effectively end any sex discrimination, prevent its recurrence, and remedy its effects. The Title IX Coordinator shall: (a) inform the complainant of these grievance procedures, including, if applicable, the informational resolution process, (b) treat the complainant and respondent equitably, (c) offer and coordinate supportive measures as described further below, and (d) notify the complainant of the right to file a formal complaint, the process for filing a formal complaint, and the informal resolution process, if appropriate.

Once a complaint is filed, the Title IX Coordinator shall notify the respondent of the grievance procedures and, if applicable, the informal resolution process. A complaint is an oral or written request to the school that objectively can be understood as a request for the school to investigate and make a determination about alleged sex-based discrimination. It may be filed with the Title IX Coordinator in person, by mail, or by email. Even if the alleged victim chooses not to file a formal complaint, the Title IX Coordinator may file a formal complaint in situations when the conduct, as alleged, presents an imminent and serious threat to the health or safety of the complainant or other person, or that the conduct, as alleged, prevents the school from ensuring equal access on the basis of sex to its education program or activity.

The Title IX Coordinator, investigator, decision-maker, and/or facilitator of an informal resolution process shall not have a conflict of interest or bias for or against complainants or respondents generally, or against an individual complainant or respondent. Such persons shall receive training related to their duties under Title IX promptly upon hiring or change of position that alters their duties under Title IX, and annually thereafter.

Supportive Measures

Upon receiving notice of conduct that reasonably may constitute sex discrimination, the Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures and shall consider the complainant's wishes with respect to the supportive measures implemented. Supportive measures shall be offered as appropriate, as reasonably available, and without charge to the complainant or the respondent before or after the filing of a formal

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complaint or where no formal complaint has been filed. Such measures shall be non-disciplinary, nonpunitive, and designed to restore or preserve equal access to the school's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the school's educational environment, deter sex-based harassment, or provide support during the recipient's grievance procedures and, if applicable, during the informal resolution process. Supportive measures may include, but are not limited to, counseling, course-related adjustments, extensions of deadlines, modifications of class and extracurricular schedules, restrictions on contact applied to one or more parties, increased security, leaves of absence, and training and education programs related to sex-based harassment. The school shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the school's ability to provide the supportive measures. The school must provide the complainant or respondent with a timely opportunity to seek, from an appropriate and impartial employee, modification or reversal of the school's decision to provide, deny, modify, or terminate supportive measures applicable to them. A recipient must not disclose information about any supportive measures to persons other than the person to whom they apply, including informing one party of supportive measures provided to another party, unless necessary to provide the supportive measure or restore a party's access to the education program or activity.

Formal Complaints of Sex Discrimination

If a formal sex discrimination complaint is filed, the Title IX Coordinator shall treat the complainant and respondent equitably and will presume that the respondent is not responsible until a determination of responsibility is made at the conclusion of the grievance process. The Title IX Coordinator will also provide the known parties with written notice of the following:

- The school's Title IX grievance procedures and any informal resolution process;
- The allegations including sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);
- A statement that retaliation is prohibited; and
- A statement that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence and if the school provides a description of the evidence, the parties may request and then must receive access to the relevant and not otherwise impermissible evidence.

If, in the course of an investigation, the Title IX Coordinator decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, the Title IX Coordinator will notify the parties of the additional allegations.

In the event of a complaint involving a student with a disability, the Title IX Coordinator shall consult with that student's IEP team and/or Section 504 team throughout the process of investigating and resolving the complaint and ensure that the student with a disability is not

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discriminated against on the basis of disability, including with respect to requests for supportive measures and remedies. Regardless of whether a complaint is initiated, take other appropriate prompt and effective steps, in addition to steps necessary to effectuate the remedies provided to an individual complainant, if any, to ensure that sex discrimination does not continue or recur within the recipient's education program or activity.

Dismissal of Complaint

The Title IX Coordinator may dismiss a complaint of sex discrimination if:

- The Title IX Coordinator is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the school's education program or activity and is not employed by the school;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or
- The Title IX Coordinator determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, the Title IX Coordinator will make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the Title IX Coordinator will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the Title IX Coordinator will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing. The Title IX Coordinator will notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint or any allegation in the complaint in accordance with the appeal procedures described in the section "Appeals" below. If the dismissal occurs after the respondent has been notified of the allegations, then the Title IX Coordinator will also notify the respondent that the dismissal may be appealed. The Title IX Coordinator will take other prompt and effective steps, as appropriate, to ensure that sex discrimination does not continue or recur within the school's education program or activity. If a complaint is dismissed, the conduct may still be addressed pursuant to Uniform Complaint Procedures as applicable.

Informal Resolution Process

When a formal complaint of sex discrimination, including sex-based harassment, is filed, the school may offer an informal resolution process, such as mediation, at any time prior to reaching a determination regarding responsibility. However, the school may not offer an informal resolution process when the allegations involve sexual assault, are that an employee engaged in sex-based harassment of a student, or there is a reasonable risk that a party would feel compelled to participate. The school shall not require a party to participate in the informal resolution process or to waive the right to an investigation and adjudication of a formal complaint.

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The school may facilitate an informal resolution process provided that:

1. The school provides the parties with a written notice disclosing the allegations, the requirements of the informal resolution process, the right to withdraw from the informal process and resume the formal complaint process, and potential terms that may be requested or offered, notice that any informal resolution is binding only on the parties, and any consequences resulting from participating in the informal resolution process, including that records will be maintained or how such records could be shared and that conclusion of the informal resolution process precludes the parties from initiating or resuming grievance procedures arising from the same allegation.
2. The school obtains the parties' voluntary, written consent to the informal resolution process
3. The school does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student, when the allegations involve sexual assault, or there is a reasonable risk that a party would feel compelled to participate
4. The facilitator is not the same person as the investigator or decisionmaker in the school's grievance procedures, has received training, and does not have a conflict of interest or bias.

Investigation Procedures

The Title IX Coordinator when notified of conduct that reasonably may constitute sex discrimination under Title IX must take actions to promptly and effectively end any sex discrimination, prevent its recurrence, and remedy its effects.

During the investigation process, the Title IX Coordinator shall treat the complainant and respondent equitably and conduct an adequate, reliable, and impartial investigation. The school presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance process.

Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws. In the event that a law enforcement agency is also investigating some or all of the allegations contained in a complaint, the school may delay initiating its own investigation by no longer than 30 days, provided that the school notifies the complainant of its intention to delay initiating its investigation and the complainant agrees. The school shall not, however, delay notice of complaint filing options or the immediate provision of interim and/or supportive measures to the complainant or alleged victim. Additionally, during the pendency of a parallel investigation, the Title IX Coordinator shall make and document in the centralized tracking and response system for complaints weekly inquiries with the relevant law enforcement agency as to whether the investigation in question has concluded. A law enforcement agency's decision at the conclusion of an investigation not to recommend criminal charges does not excuse the school from any of its independent obligations under this administrative regulation.

The written decision shall be issued within 60 calendar days of the receipt of the complaint. The timeline may be temporarily extended for good cause with written notice to the complainant and

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respondent of the extension and the reasons for the action. In making this determination, the decision-maker shall use the "preponderance of the evidence" standard for all formal complaints of sex-based discrimination. The same standard of evidence shall be used for formal complaints against students as for complaints against employees.

Appeals

Either party may appeal the school's decision or dismissal of a complaint or any allegation in the complaint and a complainant or respondent may appeal a determination at the conclusion of the investigation process.

Dismissals or determinations may be appealed on the following bases:

- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonably available when the dismissal was made; and
- The Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

If an appeal is filed, the school shall:

1. Notify the parties of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
2. Implement appeal procedures equally for the parties;
3. Ensure that the decision-maker(s) for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
4. Ensure that the decision-maker(s) for the appeal has been trained consistent with the Title IX regulations
5. Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
6. Notify the parties of the result of the appeal and the rationale for the result.

An appeal must be filed in writing within 10 calendar days of receiving the notice of the decision or dismissal, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Appeals submitted after this deadline are not timely and shall not be considered. The appeal shall specify the basis and grounds for the appeal.

A written decision shall be provided to the parties within 20 calendar days from the receipt of the appeal. The School's decision may be appealed to the California Department of Education within 30 days of the written decision. Either party has the right to file a complaint with the U.S. Department of Education's Office for Civil Rights within 180 days of the date of the most recently alleged misconduct. The complainant shall be advised of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable.

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Remedies

When a determination of responsibility for sex discrimination has been made against the respondent, the school shall provide remedies to the complainant. Such remedies may include the same individualized services described above in the section "Supportive Measures," but need not be non-disciplinary or nonpunitive and need not avoid burdening the respondent.

Record-Keeping

The Assistant Superintendent of Human Resources or designee shall maintain, for a period of ten years:

1. A record of all reported complaints of sex discrimination, any determinations of responsibility, any audio or audiovisual recording and transcript if applicable, any disciplinary sanctions imposed, any remedies provided to the complainant, and any appeal or informal resolution and the results therefrom;
2. A record of any actions, including supportive measures, taken in response to a report or formal complaint of sex discrimination, including the school's basis for its conclusion that its response was prompt and equitable, the measures taken that were designed to restore or preserve equal access to the education program or activity, and, if no supportive measures were provided to the complainant, the reasons that such a response was not unreasonable in light of the known circumstances; and
3. All materials used to train the Title IX Coordinator, investigator(s), decision-maker(s), and any person who facilitates an informal resolution process.

Title IX COMPLAINT FORM

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Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint against: _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand that providing false information in this regard could result in disciplinary action up to and including termination.

Signature of Complainant

Date

Print Name

To be completed by the School:

Received by: _____

Date _____

Follow up meeting with complainant held on: _____

Coversheet

(Action) Approval of new 5090-SO Harassment, Intimidation, Discrimination, and Bullying Policy

Section: X. Policy Development
Item: B. (Action) Approval of new 5090-SO Harassment, Intimidation, Discrimination, and Bullying Policy
Purpose: Vote
Submitted by:
Related Material:
5090-SO Harassment, Intimidation, Discrimination and Bullying Policy_12.12.2024.pdf

BACKGROUND:

As a result of new Title IX compliance regulations, a separate policy is required to address harassment, intimidation, discrimination, and bullying under the Uniform Complaint Policy (UCP). This separation clarifies the distinctions between issues investigated under Title IX and UCP and outlines the specific processes for each.

RECOMMENDATION:

It is recommended the Board approve the new *5090-SO Harassment, Intimidation, Discrimination, and Bullying Policy* as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

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Discrimination, harassment, intimidation, and bullying are disruptive behaviors that interfere with students' learning, reduce engagement, compromise school safety, and create a hostile school environment. To maintain a safe, inclusive, and respectful environment, Sage Oak Charter Schools ("School") strictly prohibits all forms of discrimination, harassment, intimidation, and bullying, regardless of whether they are based on protected characteristics. This policy applies to any such conduct related to school activities, and attendance at school-sponsored events (regardless of location), and includes behaviors conducted via school-owned technology or other electronic means.

As used in this policy, discrimination, harassment, intimidation, and bullying are described as intentional conduct, including verbal, physical, written communication or cyber-bullying may be based on, but are not limited to, the actual or perceived characteristics such as:

- Race, including traits historically associated with race (e.g., hair texture, protective hairstyles like braids, locks, and twists)
- Color
- Creed
- Gender, including gender identity and expression
- Religion, including all aspects of religious beliefs, observance, and practice (e.g., religious dress or grooming practices)
- Marital status or registered domestic partner status
- Status as a victim of domestic violence, assault, or stalking
- Age (40 and over)
- Ethnicity, national origin, or ancestry (including language use restrictions)
- Citizenship
- Immigration status
- Disability, whether physical, intellectual, or mental (including HIV/AIDS)
- Medical condition, including cancer or a history of cancer and genetic characteristics
- Reproductive health decisions
- Family or medical leave status
- Sex, including pregnancy, childbirth, breastfeeding, or related conditions
- Genetic information
- Sexual orientation
- Political affiliation
- Military and veteran status
- Use of cannabis off-duty and away from the workplace
- Any other characteristic protected by federal, state, or local laws hereafter, such actions are referred to as "misconduct prohibited by this policy."

To the extent possible, the School will make reasonable efforts to prevent discrimination, harassment, intimidation, or bullying of students and will promptly investigate, address, respond to, and report on such behaviors. The School staff that witness acts of misconduct prohibited by this policy will take immediate steps to intervene when safe to do so.

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Moreover, the School will not condone or tolerate misconduct prohibited by this policy by any employee, independent contractor, or other person with which the School does business, or any other individual, student, or volunteer. This policy applies to all employees, students, or volunteer actions and relationships regardless of position or gender. The School will promptly and thoroughly investigate and respond to any complaint of misconduct prohibited by this policy in a manner that is not deliberately indifferent and will take appropriate corrective action if warranted. The School complies with all applicable state and federal laws and regulations and local ordinances in its investigation of and response to reports of misconduct prohibited by this policy.

Notification

When necessary under Education Code section 48985, if fifteen (15) percent or more of the pupils enrolled in the School speak a single primary language other than English, this policy, and all notices, reports, and statements pertaining to this policy will be translated into the primary language and will be provided to the parent/guardian of any such students in their primary language.

Definitions**Prohibited Unlawful Harassment**

1. Verbal conduct such as epithets, derogatory jokes or comments, or slurs.
2. Physical conduct including assault or intentionally blocking normal movement or interfering with work or school because of race or any other protected basis.
3. Retaliation for reporting or threatening to report harassment.
4. Deferential or preferential treatment based on any of the protected characteristics.

For sex-based harassment, please see Sage Oak Board Policy 5015 - Title IX, Sex-Based Discrimination and Sex-Based Harassment.

Prohibited Bullying

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act.

Bullying includes one or more acts committed by a student or group of students that may constitute sexual harassment, hate violence, or create an intimidating and/or hostile educational environment, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable pupil* or pupils in fear of harm to that pupil's or those pupils' person or property.
2. Causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health.
3. Causing a reasonable pupil to experience substantial interference with the pupil's academic performance.

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4. Causing a reasonable pupil to experience substantial interference with the pupil's ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.

* "Reasonable pupil" is defined as a pupil, including but not limited to, an exceptional needs pupil, who exercises care, skill, and judgment in conduct for a person of the same age, or for a person of the same age with the same exceptional needs.

Cyberbullying is an electronic act that includes the transmission of harassing communication, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes accessing another person's electronic account to impersonate them with the intent to harm their reputation.

Electronic act means the creation and transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

1. A message, text, sound, video, or image.
2. A post on a social network Internet Website including, but not limited to:
 - a. Posting to or creating a burn page. A "burn page" means an Internet Website created for the purpose of having one or more of the effects as listed in the definition of "bullying," above.
 - b. Creating a credible impersonation* of another actual pupil for the purpose of having one or more of the effects listed in the definition of "bullying" above. *"Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - c. Creating a false profile for the purpose of having one or more of the effects listed in the definition of "bullying," above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
3. An act of "cybersexual bullying" including, but not limited to:
 - a. The dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in the definition of "bullying," above. A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

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- b. “Cybersexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
- c. Notwithstanding the definitions of “bullying” and “electronic act” above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

**“Cybersexual bullying” will be investigated under Sage Oak Board Policy 5015 - Title IX, Sex-Based Discrimination and Sex-Based Harassment.

Bullying and Cyberbullying Prevention Procedures

Charter School has adopted the following procedures for preventing acts of bullying, including cyberbullying.

1. Cyberbullying Prevention Procedures

The School advises students:

- a. To never share passwords, personal data, or private photos online.
- b. To think about what they are doing carefully before posting and by emphasizing that comments cannot be retracted once they are posted.
- c. That personal information revealed on social media can be shared with anyone including parents, teachers, administrators, and potential employers. Students should never reveal information that would make them uncomfortable if the public had access to it.
- d. To consider how it would feel to receive such comments before making comments about others online.

Charter School informs its employees, students, and parents/guardians of its policies regarding the use of technology in and out of the classroom. The Charter School encourages parents/guardians to discuss these policies with their children to ensure their children understand and comply with such policies.

2. Education

School employees cannot always be present when bullying incidents occur, so educating students about bullying is a key prevention technique to limit bullying from happening. The School advises students that hateful and/or demeaning behavior is inappropriate and unacceptable in our society and at School and encourages students to practice compassion and respect each other.

The School educates students on the importance of accepting peers regardless of protected characteristics (including but not limited to sexual orientation, gender identity, disabilities, race, ethnicity, religion, and immigration status) and about the negative impact of bullying other students based on protected characteristics.

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The School's bullying prevention education also discusses the differences between appropriate and inappropriate behaviors and includes sample situations to help students learn and practice appropriate behavior and to develop techniques and strategies to respond in a non-aggressive way to bullying-type behaviors. Students will also develop confidence and learn how to advocate for themselves and others, and when to go to an adult for help.

The School informs School employees, students, and parents/guardians of this policy and encourages parents/guardians to discuss this policy with their children to ensure their children understand and comply with this policy.

3. Professional Development

The School annually makes available the online training module developed by the California Department of Education pursuant to Education Code section 32283.5(a) to its certificated employees and all other School employees who have regular interaction with students.

The School informs certificated employees about the common signs that a student is a target of bullying including:

- a. Physical cuts or injuries
- b. Lost or broken personal items
- c. Fear of going to school/practice/games
- d. Loss of interest in school, activities, or friends
- e. Trouble sleeping or eating
- f. Anxious/sick/nervous behavior or distracted appearance
- g. Self-destructiveness or displays of odd behavior
- h. Decreased self-esteem

The School informs certificated employees about student groups identified as being at elevated risk for bullying, based on school findings and available research. These groups include but are not limited to:

- a. Students who are lesbian, gay, bisexual, transgender, or questioning youth ("LGBTQ") and those youth perceived as LGBTQ; and
- b. Students with physical or learning disabilities.

The School encourages its employees to demonstrate effective problem-solving, anger management, and self-confidence skills for students.

Grievance Procedures**Scope of Grievance Procedures**

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The School will comply with board policy 1025 - Uniform Complaint Policy when investigating and responding to complaints alleging unlawful discrimination, harassment, intimidation or bullying against a protected group or on the basis of a person's association with a person or group with one or more of the protected characteristics set forth in the UCP that:

- a. Are written and signed;
- b. Filed by an individual who alleges that that individual has personally suffered unlawful discrimination, harassment, intimidation or bullying, or by one who believes any specific class of individuals has been subjected to discrimination, harassment, intimidation or bullying prohibited by this part, or by a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying; and
- c. Submitted to the School UCP Compliance Officer not later than six (6) months from the date the alleged unlawful discrimination, harassment, intimidation or bullying occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying.

The following grievance procedures shall be utilized for reports of misconduct prohibited by this policy that do not comply with the writing, timeline, or other formal filing requirements of a uniform complaint. For formal complaints of sexual harassment, the School will follow the Title IX complaint procedures as outlined in Sage Oak Board Policy 5015 - Title IX, Sex-Based Discrimination and Sex-Based Harassment in addition to its UCP when applicable.

Reporting

All staff are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of misconduct prohibited by this policy, to intervene when it is safe to do so, call for assistance, and report such incidents. The Board requires staff to follow the procedures in this policy for reporting alleged acts of misconduct prohibited by this policy.

Any student who believes they have been subject to misconduct prohibited by this policy or has witnessed such prohibited misconduct is encouraged to immediately report such misconduct to the Coordinator:

Ms. Kerry Cody, Director of Human Resources: Talent and Engagement
Uniform Complaint Procedure Coordinator
(888) 435-4445
kcody@sageoak.education
1473 Ford Street, Suite 105
Redlands, CA 92373

Complaints regarding such misconduct may also be made to the U.S. Department of Education, Office for Civil Rights. Civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders may also be available to complainants.

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HARASSMENT, INTIMIDATION, DISCRIMINATION, AND BULLYING POLICY

While submission of a written report is not required, the reporting party is encouraged to submit a Uniform Complaint Procedure Form which can be located in board policy 1025 - Uniform Complaint Policy to the Coordinator. The School will investigate and respond to all oral and written reports of misconduct prohibited by this policy in a manner that is not deliberately indifferent. Reports may be made anonymously, but formal disciplinary action cannot be based solely on an anonymous report.

Students are expected to report all incidents of misconduct prohibited by this policy or other verbal, or physical abuses. Any student who feels they are a target of such behavior should immediately contact a teacher, counselor, the program director, Coordinator, a staff person, or a family member so that the student can get assistance in resolving the issue in a manner that is consistent with this policy.

The School acknowledges and respects every individual's right to privacy. All reports shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process to the greatest extent possible. This includes keeping the identity of the reporter confidential, as appropriate, except to the extent necessary to comply with the law, carry out the investigation and/or to resolve the issue, as determined by the Coordinator or designee on a case-by-case basis.

The School prohibits any form of retaliation against individuals who report, testify, assist, participate, or decline to participate in investigations related to misconduct under this policy. Such participation or lack of participation shall not in any way affect the status, grades, or work assignments of the individual. Individuals alleging retaliation in violation of this policy may file a grievance using the procedures set forth in this policy. Knowingly making false statements or knowingly submitting false information during the grievance process is prohibited and may result in disciplinary action.

Investigation and Response

Upon receipt of a report of misconduct prohibited by this policy from a student, staff member, parent/guardian, volunteer, visitor or affiliate of the School, the Coordinator or administrative designee will promptly initiate an investigation. In most cases, a thorough investigation will take no more than twenty-five (25) school days. If the Coordinator, or administrative designee determines that an investigation will take longer than twenty-five (25) school days and needs to be delayed or extended due to good cause, the Coordinator or administrative designee will inform the complainant of the reasons for the delay or extension and provide an approximate date when the investigation will be complete.

At the conclusion of the investigation, the Coordinator or administrative designee will meet with the complainant and, to the extent possible with respect to confidentiality laws, provide the complainant with information about the investigation, including any actions necessary to resolve the incident/situation. However, the Coordinator or administrative designee will not reveal confidential information related to other students or employees.

STUDENT SERVICES

5090-SO

HARASSMENT, INTIMIDATION, DISCRIMINATION, AND BULLYING POLICY

Students or employees who engage in misconduct prohibited by this policy, knowingly make false statements or knowingly submit false information during the grievance process may be subject to disciplinary action up to and including expulsion from the School or termination of employment.

Coversheet

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

Section: XI. Organizational Structure - Annual Meeting of the Board
Item: A. (Action) Election of the Sage Oak Charter Schools Board President
Purpose: Vote
Submitted by:

BACKGROUND:

Article VII, Board Officers, Section 7.02 states:

Election of Board Officers

"The Board officers shall be elected annually by a majority vote of the Board at a regular or special meeting of the Board, shall serve at the pleasure of the Board for one (1) year terms without a limitation on the number of consecutive terms, and shall hold their respective offices until their resignation, removal, or other disqualification from service."

RECOMMENDATION:

It is recommended the Board of Directors take action to elect the Board President.

Coversheet

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

Section: XI. Organizational Structure - Annual Meeting of the Board
Item: B. (Action) Election of the Sage Oak Charter Schools Board Vice President
Purpose: Vote
Submitted by:

BACKGROUND:

Article VII, Board Officers, Section 7.02 states:

Election of Board Officers

"The Board officers shall be elected annually by a majority vote of the Board at a regular or special meeting of the Board, shall serve at the pleasure of the Board for one (1) year terms without a limitation on the number of consecutive terms, and shall hold their respective offices until their resignation, removal, or other disqualification from service."

RECOMMENDATION:

It is recommended the Board of Directors take action to elect the Board Vice President.

Coversheet

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

Section: XI. Organizational Structure - Annual Meeting of the Board
Item: C. (Action) Election of the Sage Oak Charter Schools Board Clerk
Purpose: Vote
Submitted by:

BACKGROUND:

Article VII, Board Officers, Section 7.02 states:

Election of Board Officers

"The Board officers shall be elected annually by a majority vote of the Board at a regular or special meeting of the Board, shall serve at the pleasure of the Board for one (1) year terms without a limitation on the number of consecutive terms, and shall hold their respective offices until their resignation, removal, or other disqualification from service."

RECOMMENDATION:

It is recommended the Board of Directors take action to elect the Board Clerk.

Coversheet

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

Section: XI. Organizational Structure - Annual Meeting of the Board
Item: E. (Action) Approval of Sage Oak Charter Schools Board of Directors
Manual Revisions
Purpose: Vote
Submitted by:
Related Material:
Sage Oak Charter Schools Board of Directors Manual_Redline_12.12.2024.pdf

BACKGROUND:

The Sage Oak Charter Schools Board of Directors Manual revisions were reviewed during the November 14, 2024, Study Session. Updates included clarifying the board member reimbursement process and adding a new section regarding the annual Superintendent/CEO evaluation.

RECOMMENDATION:

It is recommended the Board approve the revisions to the Board of Directors Manual as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).



Board of Directors Manual

Role of the Board

The Board of Directors (Board) is elected to provide leadership and oversight of the nonprofit corporation that operates charter school(s). The Board shall ensure that the nonprofit corporation is responsive to the values, beliefs, and priorities of the communities it serves.

The Board shall work with the Superintendent/CEO to fulfill its major responsibilities, which include:

1. Setting the direction for the nonprofit corporation through a process that involves the counties, communities, parents/guardians, students, and staff and is focused on student learning and achievement
2. Establishing an effective and efficient organizational structure for the nonprofit corporation by
 - a. Employing the Superintendent/CEO and setting policy for hiring other personnel
 - b. Overseeing the development and adoption of policies
 - c. Establishing academic expectations and adopting the curriculum and instructional materials
 - d. Establishing budget priorities and adopting the budget
 - e. Providing safe, adequate facilities that support the school's operations
3. Providing support to the Superintendent/CEO and other staff as they carry out the Board's direction by
 - a. Establishing and adhering to standards of responsible governance
 - b. Making decisions and providing resources that support the nonprofit corporation's priorities and goals
 - c. Upholding Board policies
 - d. Being knowledgeable about school programs and efforts ~~to in order to~~ serve as effective spokespersons
4. Ensuring accountability to the public for the performance of the school(s) and compliance with the charter(s) by:



- a. Establishing and approving all major educational and operational policies
 - b. Approval of all major contracts
 - c. Approving the charter school's annual budget and overseeing the charter school's fiscal affairs
 - d. Hearing expulsion recommendations at scheduled Board of Directors meetings to meet the required timeframe for expulsions
 - e. Evaluating the Superintendent/CEO who oversees the day-to-day operations of the charter school and implementing the policy direction of the Board
 - f. Developing annual goals for the charter school and long-range plans with input from the Superintendent/CEO, teachers, and parent/guardian advisory council members
 - g. Receiving reports from ~~mm~~, and providing recommendations ~~to~~, the Superintendent/CEO relative to long-term strategic planning
 - h. Assessing the charter school's goals, objectives, academic achievement/student progress, financial status, and any need for redirection
 - i. Evaluating charter school and student performance
5. Providing leadership and advocacy on behalf of students, the educational program, and public education ~~to in order to~~ build support within the local counties and communities.

Governance Standards

The Board believes ~~that~~ its primary responsibility is to act in the best interests of every student in the school(s). The Board is also committed to parents/guardians, counties, communities, employees, the State of California, ~~and~~ the laws pertaining to public education, ~~and established as well as established policies of the~~ school(s) policies.

To maximize Board effectiveness and public confidence in Board governance, Board members are expected to govern responsibly and hold themselves to the highest standards of ethical conduct.

The Board expects its members to work with each other and the Superintendent/CEO to ensure that a high-quality education is provided to each student. Each ~~individual~~ Board member shall:

1. Keep learning and achievement for all students as the primary focus
2. Value, support, and advocate for public education
3. Recognize and respect differences of perspective and style on the Board and among



staff, students, parents, and the counties and communities it serves

4. Act with dignity and understand the implications of demeanor and behavior
5. Keep confidential matters confidential
6. Participate in professional development and commit the time and energy necessary to be an informed and effective leader
7. Understand the distinctions between Board and staff roles, and refrain from performing management functions that are the responsibility of the Superintendent/CEO and other staff
8. Understand that authority rests with the Board as a whole and not with individuals

Board members shall also assume collective responsibility for building unity and creating a positive organizational culture. To operate effectively, the Board shall have a unity of purpose and:

1. Keep the nonprofit corporation focused on learning and achievement for all students
2. Communicate a common vision
3. Operate openly, with trust and integrity
4. Govern in a dignified and professional manner, treating everyone with civility and respect
5. Govern within Board-adopted policies and procedures
6. Take collective responsibility for the Board's performance
7. Annually evaluate its own effectiveness
8. Ensure opportunities for ~~the diverse range of~~ views in the students, staff, counties, and communities it serves to inform Board deliberations.

Public Statements

The Board recognizes that its members may participate in public discourse on ~~matters of~~ civic or



community interest matters, including those involving the nonprofit corporation, and their right to express their personal views freely to freely express their personal views. However, to ensure communication of a consistent, unified communication message regarding nonprofit corporation issues, Board members are expected to respect the authority of the Board to choose its representatives to communicate their positions and to abide by established protocols.

All public statements authorized to be made on behalf of the Board shall be made by the Board President or, if appropriate, by the Superintendent/CEO or other designated representative.

When speaking for the nonprofit corporation, the Board encourages its spokespersons to exercise restraint and tact and to communicate the message in a manner that promotes public confidence in the Board's leadership.

Board spokespersons shall not disclose confidential information or information received in closed session except when authorized by a majority of the Board, nor shall Board spokespersons express any support for (or opposition to) any candidate(s) for political office. The Board must ensure that any statements or informational materials concerning proposed legislation or political candidates are provided in a neutral, nonpartisan, and educational manner that is consistent with state and federal restrictions for 501(c)(3) nonprofits and public agencies.

When speaking to community groups, members of the public, or the media, individual Board members should recognize that their statements may be perceived as reflecting the views and positions of the Board. Board members have a responsibility to identify personal viewpoints as such and not as the viewpoint of the Board.

In addition, the Board encourages members who participate on social networking sites, blogs, or other discussion or informational sites to conduct themselves respectfully, courteously, and professionally and to model good behavior for students and the community. Such electronic communications are subject to the same standards and protocols established for other forms of communication. Furthermore, the Brown Act prohibits Board members from responding directly to any community on an internet-based social media platform regarding a matter that is within the subject-matter jurisdiction of the Board (e.g., charter school matters) that is made, posted, or shared by any other Board member.

Disclosure of Confidential/Privileged

The Board recognizes the importance of maintaining the confidentiality of information acquired as part of a Board member's official duties. Confidential/privileged information shall be released only to the extent authorized by law and upon approval from the Board.



Disclosure of Closed Session Information

A Board member shall not disclose confidential information acquired during a closed session to a person not entitled to receive such information, unless a majority of the Board has authorized its disclosure.

Confidential information means a communication made in a closed session that is specifically related to the basis for the Board to meet lawfully in closed session.

Other Disclosures

A Board member shall not disclose, for pecuniary gain, confidential information acquired in the course of his/her official duties. Confidential information includes information that is not a public record subject to disclosure under the Public Records Act, information that by law may not be disclosed, or information that may have a material financial effect on the Board member.

The Board may take action against any person for disclosing confidential information.

Disclosures excepted from this prohibition are those made to law enforcement officials when reporting on improper governmental activities.

Board Member Electronic Communications

The Board recognizes that electronic communication is an efficient and convenient way for Board members to communicate and expedite the exchange of information within the nonprofit corporation and with members of the public. Board members shall exercise caution ~~to~~ ensure that electronic communications are not used as a means for the Board to deliberate outside of an agendaized Board meeting nor to circumvent the public's right to access records regarding the nonprofit corporation.

A quorum of the Board shall not, outside of an authorized Board meeting, use a series of electronic communications of any kind, including emails, texts, or communications on an internet-based social media platform, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject-matter jurisdiction of the Board (e.g., charter school matters).

Examples of permissible electronic communications concerning the nonprofit corporation include, but are not limited to, the dissemination of Board meeting agendas and agenda packets, reports of activities from the Superintendent/CEO sent to Board members, and reminders regarding meeting times, dates, and places. Board members must not "reply to all" to these communications.



In addition, Board members may use electronic communications to discuss matters that do not pertain to the nonprofit corporation, regardless of the number of Board members participating in the discussion. However, Board members must be clear that such communications regarding any candidates for political office or proposed legislation are their own personal viewpoints and do not represent the Board, the nonprofit corporation, or the school.

Board members shall make every effort to ensure that their electronic communications conform to the same standards and protocols established for other forms of communication. A Board member may respond, as appropriate, to an electronic communication received from a community member and should make clear that their response does not necessarily reflect the views of the Board as a whole. Any complaint or request for information should be forwarded to the Superintendent/CEO in accordance with Board policies and procedures so that the issue may receive proper consideration and be handled through the appropriate nonprofit corporation process. As appropriate, communication received from the media shall be forwarded to the Superintendent/CEO.

To the extent possible, electronic communications regarding any nonprofit corporation-related business shall be transmitted through a nonprofit corporation-provided ~~device or~~ account. Conversely, personal communications shall not be transmitted through a nonprofit corporation-provided device or account, nor shall communications regarding candidates for political office or proposed legislation without prior approval from the Board. ~~Board members~~ should keep in mind that such electronic communications (those transmitted through a provided device or account or those pertaining to charter school matters) may be subject to public disclosure under the Public Records Act.

Limits of Board Member Authority

The Board recognizes that the Board governs the nonprofit corporation and that a Board member has no individual authority. Board members shall hold the interests of the nonprofit corporation above any partisan principle, group interest, or personal interest.

Unless agreed to by the Board as a whole, individual members of the Board shall not exercise any administrative responsibility with respect to the schools or command the services of any school employee. Individual Board members shall submit requests for information to the Superintendent/CEO. Board members shall refer Board-related correspondence to the Superintendent/CEO for forwarding to the Board or for placement on the Board's agenda, as appropriate.

Individual Board members do not have the authority to resolve complaints. Any Board member approached directly by a person with a complaint should refer the complainant to the



Superintendent/CEO or designee so that the problem may be properly considered and receive proper consideration and be handled through the appropriate nonprofit corporation process.

A Board member whose child is attending a nonprofit corporation school should be aware of their role as a Board member when interacting with nonprofit corporation employees about their child.

The Superintendent/CEO designee shall provide a copy of the state's open meeting laws (Brown Act) to each Board member and to anyone who is elected to the Board but has not yet assumed office.

Board members and persons elected to the Board who have not yet assumed office are responsible for complying with the requirements of the Brown Act.

Oath or Affirmation

It is a tradition of the Board that, prior to entering office, all Board members take an oath or affirmation.

The following oath may be administered and certified by the Superintendent/CEO and/or the Board President:

I, _____ do solemnly swear (or affirm) that I will support and defend the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Orientation

The Board recognizes the importance of providing all newly elected Board members with support and information to become effective members of the Board. Incoming Board members are provided an orientation designed to build their knowledge of the nonprofit corporation and an understanding of the responsibilities of their position. Such orientation may include the provision of information, support, and/or training related to Board functions, policies, protocols, and standards of conduct.

As early as possible following the election of Board members, one or more orientation sessions



may be held during open meeting(s) of the Board or scheduled 1:1 meetings with the Superintendent/CEO and other staff. The Board President and the Superintendent/CEO or designee shall develop an agenda for the meeting(s) and ~~identify resources~~ ~~shall identify resources that may be~~ useful for incoming Board members.

Upon their election, incoming Board members shall be provided a copy of the Brown Act and informed that, pursuant to Government Code 54952.1, they must conform to the Act's requirements as if they had already assumed office. Incoming Board members must also complete a Form 700 within 30 days of assuming office in accordance with the Political Reform Act. Additional information for incoming Board members may include, but is not limited to, Board bylaws related to the limits of individual Board member authority, the conduct of Board meetings, and other Board operations; governance standards for ethical conduct; legal requirements related to conflict of interest and prohibited political activity; protocols for speaking with nonprofit corporation staff, members of the public, and the media; and publications on effective governance practices.

In addition, the Superintendent/CEO or designee shall provide incoming Board members with specific background information regarding the nonprofit corporation, including, but not limited to, the nonprofit corporation's vision and goals statements, local control, and accountability plan, and other comprehensive plans, student demographic data, student achievement data, nonprofit corporation policy manual, nonprofit corporation budget, and minutes of recent open Board meetings.

The Superintendent/CEO or designee may offer incoming Board members a tour of the nonprofit corporation's administrative offices and facilities and may introduce them to the nonprofit corporation and charter school site administrators and other staff.

Incoming members are encouraged, at the nonprofit corporation's expense and with the approval of the Board, to attend charter school organization workshops and conferences relevant to the needs of the individual member, the Board as a whole, or the nonprofit corporation.

Board Training

~~The Board believes that~~ The Board's ability to effectively and responsibly govern the nonprofit corporation is essential to promoting student achievement, building positive community relations, and protecting the public interest in the nonprofit corporation that operates charter school(s). Board members shall be provided sufficient opportunities for professional development that helps them understand their responsibilities, stay abreast of new developments in education, and develop boardmanship skills.



The Board and/or the Superintendent/CEO or designee shall provide an orientation to newly elected or appointed Board members, which includes comprehensive information regarding Board roles, policies, procedures, the nonprofit corporation's vision and goals, operations, and current challenges. Throughout their first term, Board members shall continue to participate in additional educational opportunities designed to assist them in understanding the principles of effective governance, including, but not limited to, information on school finance and budgets, student achievement and assessment, labor relations, community relations, program evaluation, open meeting laws (the Brown Act), conflict of interest laws, and other topics necessary to govern effectively and in compliance with the law.

Board members will be responsible for participating in required training programs, including but not limited to ethics training as set forth in AB 2158 (commencing on January 1, 2025). All Board members are encouraged to continuously participate in advanced training in order to reinforce boardmanship skills and build knowledge related to key education issues. Such activities may include online courses, webinars, webcasts, and in-person attendance at workshops and conferences. In addition, workshops and consultations may be held within the nonprofit corporation on issues that involve the entire governance team.

Board members may attend a conference or similar public gathering with other Board members and/or with the Superintendent/CEO or designee in order to develop common knowledge and understanding of an issue or engage in team-building exercises. In such cases, a majority of the Board members shall not discuss among themselves, other than as part of the scheduled program, business of a specified nature that is within the nonprofit corporation's jurisdiction so as not to violate the Brown Act open meeting laws.

Board members shall report to the Board, orally or in writing, on the Board training activities they attend, for the purpose of sharing the acquired knowledge or skills with the full Board and enlarging the benefit of the activity to the Board and nonprofit corporation.

Remuneration, Reimbursement

Compensation

Each member of the Board of Directors (Board) may receive a monthly compensation of ~~-\$~~\$650.

On an annual basis, the Board may adjust the compensation of Board members in an amount that is just and reasonable to the nonprofit corporation based on the services performed by the Board members and in consideration of comparable compensation that is paid to individuals holding similar positions at similarly-sized nonprofit organizations in the same geographic location. The Board shall adopt such compensation ~~by resolution~~ based on the comparable analysis, which may include a compensation study.



Board members are not required to accept payment for meetings attended.

A member may be compensated for meetings they missed when the Board finds that they were performing designated services for the nonprofit corporation that operates charter school(s) at the time of the meeting or that they were absent because of illness, jury duty, or a hardship deemed acceptable by the Board.

Reimbursement of Expenses

Board members shall be reimbursed for actual and necessary expenses **such as travel, telephone, business meals, or other authorized purposes** incurred when performing authorized services for the nonprofit corporation. ~~Expenses for travel, telephone, business meals, or other authorized purposes shall be in accordance with policies established for the nonprofit corporation personnel and at the same reimbursement rate.~~

Board members shall be reimbursed for travel expenses incurred when performing services directed by the Board.

Authorized purposes may include, but are not limited to, attendance of educational seminars or conferences designed to improve Board members' skills and knowledge; participation in regional, state, or national organizations whose activities affect the nonprofit corporation's interests; attendance at the nonprofit corporation or community events; and meetings with state or federal officials on issues of community concern.

Personal expenses shall be the responsibility of individual Board members. Personal expenses include but are not limited to, the personal portion of any trip, alcohol, entertainment, laundry, expenses of any family member who is accompanying the Board member on the nonprofit corporation-related business, personal use of an automobile, and personal losses and traffic violation fees incurred while at the nonprofit corporation.

Any questions regarding the propriety of a particular type of expense should be resolved pursuant to the fiscal policy.

Board Policies

The Board shall adopt written policies to convey its expectations for actions that will be taken in the nonprofit corporation, clarify roles and responsibilities of the Board and Superintendent/CEO, and communicate board philosophy and positions to students, staff, parents/guardians, and the community.



The nonprofit corporation's policy development process may be revised or expanded as needed based on the issue being considered, the need for more information, or the desire to provide greater opportunities for consultation and public input.

Policies shall become effective upon Board adoption or at a future date if so designated by the Board at the time of adoption.

Board Bylaws

The Board shall prescribe and enforce rules for its own governance consistent with state law and regulations.

Bylaws governing Board operations may be amended in accordance with the process set forth in the Bylaws.

Monitoring and Evaluation

At any time, the Board and Superintendent/CEO or designee may determine that progress reports to the Board on the implementation and/or effectiveness of the policy should be scheduled. If so, the Board and Superintendent/CEO or designee shall agree upon a timeline and, as applicable, measures for evaluating the effectiveness of the policy in achieving its purpose.

Access to Policies

The Superintendent/CEO or designee shall provide public access to current Board-adopted policies, such as by posting policies to the website or making them available upon request.

As necessary, the Superintendent/CEO or designee shall notify staff, parents/guardians, students, and other stakeholders whenever a policy that affects them is adopted or revised. They may determine the appropriate communication strategy depending on the issue. Policies shall be posted on the website when required by law.

Agenda, Meeting Materials

Any board member or member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request shall be submitted in writing to the Superintendent/CEO or designee with supporting documents and information.

The Board President and Superintendent/CEO shall decide whether a request from a member of the public is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, before placing the item on the agenda, the Board President and Superintendent/CEO shall determine if the item is merely a request for information or whether the issue is covered by an existing policy. ~~or administrative~~



regulation.

If the Board President and Superintendent/CEO do not place an item on the agenda, the Board member may request the Board to take action to determine whether the item shall be placed on the agenda.

The Board President and Superintendent/CEO shall also decide, **in accordance with the Brown Act,** whether an agenda item is appropriate for discussion in open or closed session and whether the item should be an action item subject to Board vote or an information item that does not require immediate action.

In order to promote efficient meetings, the Board may bundle a number of items and act upon them together by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature and items for which Board discussion is not anticipated and for which the Superintendent/CEO recommends approval. When any Board member requests the removal of an item from the consent agenda, the item shall be removed and given individual consideration for action as a regular agenda item.

At least 72 hours before each regular meeting, each Board member shall be provided a digital copy of the agenda and other available documents pertinent to the meeting.

When special meetings are called, board members shall receive, at least 24 hours prior to the meeting, notice of the business to be transacted.

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent/CEO or designee to ask questions and/or request additional information on agenda items. However, a majority of Board members shall not, outside of a noticed meeting, directly or through intermediaries or electronic means discuss, deliberate, or take action on any matter within the subject matter jurisdiction of the Board.

Meeting Conduct

All Board meetings shall begin on time and shall follow an agenda prepared in accordance with board Bylaws and posted and distributed in accordance with the Ralph M. Brown Act (open meeting requirements), the Charter Schools Act, and other applicable laws.

The Board shall adopt and enforce a policy for public participation at meetings, which shall include the requirements of the Charter Schools Act for establishing two-way conference locations and posting recordings of the meetings.

The Board believes that late-night meetings deter public participation, can affect the Board's



decision-making ability, and can be a burden to staff. Regular board meetings shall be held between the hours of 8:00 a.m. to 4:00 p.m.; if any Special or Emergency Board Meetings are

held, they shall be adjourned by 10:00 p.m. unless extended to a specific time determined by a majority of the Board. The meeting shall be extended no more than once and subsequently may be adjourned to a later date.

Minutes

The Board recognizes that maintaining accurate minutes of Board meetings helps foster public trust in Board governance and provides a record of Board actions for use by nonprofit corporation staff and the public.

The Secretary shall keep minutes and record all official Board actions. The Board's minutes shall be public records and shall be made available to the public upon request.

The minutes of Board meetings shall include, but not be limited to:

1. A notation of which Board members are present, in person or by teleconference, and whether a member is not present for part of the meeting due to late arrival and/or early departure
2. A list of the public comments made on agenda items and non-agenda topics
3. The specific language of each motion and the names of the Board members who made and seconded the motion
4. Any action taken by the Board, and the vote or abstention on that action of each Board member present

Upon request by a student's parent/guardian, or by the student if age 18 or older, the minutes shall not include the student's or parent/guardian's address, telephone number, date of birth, or email address, or the student's name or other directory information as defined in Education Code 49061. The request to exclude such information shall be made in writing to the Secretary.

The Superintendent/CEO or designee shall distribute a copy of the "unapproved" minutes of the previous meeting(s) with the agenda at a subsequent regular meeting. The Board shall approve the minutes as circulated or with necessary amendments.

Upon approval by the Board, the minutes shall be signed by the Board President and Board Clerk. Official Board minutes shall be stored in a secure location and shall be retained in



accordance with law.

Any minutes kept for Board meetings held in closed sessions shall be kept separately from the minutes or recordings of regular and special meetings. Minutes of closed sessions are not public records.

Board Self Evaluation

The Board shall annually conduct a self-evaluation in order to demonstrate accountability to the community and ensure that nonprofit corporation governance effectively supports student achievement and the attainment of the nonprofit corporation's vision and goals.

The evaluation may address any area of Board responsibility, including, but not limited to, Board performance in relation to vision setting, curriculum, personnel, finance, policy development, collective bargaining, community relations, and advocacy. The evaluation may also address objectives related to Board meeting operations, relationships among Board members, relationship with the Superintendent/CEO, understanding of Board and Superintendent/CEO roles and responsibilities, communication skills, or other governance or boardsmanship skills.

The Board shall evaluate itself as a whole. Individual Board members are also expected to use the evaluation process as an opportunity to assess and set goals for their own personal performance.

Each year, the Board, with assistance from the Superintendent/CEO, shall determine an evaluation method or instrument that measures key components of Board responsibility and previously identified performance objectives. Visual and/or audio recordings of a Board meeting may only be used as an evaluation tool when consent is given by all Board members.

Any discussion involving the Board's self-evaluation shall be conducted in an open session.

At the request of the Board, a facilitator may be used to assist with the evaluation process. The Board may invite the Superintendent/CEO or other individual(s) with pertinent information to provide input into the evaluation process.

Following the evaluation, the Board may set goals, define and/or refine protocols, and establish priorities and objectives for the following year's evaluation. The Board may also develop strategies for strengthening Board performance based on identified areas of need, including, but not limited to, additional training or mentorship.



Superintendent/CEO Evaluation

The Board will vote annually on the approval of the evaluation timeline and plan, as well as the stipend amount for each Superintendent/CEO evaluator for conducting a comprehensive 12-month evaluation of the Superintendent/CEO.

The Board and Superintendent/CEO shall annually develop and agree upon performance goals and objectives that shall serve as the basis for an annual evaluation. The evaluation process shall follow a timeline mutually agreed to by the Board and the Superintendent/CEO.

The Board shall devote a portion of at least one meeting annually for discussion and evaluation of the performance and working relationship between the Superintendent/CEO and the Board. Such meetings shall be conducted in closed session, unless mutually agreed otherwise, and allow the option to deliberate privately without the Superintendent/CEO present when discussing the final conclusions of an evaluation.

Superintendent/CEO Succession Planning

Short-Term Absence Procedures

The Board should follow the procedures listed below in the event the Superintendent/CEO is temporarily unable to fulfill their duties.

1. **Immediate Notification:** The Superintendent/CEO or Director of Human Resources will inform the Board President as soon as possible about the temporary incapacity or absence and will support the Board with communication, as directed by the Board President
2. **Special Board Meeting:** As needed, convene a Special Board meeting to discuss the situation and potential impact.
3. **Acting Superintendent/CEO:** Consult with Human Resources for the name of the Superintendent's/CEO's recommended Acting Superintendent/CEO.
4. **Review and Monitor:** The situation should be reviewed at regular intervals to decide if the Acting Superintendent/CEO should continue in the role or if the regular Superintendent/CEO can resume duties.
5. **Transition Back:** Once the Superintendent/CEO resumes duties, a transition plan should be established to ensure a smooth return.

Vacancy Procedures

This section provides a guide for the Board of Directors in case the seat of the Superintendent/CEO becomes vacant, either through planned or unplanned circumstances. This ensures the continuity of leadership and minimizes disruption in the organization.



1. **Initial Notice:** The Superintendent/CEO should provide written notice of departure as stipulated in their contract, including a minimum notice period.
2. **Board Meeting:** Convene a Special Board Meeting to initiate a plan and timeline for the vacancy. Document minutes and ensure compliance with public meeting laws like the Brown Act.
3. **Search Committee:** Appoint an ad hoc Superintendent/CEO Search Committee consisting of less than a quorum of the Board's Directors with the support of other staff as appropriate, such as the Director of Human Resources. Define the committee's scope, authority, and limitations in writing. Consider and decide whether the Search Committee will conduct the search itself or employ a recruiter or search firm to help find candidates. If using a recruiter/search firm, the Search Committee will be its primary point of contact and will guide the search outside of full Board meetings.
4. **Interviews and Selections:** Establish unbiased, pre-defined criteria for candidate assessment. Conduct interviews and select a candidate based on these criteria. Keep detailed records for compliance with Equal Employment Opportunity laws.
5. **Contract Development:** Involve legal counsel to draft and review the employment contract. Ensure alignment with state and federal employment laws.
6. **Public Announcement:** In the open session of a Regular Board Meeting, the Board President or Director of Human Resources will verbally summarize the employment contract's salary and benefits provisions for the Board and the public before the Board votes to approve the contract.
7. **Transition Plan:** Develop a comprehensive transition plan for both outgoing and incoming Superintendent/CEO

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