



Sage Oak Charter Schools

Board of Directors Study Session

Published on April 4, 2025 at 9:03 AM PDT

Date and Time

Thursday April 10, 2025 at 9:00 AM PDT

Location

Sage Oak Charter Schools

1473 Ford Street, Suite #105

Redlands, CA 92373

[Join Zoom Meeting](#)

ID: 92856801274

Passcode: 472132

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

Passcode: 472132

Teleconference Locations

1185 Calle Dulce, Chula Vista, CA 91910

39251 Camino Las Hoyas, Indio, CA 92203

16222 Quail Rock Road, Ramona, CA 92065

1160 Cuyamaca Avenue, Chula Vista, CA 91911

25 Kingston Court E., Coronado CA 92118

MISSION STATEMENT

Educating students through a personalized and collaborative learning approach, empowering them to lead purposeful and productive lives.

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

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 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 April 10, 2025 Board of Directors Study Session	Vote	Board President	1 m

	Purpose	Presenter	Time
--	---------	-----------	------

It is recommended the Board approve the agenda for the April 10, 2025, 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
Michael Humphrey
Steve Fraire
Susan Houle
Peter Matz
Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

IV. 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.

V. Oral Presentations	9:04 AM
-----------------------	---------

- | | | |
|---|----------------|------|
| A. Annual Review of Superintendent/CEO Job Description and Contract | Candice Coffey | 20 m |
| B. AI Update - Building Smarter AI | Brad Bookser | 10 m |

VI. Calendar

The next scheduled meeting will be a Regular Board of Directors Meeting held on May 8, 2025.

VII. Closing Items	9:34 AM
--------------------	---------

- | | | | |
|---------------------------------|------|-----------------|-----|
| A. Adjourn Meeting | Vote | Board President | 1 m |
| Roll Call Vote:
William Hall | | | |

	Purpose	Presenter	Time
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

Annual Review of Superintendent/CEO Job Description and Contract

Section: V. Oral Presentations
Item: A. Annual Review of Superintendent/CEO Job Description and Contract
Purpose:
Submitted by:
Related Material:

Annual Review of Superintendent_CEO Job Description and Contract Presentation_4.10.2025.pdf
2023-2026 Superintendent_CEO Contract & Job Description_4.10.2025.pdf
2024-2027 Modification to Superintendent_CEO Contract_4.10.2025.pdf

Annual Review of Sage Oak Charter Schools Superintendent of Schools/CEO Job Description and Contract

April 2025 Study Session



Annual Timelines



2024-25 Superintendent of Schools/CEO Evaluation Timeline

APRIL

MAY

JUNE

JULY



2024-25 Superintendent of Schools/CEO Evaluation Timeline

April 9 : Evaluators submit draft
evaluation to other board members
for their input

APRIL

MAY

JUNE

JULY



2024-25 Superintendent of Schools/CEO Evaluation Timeline

April 9 : Evaluators submit draft
evaluation to other board members
for their input

May 8 Board
Meeting: Closed
Session
Superintendent
Evaluation (Vote)

APRIL

MAY

JUNE

JULY



2024-25 Superintendent of Schools/CEO Evaluation Timeline

April 9 : Evaluators submit draft
evaluation to other board members
for their input

May 8 Board
Meeting: Closed
Session
Superintendent
Evaluation (Vote)

June - July Superintendent and
Board reflect on the previous year in
anticipation for 2025-26 school year

APRIL

MAY

JUNE

JULY



Superintendent of Schools/CEO Job Description and Contract Timeline

April 9 : Evaluators submit draft
evaluation to other board members
for their input

May 8 Board
Meeting: Closed
Session
Superintendent
Evaluation (Vote)

June - July Superintendent and
Board reflect on the previous year in
anticipation for 2025-26 school year

APRIL

MAY

JUNE

JULY



Superintendent of Schools/CEO Job Description and Contract Timeline

April 9 : Evaluators submit draft evaluation to other board members for their input

**April 10 Study Session:
Annual review of
Contract and Job
Description**

May 8 Board
Meeting: Closed
Session
Superintendent
Evaluation (Vote)

June - July Superintendent and
Board reflect on the previous year in
anticipation for 2025-26 school year

APRIL

MAY

JUNE

JULY



Superintendent of Schools/CEO Job Description and Contract Timeline

April 9 : Evaluators submit draft evaluation to other board members for their input

**April 10 Study Session:
Annual review of
Contract and Job
Description**

May 8 Board Meeting: Closed Session
Superintendent Evaluation (Vote)

June - July Superintendent and Board reflect on the previous year in anticipation for 2025-26 school year

APRIL

MAY

JUNE

JULY

**June 18 Board Meeting:
Approval of
Superintendent's 2025/26
salary placement**



Superintendent of Schools/CEO Job Description and Contract Timeline

April 9 : Evaluators submit draft evaluation to other board members for their input

**April 10 Study Session:
Annual review of
Contract and Job
Description**

May 8 Board Meeting: Closed Session
Superintendent Evaluation (Vote)

June - July Superintendent and Board reflect on the previous year in anticipation for 2025-26 school year

APRIL

MAY

JUNE

JULY

**June 18 Board Meeting:
Approval of
Superintendent's 2025/26
salary placement**

**End of June: Modification
outlining the revised salary
placement and contract term
sent to Board for signature**



Review of Job Description





STRATEGIC LEADERSHIP



APlus+ Pioneer Award



OPERATIONAL EXCELLENCE





ACADEMIC & STAFF PERFORMANCE



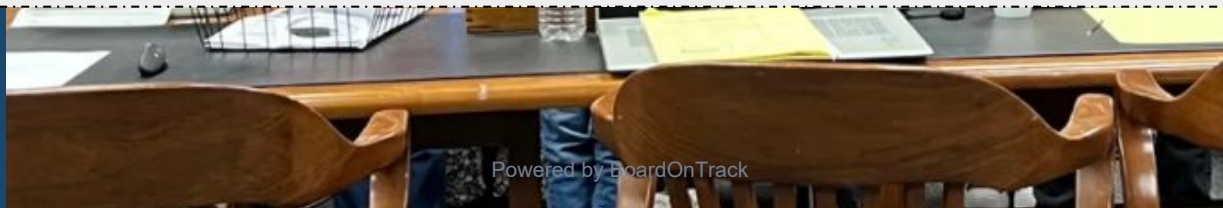


COMMUNITY & STAKEHOLDER ENGAGEMENT





COMPLIANCE & POLICY DEVELOPMENT





PROFESSIONAL DEVELOPMENT & EVALUATION



Review of Contract





TERMS OF AGREEMENT

A woman with shoulder-length brown hair and green eyes, wearing a light-colored blazer over a white top, is looking towards the camera with a slight smile. She is in a professional office environment. In the background, there is a bookshelf filled with books and binders, a potted plant, and a desk with a lamp, a pink flower arrangement, and an hourglass. The overall lighting is warm and professional.

DUTIES & RESPONSIBILITIES

A young boy with dark skin and curly hair is shown in profile, looking intently at a tablet. The tablet screen displays a space-themed educational application with various icons, including a rocket, a satellite, and a planet. In the background, another child is visible, also looking at a tablet, and the setting appears to be a classroom or a computer lab with other students and equipment blurred.

OBLIGATIONS OF THE CHARTER SCHOOL



EVALUATION OF THE SUPERINTENDENT



TERMINATION PROVISIONS



LEGAL & MISCELLANEOUS PROVISIONS

Suggested Contract Language Refinement



Contract Language Refinement - Section 1 Term

1. TERM

The term of this Agreement shall commence on July 1, 2024, and terminate on June 30, 2027, unless terminated earlier pursuant to the provisions of this Agreement, or unless extended as provided herein or as provided by law.

~~Should the Superintendent receive a satisfactory evaluation pursuant to Section 13 after the first year of this Agreement, this Agreement will be automatically extended for one additional year, so long as the term of the Agreement does not at any time exceed 3 years.~~

The Charter School shall provide the Superintendent with at least 120 days written notice prior to the expiration of this Agreement of the intention of the Charter School not to renew the Agreement. Failure to give such notification shall result in the renewal of this Agreement as if notice had not been provided.



Contract Language Refinement - Section 1 Term

1. TERM

The term of this Agreement shall commence on July 1, 2024, and terminate on June 30, 2027, unless terminated earlier pursuant to the provisions of this Agreement, or unless extended as provided herein or as provided by law.

~~Should the Superintendent receive a satisfactory evaluation pursuant to Section 13 after the first year of this Agreement, this Agreement will be automatically extended for one additional year, so long as the term of the Agreement does not at any time exceed 3 years.~~

The Charter School shall provide the Superintendent with at least 120 days written notice prior to the expiration of this Agreement of the intention of the Charter School not to renew the Agreement. Failure to give such notification shall result in the renewal of this Agreement as if notice had not been provided.



Contract Language Refinement - Section 3

Salary

3.1 Base Salary and Board Adopted Salary Schedule

Having the goal of providing the Superintendent with consistent salary increases in accordance with CalSTRS Creditable Compensation Guidelines adopted January 1, 2015, and in an effort to maintain equity with other certificated personnel, the Superintendent shall be placed on Step C of a Board adopted Salary Schedule, effective July 1, 2024. The percentage step increases on the salary schedule shall be aligned with other certificated personnel salary schedules adopted by the Charter School. The Superintendent shall receive a step increase beginning on July 1 each year of the Agreement **with Board approval**. The Superintendent shall also receive any COLA increases approved by the Board and applied to the administrative salary schedule during the term of the contract.



Contract Language Refinement - Section 3

Salary

3.1 Base Salary and Board Adopted Salary Schedule

Having the goal of providing the Superintendent with consistent salary increases in accordance with CalSTRS Creditable Compensation Guidelines adopted January 1, 2015, and in an effort to maintain equity with other certificated personnel, the Superintendent shall be placed on **Step C** of a Board adopted Salary Schedule, effective July 1, **2024**. The percentage step increases on the salary schedule shall be aligned with other certificated personnel salary schedules adopted by the Charter School. The Superintendent shall receive a step increase beginning on July 1 each year of the Agreement **with Board approval**. The Superintendent shall also receive any COLA increases approved by the Board and applied to the administrative salary schedule during the term of the contract.



Contract Language Refinement - Section 13

Evaluation of the Superintendent

13.6 Impact of Satisfactory Evaluation

If the Superintendent receives a satisfactory evaluation, she shall be **eligible for** ~~entitled to~~ an additional annual increase in salary ~~as specified in Section 3.2 of this Agreement~~. She shall also **be eligible to** receive a one-year extension to the term of the Agreement. Both the salary increase and the one year extension of the Term shall be approved at a regularly scheduled board meeting with the results of the salary increase and extension being reported in open session so that the public remains informed about the Superintendent's current salary and term of the Agreement.



Superintendent of Schools/CEO Job Description and Contract Timeline

April 9 : Evaluators submit draft evaluation to other board members for their input

**April 10 Study Session:
Annual review of
Contract and Job
Description**

May 8 Board Meeting: Closed Session
Superintendent Evaluation (Vote)

June - July Superintendent and Board reflect on the previous year in anticipation for 2025-26 school year

APRIL

MAY

JUNE

JULY

**June 18 Board Meeting:
Approval of
Superintendent's 2025/26
salary placement**

**End of June: Modification
outlining the revised salary
placement and contract term
sent to Board for signature**



Superintendent of Schools/CEO Job Description and Contract Timeline

April 9 : Evaluators submit draft evaluation to other board members for their input

April 10 Study Session:
Annual review of
Contract and Job
Description

**May 8 Board
Meeting: Closed
Session
Superintendent
Evaluation (Vote)**

June - July Superintendent and Board reflect on the previous year in anticipation for 2025-26 school year

APRIL

MAY

JUNE

JULY

June 18 Board Meeting:
Approval of
Superintendent's 2025/26
salary placement

**End of June: Modification
outlining the revised salary
placement and contract term
sent to Board for signature**



Contract Language Refinement - Section 15

Termination

15.4 Termination Without Cause/Buyout

Notwithstanding any other provision of this Agreement, the Board, without cause, in its sole discretion, shall have the option to unilaterally terminate this Agreement upon the provision of written notice of such termination to the Superintendent. If the Board elects the option to terminate this Agreement without cause, then the Superintendent shall receive the lesser of the Superintendent's regular salary for twelve (12) months, or the remainder of her contract, and shall additionally be entitled to continue to have access to the Charter School's medical, dental, vision and life plans and be entitled to the employer health insurance benefits premium contribution that the Superintendent has elected for the same period of time unless both parties have agreed to another format for compensating the Superintendent's twelve month salary and benefits (up to the maximum cap under law).



Future Refinements in April 2026



Questions?





EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement") is made and entered into effective June 22, 2023 by and between the Sage Oak Charter school (Charter School), a public school of the State of California ("Charter School") and Krista Woodgrift, an individual referred to herein as "Superintendent").

WHEREAS, the Board of Directors ("Board") desires to employ the Superintendent as the Superintendent of the Charter School, and the Superintendent desires to accept employment as the Superintendent of Charter School upon the terms and conditions hereinafter set forth in this Agreement;

NOW, THEREFORE, in consideration of the foregoing, and of the terms and conditions set forth herein, the parties hereto agree as follows:

1. TERM

The term of this Agreement shall commence on July 1, 2023, and terminate on June 30, 2026, unless terminated earlier pursuant to the provisions of this Agreement, or unless extended as provided herein or as provided by law.

Should the Superintendent receive a satisfactory evaluation pursuant to Section 13 after the first year of this Agreement, this Agreement will be automatically extended for one additional year, so long as the term of the Agreement does not at any time exceed 3 years.

The Charter School shall provide the Superintendent with at least 120 days written notice prior to the expiration of this Agreement of the intention of the Charter School not to renew the Agreement. Failure to give such notification shall result in the renewal of this Agreement as if notice had not been provided.

2. EMPLOYMENT DUTIES AND RESPONSIBILITIES

The Board hereby employs the Superintendent as the Superintendent of the Charter School, and the Superintendent accepts employment as the Superintendent of the Charter School. In said capacity, the Superintendent shall do and perform all services, acts, or tasks, necessary or advisable, to manage and conduct the business of the Charter School. Without limiting the foregoing, the Superintendent (or Superintendent's designee) shall perform the job duties as outlined in the board approved job description.

2.1 Responsible for Personnel

Subject to approval by the Board of the Superintendent's recommendations, the Superintendent shall have the authority of organizing, reorganizing, and arranging the administrative and supervisory staff that in her judgment would best serve the Charter School, and determine all personnel matters, including, without limitation, selection, assignment, and transfer of employees.

The Superintendent shall review all policies under consideration by the Board and make appropriate recommendations to the Board.

2.2 Professional Growth

Endeavor to maintain and improve the Superintendent's professional competence by a variety of means, including, without limitation, subscription to and reading of appropriate periodicals, and joining and participating in appropriate professional associations and their activities.

2.3 Credentials/Licenses

Obtain and maintain all licenses, credentials, certificates, permits and approvals of whatever nature that are legally required to fulfill the Superintendent's obligations as the Superintendent of the Charter School.

2.4 Board Liaison

Serve as liaison between the Board and the Board's representatives with respect to all employer-employee matters, and make recommendations to the Board concerning those matters.

2.5 Attend All Board Meetings

The Superintendent shall be entitled to attend all regular, special and closed session meetings of the Board, and shall serve as an ex officio member on any and all Charter School committees and subcommittees, and shall be entitled to submit recommendations on any items of business considered by the Board or any committee or subcommittee of the Charter School.

2.6 Board Refer Complaints

The Board, individually and collectively, shall promptly refer all criticisms, complaints and suggestions called to its/their attention to the Superintendent for study and recommendation, and shall refrain from individual interference with the administration of school policies, except through Board action.

2.7 Board/Superintendent Facilitator

In addition to directing all complaints/criticisms/suggestions concerning the Charter School or any of its personnel directly to the Superintendent as set forth above, the Board agrees that it shall work with the Superintendent in a spirit of cooperation and teamwork, and shall provide her with periodic opportunities to discuss Board/Superintendent relationships. Whenever it is deemed desirable by either a majority of the Board of Directors, or by the Superintendent, an outside advisor will be mutually selected by the Board and the Superintendent, and shall be paid for by Charter School, to facilitate discussion of the relationships of the Board and the Superintendent, in advancement of the best interests of the Charter School.

2.8 Board/Superintendent Relations

The Board recognizes that it is a collective body and each Board member recognizes that their authority as a Board member is derived from collective deliberation and action of the Board as a whole in a duly constituted meeting. It is understood that the Superintendent takes direction from the Board as a whole and not from individual Board members. Individual Board members will not give directions to the Superintendent or any staff member regarding the management of the Charter School or the solutions for specific problems. Pursuant to Board protocols and Bylaws, the Board will refer criticisms, complaints and suggestions brought to the attention of the Board, or any member thereof, to the Superintendent. It is the Superintendent's responsibility to share with the President of the Board any significant item brought to her by an individual Board

member.

2.9 Assigned Other Duties

This is an agreement for the performance of professional services as Superintendent of the Charter School. In recognition of the purposes of this Agreement, the Superintendent shall not be assigned to any other position or have her duties assigned to others without the Superintendent's consent. No policy or bylaw of the Charter School shall diminish the Superintendent's statutory or contractual authority. All duties assigned to the Superintendent by the Board shall be appropriate to and consistent with the professional role and responsibility of the Superintendent. The Superintendent shall be provided with such facilities, equipment, supplies, and clerical assistance as appropriate to the Superintendent's position and necessary for the adequate performance of her duties.

OBLIGATIONS OF THE CHARTER SCHOOL

The Charter School shall provide the Superintendent with the compensation, incentives, benefits, technology and business expense reimbursements specified in this Agreement.

3. SALARY

3.1 Base Salary and Board Adopted Salary Schedule

Having the goal of providing the Superintendent with consistent salary increases in accordance with CalSTRS Creditable Compensation Guidelines adopted January 1, 2015, and in an effort to maintain equity with other certificated personnel, the Superintendent shall be placed on the appropriate step of a Board adopted Salary Schedule. Based on this information, the Charter School shall pay the Superintendent an annual salary of \$239,166. The percentage step increases on the salary schedule shall be aligned with other certificated personnel salary schedules adopted by the Charter School. The Superintendent shall receive a step increase beginning on July 1 each year of the Agreement. The Superintendent shall also receive any COLA increases approved by the Board and applied to the administrative salary schedule during the term of the contract.

3.2 Additional Salary Increases

The Superintendent shall receive such annual increases in salary as may be agreed to by the Superintendent and the Board and also included in this agreement, subject to Section 13.6 of this Agreement. In addition, the Board may agree to provide the Superintendent with additional increases in the Board's sole discretion. In accordance with Government Code Section 3511.2(a), any additional pay or additional step increase resulting from the extension of this Agreement following a satisfactory evaluation as provided under Section 1 of this Agreement shall require the express approval of the Board at a regularly scheduled board meeting.

Actual salary placement during the term of the contract, may be adjusted in response to Charter School's funding level or fiscal health. Any salary adjustment will be discussed between the Superintendent and the Board. Final determination of salary placement will be at the sole discretion of the Board of Directors to most closely align with any changes determined for all staff.

4. EXPENSE ALLOWANCES

4.1 Expense Reimbursement

The Superintendent shall be reimbursed for actual and necessary expenses that are naturally incurred as the Superintendent conducts the Charter School's Business. The Superintendent shall submit all expense claims with documentation on a monthly basis.

4.2 Travel Expenses

The Superintendent shall be reimbursed for travel expenses in accordance with Charter School policies and procedures.

4.3 Cell Phone Allowance

The Superintendent shall receive a monthly cell phone /internet allowance of \$50.00. This allowance shall not be reported as STRS creditable compensation.

4.4 Mileage Allowance

The Superintendent of Schools shall receive a monthly mileage allowance of \$200.00. This allowance shall not be reported as STRS creditable compensation.

5. CHARTER SCHOOL PROVIDED TECHNOLOGY DEVICES

The Charter School shall provide the Superintendent with appropriate technology including a laptop, tablet, smartphone and other technology devices that might be needed that assist the Superintendent in her duties. The Charter School shall pay all costs associated with the use and maintenance of all technology devices. The Superintendent shall use all technology in accordance with the Charter School's policies and legal requirements. The Superintendent agrees to sign all technology use agreements or other forms that are required of other Charter School employees. All Charter School business conducted on these technology devices shall be made available at the Charter School's request.

6. WORK DAYS/PAID VACATION DAYS/HOLIDAYS

Work Days - Positive Work Year

The Superintendent's work year shall be 220 days exclusive of holidays provided to the other certificated employees of the Charter School. To determine the Superintendent's daily rate, the Superintendent's annual base salary shall be divided by her work days. The Superintendent may choose to work five (5) additional days each year of this agreement and be paid at her current daily rate with all necessary contributions being deducted. Any work days beyond these five (5) shall be with the approval of the board.

7. HEALTH BENEFITS

The Superintendent, her spouse, and dependents shall be eligible to participate in the Charter School's health, vision and dental insurance plans. The Charter School shall provide the Superintendent the same contribution towards benefit premium as all staff.

8. LIFE INSURANCE

The Charter School shall provide the Superintendent with a basic life insurance policy equivalent to the coverage provided to all staff.

9. PROFESSIONAL ASSOCIATION DUES/SERVICE CLUB EXPENSES

Charter School shall pay the Superintendent's expenses and dues for membership in professional organizations including the Association of California School Administrators (ACSA) and such other professional associations as the Superintendent may participate in. Charter School shall reimburse the Superintendent for all reasonable expenses incurred by her in connection with Charter School business. Such reimbursement shall include dues and other expenses associated with membership in a service club to be selected by the Superintendent. The Charter School shall also pay on behalf of the Superintendent expenses incurred in attendance for regional, state or national conferences, seminars, hearings or meetings which are devoted to matters that in the Superintendent's judgment relate to the benefit and welfare of the Charter School.

10. INTERNAL REVENUE CODE (IRC) BENEFITS

The Charter School shall throughout the Term of this Agreement provide a plan qualifying under the provisions of Internal Revenue Code Section 125 allowing the Superintendent to choose among various benefit programs made available by the Charter School. The Superintendent shall be entitled immediately to participate in such a plan upon commencing employment with the Charter School. The Superintendent may elect under the plan to have a portion of his/her wages applied by the Charter School toward the cost of one or more of the benefits made available by the Charter School which include the following benefits: Health Savings and Dependent Care accounts

The Superintendent shall submit an election form to the Charter School specifying which benefits she shall participate in under the plan, in identifying the amount of her salary which will be reduced as a result of such participation. The Superintendent may revoke a benefit election at any time and file a new election form if both the revocation and the new election are on account of, and consistent with, a change in family status. A change in family status for this purpose includes marriage, divorce, death of a spouse or child, birth or adoption of a child, termination of employment or new employment of a spouse, and such other events as are specified in the Charter School's Section 125 Plan. The Charter School will at all times cause the plan to be administered consistent with requirements of Section 125 of the Internal Revenue Code.

11. TAX DEFERRED BENEFIT PLAN

The Superintendent may participate in the tax deferred compensation plans of the Charter School. The Superintendent will not be eligible for any employer matching contribution.

12. PROFESSIONAL GROWTH OF THE SUPERINTENDENT

The Board supports the concept of lifelong learning and encourages the continuing professional growth of the Superintendent. The Board is willing to support the Superintendent's professional growth and will be responsible for the expenses involved in such activities as part of the mutually agreed upon annual goals of the Superintendent.

13. EVALUATION OF THE SUPERINTENDENT

13.1 Goals and Objectives

The Board and Superintendent 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. By September 30 of each school year, the Board and the Superintendent shall meet and agree upon objectives for evaluation. The evaluation will be completed no later than May 31 of each year of the Agreement.

13.2 Schedule Board Meeting

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 and the Board. Every effort will be made to conduct this meeting by a date to be determined by the Board and the Superintendent. Such a meeting shall be conducted in closed session unless mutually agreed otherwise. Evaluations shall be based upon the mutually developed and agreed upon performance goals and objectives for that year's evaluation. After reviewing the performance of the Superintendent based upon the agreed upon goals and objectives established for the school year, the Board shall notify the Superintendent in writing whether the Superintendent has performed, in the Board's judgment, satisfactorily or unsatisfactorily.

13.3 Majority of Board

An evaluation shall be deemed to be "satisfactory" if a majority of Board members have rated the Superintendent's performance as satisfactory in individual evaluations prepared by such Board members. The minority opinion will not be included in the final evaluation.

13.4 Deadline

The Board will provide a formal evaluation of the Superintendent's performance at least once annually, at the regular board meeting held in May of each year, unless an alternate schedule is agreed upon between the Board and the Superintendent. If the Board's evaluation of the Superintendent is not completed by July 1 of any year under this Agreement, the performance will be deemed satisfactory, and the Superintendent shall be entitled to retroactive application of any additional salary increase and contract extension to which the Superintendent is entitled to under, Sections 1 Term and 3.2 Salary, of this Agreement.

13.5 Mutually Agreed Format

The Board and the Superintendent shall agree upon a written evaluation format which shall be used during the Term.

13.6 Impact of Satisfactory Evaluation

If the Superintendent receives a satisfactory evaluation, she shall be entitled to an additional annual increase in salary as specified in Section 3.2 of this Agreement. She shall also receive a one-year extension to the term of the Agreement. Both the salary increase and the one year extension of the Term shall be approved at a regularly scheduled board meeting with the results of the salary increase and extension being reported in open session so that the public remains informed about the Superintendent's current salary and term of the Agreement.

13.7 Unsatisfactory Evaluation

If the Board concludes that the Superintendent's performance is unsatisfactory in any respect, the Board shall identify in writing specific areas where improvement is required, provide written

recommendations for improvement, and notify the Superintendent that another evaluation will be conducted within six (6) months. Such written recommendations and the specifications for improvement shall be provided within thirty (30) days of the date of the evaluation.

13.8 Confidentiality

The Board, unless otherwise agreed to in writing with the Superintendent, shall maintain confidentiality concerning the contents of any evaluation. A copy of each final evaluation will be provided to the Superintendent.

14. OUTSIDE PROFESSIONAL ACTIVITIES

The Superintendent may serve as a consultant to other districts or educational agencies, lecture, engage in professional activities and speaking engagements, and engage in other activities which are of a short-term duration at the Superintendent's discretion. Any such activities which require the Superintendent to be absent from the Charter School for more than three (3) consecutive full working days, the Superintendent shall notify the Board President. Any compensation received by the Superintendent for these outside professional activities shall be remitted to the District unless such activities are completed on the Superintendent's non-work days or time.

15. TERMINATION

15.1 The Superintendent may terminate her obligations under this Agreement by giving the Charter School at least sixty (60) days written notice.

15.2 This Agreement shall terminate upon the occurrence of any of the following events:

15.2.1 Whenever the Superintendent and the Charter School shall mutually agree to termination in writing

15.2.2 The Superintendent has been unable to perform all or substantially all of the Superintendent's duties due to illness or other disability for a period of six (6) consecutive months, and it is medically determined that the Superintendent is permanently disabled from performing all or substantially all of the duties of the Superintendent. Following the leave of absence, the Board may require that the Superintendent undergo a comprehensive medical examination in accordance with the provisions of Section 7 of this Agreement. Such examination shall occur within two weeks of the date written notice is given to the Superintendent that the Board is exercising its right to an examination as provided in this Section. If the Superintendent wishes to do so, she may, within one week of said examination, submit a separate report made by a physician chosen by the Superintendent and concerning all or part of the matters covered in said comprehensive medical examination.

15.2.3 Upon the death of the Superintendent

15.3 Termination for Cause

The Board may terminate the Superintendent for just cause for one or more of the following reasons:

1. Substantial failure, refusal or incapable of performing contractual duties

2. Gross incompetence or unprofessional conduct
3. Severe error in actions or judgment that caused financial or reputational harm to the organization
4. Theft or intentional dishonesty
5. Knowingly committed an unequivocally illegal act
6. Unsatisfactory performance evaluation of mutually agreed to performance standards of the majority of the Board
7. Suspension or revocation of any credential held by the Superintendent.

Termination for just cause means the employer has proven the allegation(s) to the satisfaction of the Board, the allegation(s) goes to the heart of the employment contract, and the employer asserts the allegation(s) is severe enough that the employment relationship cannot be repaired.

If the Board believes that cause to terminate the Agreement exists, it shall meet with the Superintendent. If the Superintendent disputes the cause, the Superintendent shall then be entitled to a conference before the Board in closed session. The Superintendent shall have a reasonable opportunity to respond to all matters raised. The conference with the Board shall not be an evidentiary hearing and neither party shall have the opportunity to call witnesses. The Superintendent shall have the right to have counsel attend at his/her own expense.

15.4 Termination Without Cause/Buyout

Notwithstanding any other provision of this Agreement, the Board, without cause, in its sole discretion, shall have the option to unilaterally terminate this Agreement upon the provision of written notice of such termination to the Superintendent. If the Board elects the option to terminate this Agreement without cause, then the Superintendent shall receive the lesser of the Superintendent's regular salary for twelve (12) months, or the remainder of her contract, and shall additionally be entitled to continue to have access to the Charter School's medical, dental, vision and life plans and be entitled to the employer health insurance benefits premium contribution that the Superintendent has elected for the same period of time unless both parties have agreed to another format for compensating the Superintendent's twelve month salary and benefits.

16. ABUSE OF OFFICE

Pursuant to Government Code 53243.2, any funds received by the Superintendent from the Charter School as a buyout, resulting from the Board's decision to terminate the Superintendent without cause, shall be fully reimbursed to the Charter School if the Superintendent is convicted of a crime involving the abuse of her powers of office. If the Charter School funds the criminal defense of the Superintendent against charges involving the abuse of her office or position, and the Superintendent is then convicted of those charges, the Superintendent shall fully reimburse the Charter School for all Charter School funds paid for the Superintendent's criminal defense.

17. DELIVERY OF NOTICES

All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

SUPERINTENDENT:

11597 Bluegrass Road
Yucaipa, CA 92399

CHARTER SCHOOL:

1473 Ford Street, Suite 105
Redlands, CA 92373

Such notice shall be deemed received when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepared and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

18. CONFLICT OF LAWS

This Agreement shall be governed by the laws of the State of California.

19. INTEGRATION

This Agreement contains the entire agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. Neither of the parties has relied upon any oral or written representation or written information given to the party by any representative of the other party.

20. SEVERABILITY

If one or more of the provisions of this Agreement are hereafter declared invalid or unenforceable by judicial, legislative or administrative authority of competent jurisdiction, then the parties hereto agree that the invalidity or unenforceability of any of the provisions shall not in any way affect the validity or enforceability of any other provisions of this Agreement.

21. MODIFICATION

No change or modification of the terms or provisions of this Agreement shall be deemed valid unless set forth in writing and signed by both parties.

22. CONSTRUCTION OF AGREEMENT

This Agreement will be liberally construed to effectuate the intention of the parties with respect to the transaction described herein. In determining the meaning of, or resolving any ambiguity with respect to, any word, phrase or provision of this Agreement, neither this Agreement nor any uncertainty or ambiguity herein will be construed or resolved against either party (including the party primarily responsible for drafting and preparation of this Agreement), under any rule of construction or otherwise, it being expressly understood and agreed that the parties have participated equally or have had equal opportunity to participate in the drafting hereof.

23. WAIVER

No waiver of any default shall constitute a waiver of any other default or breach, whether of the

same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a party shall give the other party any contractual rights by custom, estoppel, or otherwise.

24. HEADINGS

The headings of sections of this Agreement have been inserted for convenience of reference only and shall not affect the interpretation of any of the provisions of this Agreement.

25. ATTORNEY FEES

In the event of any action or proceeding to enforce or construe any of the provisions of this Agreement, the prevailing party in any such action or proceeding shall be entitled to attorneys' fees and costs.

26. FURTHER ASSURANCES

Each of the parties hereto shall execute and deliver any and all additional papers, documents and other assurances, and shall do any and all acts and things reasonably necessary in connection with the performance of their obligations hereunder and to carry out the intent and agreements of the parties hereto.

27. ASSIGNMENT

Since this Agreement is for the employment of the Superintendent and the Superintendent's specific knowledge and talents, both parties acknowledge that neither party shall assign this Agreement or any interest therein. Any such attempt to assign this Agreement is null, void and of no effect.

28. COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.

29. INDEMNITY

In accordance with the provisions of Government Codes §825 and §995, the Charter School shall defend the Superintendent from any and all demands, claims, suits, actions, and legal proceedings brought against the Superintendent in Superintendent's individual capacity, or official capacity as an agent and employee of the Charter School, provided that the incident giving rise to any such demand, claim, suit, action, or legal proceeding arose while the Superintendent was acting within the scope of employment.

Upon retirement or separation from the Charter School, the Superintendent will continue to be indemnified for any actions taken against her related to her role as the Superintendent.

30. ARBITRATION

The parties to this Agreement reserve the right to seek equitable relief from any court authorized to issue an injunction or extraordinary writ with respect to any breach or threatened breach of this agreement. Except as so reserved, the parties shall submit any disputes arising under the terms of this Agreement to arbitration as set forth in this paragraph.

Except as otherwise provided in this Agreement, all disputes concerning this Agreement shall be decided by arbitration in accordance with the commercial rules and regulations of Judicial Arbitration and Mediation Services ("JAMS"), except to the extent such rules and regulations are inconsistent with the provisions of Section 18 of this document. All arbitration proceedings hereunder shall be conducted in San Bernardino County California. The substantive law of the State of California shall be applied by the arbitrator to the resolution of the dispute provided that the decision of the arbitrator shall be based upon the express terms, covenants and conditions of this Agreement. If the parties to the dispute agree on one arbitrator, the arbitration shall be conducted by such arbitrator. If the parties to the dispute do not so agree, they shall request JAMS to provide a list of three (3) potential arbitrators, each party shall notify JAMS of one (1) of the potential arbitrators on the list who is not acceptable to such party, and the potential arbitrator on the list who is not identified by the parties as unacceptable shall be the arbitrator who will conduct the arbitration.

Each party to the dispute reserves the right to object to any individual arbitrator who is employed by or affiliated with another party.

The parties to the dispute shall have the right to conduct discovery as specified for up to one month. Such discovery shall include the right to take depositions and subpoena witnesses.

At the request of the Superintendent, arbitration proceedings shall be conducted in the utmost confidentiality. In such case, all documents, testimony and records shall be received, heard and maintained by the arbitrator in confidentiality under seal, available for the inspection only of the parties to the dispute and their respective attorneys and experts who have agreed in advance in writing to receive and maintain all such information in confidence until such information becomes generally known. The arbitrator shall issue a written opinion of the arbitrator's findings of fact and conclusions of law.

The arbitrator shall be able to decree any and all relief of an equitable nature, including, without limitation, such relief as a temporary restraining order and a preliminary or permanent injunction, and shall also be able to award damages, with or without an accounting, and costs, except that the prevailing party shall be entitled to its reasonable attorneys' fees. The decrees or judgment of an award rendered by the arbitrators shall be binding upon the parties and may be entered in any court having jurisdiction thereof.

Reasonable notice of the time and place of arbitration shall be given to all persons as required by law. Such persons and their authorized representative shall have the right to attend or participate in all the arbitration hearings in such manner as the law requires.

Costs and expenses of arbitration shall be borne by the Charter School.

31.SAFETY

In the event of public controversy or threats, if the Board or the Superintendent deems it necessary, the Board will at the Charter School expense provide appropriate security measures for the safety of the Superintendent and Superintendent's family.

IN WITNESS WHEREOF, this Agreement has been executed this day 22 of June 2023.

SAGE OAK CHARTER SCHOOL

William Hall, President	By: <u>William Hall</u>	Date: <u>6/26/2023</u>
Michael Humphrey, Vice President	By: <u>Michael Humphrey</u>	Date: <u>6/27/2023</u>
Steve Fraire, Clerk	By: <u>Steve Fraire</u>	Date: <u>6/28/2023</u>
Susan Houle, Member	By: <u>Susan Houle</u>	Date: <u>6/24/2023</u>
Peter Matz, Member	By: <u>Peter Matz</u>	Date: <u>6/22/2023</u>

Krista Woodgrift, Superintendent of Schools

Signature: Krista Woodgrift Date: 6/28/2023

Salary Schedules - SOCS 2023/24

<div>Sage Oak Charter Schools</div> <div>Superintendent of Schools Salary Schedule</div> <div>FISCAL YEAR 2023 - 2024</div> <div>BOARD APPROVED: March 9, 2023</div> <div>Appendix A-4</div>					
Range	STEP A	STEP B	STEP C	STEP D	STEP E
19	\$232,200	\$239,166	\$246,342	\$253,731	\$261,343



Superintendent of Schools

Job Description

Reports To:	Board of Directors
FLSA Status:	Exempt
Job Classification:	Certificated
Pay Range:	Step 19
Work Schedule:	220 days/12 months
Location:	Onsite and Remote Office

Position Summary:

The Superintendent of Schools will be responsible for overseeing the schools' operations and functions while upholding the schools' mission, vision, and core values. The Superintendent of Schools acts as the lead administrator and president of the corporation within the charter school nonprofit for all aspects of the schools' operations. Major areas include ensuring adherence to the charters' mission, objectives, and values; monitoring the charters' financial status and ensuring sound fiscal practices; monitoring student and staff performance and leading changes in academics and overall instruction as needed; and performing community and family outreach to develop rapport and promote the charter schools. The Superintendent of Schools keeps the Board apprised of the schools' activities and recommends actions for approval; serves as a liaison in the charter school community and with sponsoring school districts to foster professional networks with the focus of enhancing the operations of the charter schools; has such powers as determined by the Board of Directors and the bylaws require; provides regular communication to the Board of Directors and sponsoring district/Local Education Agency (LEA); and recommends actions to the Board of Directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Superintendent of Schools will ensure the charter schools' leadership aligns with the California Professional Standards for Education Leaders (CPSEL) in the areas of:

1. Development and Implementation of a Shared Vision
2. Instructional Leadership
3. Management and Learning Environment
4. Family and Community Engagement
5. Ethics and Integrity
6. External Context and Policy

Mission, Vision, Core Values, and Goal Setting

1. Understands and promotes the charters' mission, purposes and objectives to parents, staff, board members, and community

*Superintendent of Schools Job Description
Board Approved: March 9, 2023*

2. Builds a shared vision among all educational partners, focusing on the schools' mission, vision and core values
3. Establishes and furthers a healthy and mutually supportive relationship with all educational partners to advance the mission of the schools

School-wide focus

1. Oversees schools' programs
2. Makes administrative decisions necessary for the proper functioning of the schools
3. Provides leadership in designing, implementing, and evaluating major programs and activities to bring about needed change and higher student performance
4. Provides leadership to staff in determining instructional objectives and identifying charter schools' needs as the basis for developing a short-range strategic plan
5. Continuously develops and expands the educational goals and programs, and informs the Board of Directors of status, progress, and implementation
6. Maintains good working relationships with the staff, directing and implementing lines of communication with employees

Budget and Financial Oversight

1. Oversees schools' finances to ensure financial stability; maintains up-to-date financial records
2. Directs the preparation of the annual budget of the schools, presenting it to the Board of Directors along with facts and pertinent information relative to its adoption; makes recommendations regarding the same and directs the administration of the budget after its adoption
3. Oversees and collaborates with the leadership team to determine the staffing needs of the schools based on the budget and Average Daily Attendance (ADA)
4. Oversees the necessary financial reports as required for proper attendance reporting
5. Oversees reimbursements and expenses
6. Oversees the processing and submission of required state and federal reports, including Local Control Funding Formula; directs the maintenance of all records that are required by state law and school policy
7. Collaborates with the schools' attorneys on the development of contracts with contractors/providers
8. Oversees and ensures vendor and ordering processes are in line with current laws, best practices, and that proper controls are in place and being followed

Evaluations, Staff Performance and Faculty Oversight

1. Supports and guides the department directors in establishing criteria for employee evaluations
2. Oversees the employee evaluation process tools align with the schools' mission and organizational goals

*Superintendent of Schools Job Description
Board Approved: March 9, 2023*

3. Exercises delegated authority to make decisions regarding the hiring, retention, and termination of employees in accordance with board policies and procedures. Ensures that all personnel decisions are made in compliance with applicable laws, regulations, and maintains accurate records and documentation related to all personnel matters.
4. Brings all personnel decisions to be ratified by the board at the next regularly scheduled meeting
5. Ensures that appropriate evaluation techniques are used throughout the evaluation cycle

Professional Development

1. Encourages, creates, and supports the professional development of all staff
2. Provides support and guidance to the schools' leadership team
3. Collaborates with members of the leadership to set professional leadership goals as well as program/operational goals in relation to the departments they serve
4. Stays current and proactive on educational laws and trends that pertain to the schools

Develops Schools

1. Keeps informed of current educational philosophy, practices and public policies by visiting other charter schools, attending educational conferences and workshops, and reading current professional literature. Keeps the Board of Directors informed of trends in education
2. Oversees and maintains systems to handle organizational tasks such as student records, teacher records, teacher credentialing information, contemporaneous attendance logs, purchasing, budgets, and timetables
3. Develops new and revised policies for recommendation to the Board of Directors and ensures that all laws, Board policies, procedures and administrative regulations are implemented
4. Exercises powers as determined by the Board of Directors and the bylaws require
5. Collaborates with staff to develop the annual schools' calendars and master schedule
6. Oversees the preparation of reports showing objectives, plans, programs, and educational accomplishments

Larger Community, Board, Authorizer, WASC, and LCAP

1. Fosters a climate of innovation and collaborative creative problem solving with charter personnel, students, parents, and community
2. Completes and submits required documents as requested or required by the charter authorizer and/or Board of Directors and/or the District
3. Fosters professional networks within the charter school community and with sponsoring school districts with the focus of enhancing the operations of the charter schools
4. Serves as a professional advisor to the Board of Directors, keeping them fully informed on all programs, practices, issues and problems of schools; provides them with information and data for decision making. When recommendations are requested or offered, the Superintendent of Schools will provide rationale for the recommendation
5. Promotes a positive public image; schools and student achievements are highlighted and promoted via social media, public relations, and other means

*Superintendent of Schools Job Description
 Board Approved: March 9, 2023*

6. Reviews and builds consensus regarding legal interpretations on issues pertaining to the schools and the operation of the schools
7. Oversees and monitors compliance with applicable state and federal laws
8. Oversees the development of the School Annual Performance Report (SARC)
9. Oversees the processing and submission of required state and federal reports, including LCAP
10. Oversees school-wide state assessments
11. Oversees the preparation of agenda items and supporting documentation that is provided to the Board of Directors meetings
12. Oversees and monitors the maintenance of all records that are required by law and Board policy
13. Oversees the securing of local and state grants
14. Oversees and monitors the Western Association of Schools and Colleges accreditation
15. Develops positive relationships between the schools and their sponsoring school districts
16. Attends and actively participates in sponsoring school district meetings as needed

Attendance Compliance

1. Takes responsible steps to secure accurate student attendance in accordance with policies established by the California Department of Education
2. Oversees the development of attendance processes, policies, training, and internal controls to support compliance in the area of attendance
3. Provides all necessary financial reports as required for proper attendance reporting

Oversight Responsibilities:

1. Supervises and oversees the leadership team and staff, including but not limited to:
 - a. Directors
 - b. Executive Assistant

Other Duties:

1. Responds to non-urgent communication within 24 school hours and urgent communication within two school hours
2. Resolves escalated employee, parent, and student issues in alignment with core values and ensuring compliance with the school's Uniform Complaint Policy; the school's Uniform Technology Policy; and the provisions of California Penal Code Section 11166 (Child Abuse and Neglect Reporting Act)
3. Performs other duties as assigned

Qualifications Guide

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

*Superintendent of Schools Job Description
 Board Approved: March 9, 2023*

Experience:

1. Three or more years of teaching experience with progressively increasing levels of responsibility in leadership/mentoring
2. Minimum of five years in independent study administration strongly preferred

Education:

1. A valid, current, and appropriate California Administrative Services Credential. A copy of Credential to be provided and kept current.

Other Qualifications:

1. State and federal fingerprint clearance (LiveScan) to work with students (Ed. Code 44237). No prospective employee can report to work without this clearance being received and the Human Resources Manager notifying the immediate supervisor of this clearance.
2. Proof of a clear TB Tine test or signed Certificate of Completion dated within the last 60 days (Ed. Code 49406) upon employment and thereafter updated every four years
3. Hold and maintain a valid California Driver's License, proof of automobile insurance, and full time use of a dependable automobile that is insured pursuant to California regulations.

Knowledge:

1. State and Federal laws, statutes, rules and regulations
2. Computer Literacy: General knowledge of database software, how to use the internet to find information and complete tasks, email usage, order processing systems, spreadsheet software, and word processing software

Abilities:

1. Embraces Sage Oak's core values
2. Maintains integrity at all times
3. Works independently with little direction
4. Maintains developed, clear communication and interpersonal skills that maintain a respectful, professional, and courteous manner
5. Maintains flexible and adaptable mindset
6. Demonstrates sensitivity to individual differences and cultural backgrounds
7. Maintains confidentiality of sensitive and privileged information
8. Follows established procedures and meets all established deadlines
9. Allocates time and resources effectively
10. Understand complex, multi-step written and oral instructions
11. Build a culture where students, parents, and teachers feel valued and served

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Superintendent of Schools Job Description
Board Approved: March 9, 2023*

- 1. Hear and speak to exchange information
- 1. Dexterity of hands and fingers
- 2. See to read a variety of materials
- 3. Bend at the waist, kneel or crouch
- 4. Sit or stand for extended periods of time
- 5. Lifting objects up to 50 pounds with or without assistance


Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1. Noise level is generally moderate
- 2. Constant interruptions
- 3. Meetings conducted in public and private settings
- 4. Indoor and outdoor in varying temperature
- 5. Employee must have available transportation and be able to drive up to 200 miles in a day

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any other related duties as assigned by their supervisor.

Employee Acknowledgement:

<div>DocuSigned by: </div> <div>73379AF239B24C7</div>	<div>Krista woodgrift</div> <div>Printed Name</div>	<div>6/28/2023</div> <div>Date</div>
--	---	--------------------------------------



MODIFICATION OF SUPERINTENDENT OF SCHOOLS EMPLOYMENT AGREEMENT TERM & ANNUAL SALARY

As a result of the Superintendent of Schools' satisfactory evaluation, voted on by the Board of Directors on May 10, 2024, the following outlines the one-year extension to the Superintendent's three-year employment contract and revised placement on the board-approved salary schedule for 2024/25. These modifications were approved by the Board of Directors on June 20, 2024.

Under Section 1, Term, the Superintendent's employment agreement will be modified as follows: *"The term of this agreement shall commence on July 1, ~~2023~~2024, and terminate on June 30, ~~2026~~2027, unless terminated earlier pursuant to the provisions of this Agreement or unless extended as provided herein or as provided by law."*

Under Section 3.1, Base Salary and Board Adopted Salary Schedule, the Superintendent's employment agreement will be modified as follows: *Having the goal of providing the Superintendent with consistent salary increases in accordance with CalSTRS Creditable Compensation Guidelines adopted January 1, 2015, and in an effort to maintain equity with other certificated personnel, the Superintendent shall be placed on **Step C** the appropriate step of a Board adopted Salary Schedule, **effective July 1, 2024**. ~~Based on this information, the Charter School shall pay the Superintendent an annual salary of \$239,166.~~ The percentage step increases on the salary schedule shall be aligned with other certificated personnel salary schedules adopted by the Charter School. The Superintendent shall receive a step increase beginning on July 1 each year of the Agreement. The Superintendent shall also receive any COLA increases approved by the Board and applied to the administrative salary schedule during the term of the contract.*

The signed copy of this modification will be attached to the Superintendent's Employment Agreement and housed in the personnel file.		
Board Member & Title	Signature	Date
William Hall, President	<small>DocuSigned by:</small> William Hall	6/21/2024
Michael Humphrey, Vice President	<small>DocuSigned by:</small> Michael Humphrey	7/9/2024
Susan Houle, Board Member	<small>DocuSigned by:</small> Susan Houle	7/11/2024
Steve Fraire, Clerk	<small>DocuSigned by:</small> Steve Fraire	7/3/2024
Peter Matz, Board Member	<small>DocuSigned by:</small> Peter Matz	7/11/2024
Employee Name & Title	Signature	Date
Krista Woodgrift, Superintendent of Schools	<small>DocuSigned by:</small> Krista Woodgrift	7/11/2024

<div><div>Sage Oak Charter Schools</div><div>Superintendent of Schools Salary Schedule</div><div>FISCAL YEAR 2024 - 2025</div></div> <div>BOARD APPROVED: June 20, 2024</div> <div>Appendix A-4</div>					
Range	STEP A	STEP B	STEP C	STEP D	STEP E
19	\$236,844	\$243,949	\$251,269	\$258,806	\$266,570

Certificate Of Completion

Envelope Id: C9094FE6157848C6BA709CC69A808138

Status: Completed

Subject: MODIFICATION OF SUPERINTENDENT OF SCHOOLS EMPLOYMENT AGREEMENT TERM & 2024/25 ANNUAL SALARY

Source Envelope:

Document Pages: 2

Signatures: 6

Envelope Originator:

Certificate Pages: 6

Initials: 0

Candice Coffey

ccoffey@sageoak.education

AutoNav: Enabled

IP Address: 76.50.22.158

Envelopeld Stamping: Enabled

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Record Tracking

Status: Original

Holder: Candice Coffey

Location: DocuSign

6/21/2024 11:51:06 AM

ccoffey@sageoak.education

Signer Events

William Hall

whall@sageoak.education

Security Level: Email, Account Authentication (None)

DocuSigned by:



5C6D0F53EA4C406...

Sent: 6/21/2024 11:59:57 AM

Viewed: 6/21/2024 12:32:07 PM

Signed: 6/21/2024 12:32:22 PM

Signature Adoption: Pre-selected Style

Using IP Address: 68.8.152.34

Electronic Record and Signature Disclosure:

Accepted: 6/21/2024 12:32:07 PM

ID: 583aa5f4-56ce-4aa2-910d-bb753f392634

Steve Fraire

sfraire@sageoak.education

Security Level: Email, Account Authentication (None)

DocuSigned by:



99226803767B4CF...

Sent: 6/21/2024 12:32:24 PM

Viewed: 7/3/2024 6:29:47 AM

Signed: 7/3/2024 6:29:56 AM

Signature Adoption: Pre-selected Style

Using IP Address: 47.158.0.181

Electronic Record and Signature Disclosure:

Accepted: 7/3/2024 6:29:47 AM

ID: dd49631d-0154-407a-ac37-039d1ab3d698

Michael Humphrey

mhumphrey@sageoak.education

Security Level: Email, Account Authentication (None)

DocuSigned by:



7E1F8DC6018949B...

Sent: 7/3/2024 6:29:58 AM

Viewed: 7/9/2024 3:50:49 PM

Signed: 7/9/2024 3:51:06 PM

Signature Adoption: Pre-selected Style

Using IP Address: 68.7.208.105

Electronic Record and Signature Disclosure:

Accepted: 6/27/2023 4:02:44 PM

ID: 4f1f04b2-4581-4094-9979-38cbc7faa702

Susan Houle

shoule@sageoak.education

Security Level: Email, Account Authentication (None)

DocuSigned by:



C25BC319DF904D8...

Sent: 7/9/2024 3:51:07 PM

Viewed: 7/11/2024 6:39:43 AM

Signed: 7/11/2024 6:39:52 AM


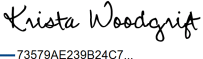
Signature Adoption: Pre-selected Style

Using IP Address: 98.176.178.193

Electronic Record and Signature Disclosure:

Accepted: 7/11/2024 6:39:43 AM

ID: d8e9fb7b-5ec8-4ba7-99bb-d5b7ad533fc6

Signer Events	Signature	Timestamp
Peter Matz pmatz@sageoak.education Security Level: Email, Account Authentication (None)	<div> <small>DocuSigned by:</small>  <small>92F86DF133C848E...</small> </div> Signature Adoption: Pre-selected Style Using IP Address: 108.147.175.100 Signed using mobile	Sent: 7/11/2024 6:39:54 AM Viewed: 7/11/2024 6:59:52 AM Signed: 7/11/2024 7:00:17 AM
Electronic Record and Signature Disclosure: Accepted: 7/11/2024 6:59:52 AM ID: 098de9a1-5ef7-4c4a-8788-d46c30b7b1a0		
Krista Woodgrift kwoodgrift@sageoak.education Superintendent/CEO Sage Oak Security Level: Email, Account Authentication (None)	<div> <small>DocuSigned by:</small>  <small>73579AE239B24C7...</small> </div> Signature Adoption: Pre-selected Style Using IP Address: 47.152.81.77	Sent: 7/11/2024 7:00:19 AM Viewed: 7/11/2024 7:14:26 AM Signed: 7/11/2024 7:14:33 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Emily Horta ehorta@sageoak.education Senior Administrator, Human Resources Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 7/11/2024 7:14:35 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Candice Coffey ccoffey@sageoak.education Director of Human Resources Sage Oak Charter School Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 7/11/2024 7:14:36 AM Resent: 7/11/2024 7:14:42 AM Viewed: 7/11/2024 7:22:16 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/21/2024 11:59:57 AM
Certified Delivered	Security Checked	7/11/2024 7:14:26 AM
Signing Complete	Security Checked	7/11/2024 7:14:33 AM
Completed	Security Checked	7/11/2024 7:14:36 AM

Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Sage Oak (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Sage Oak:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: kwoodgrift@sageoak.education

To advise Sage Oak of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at kwoodgrift@sageoak.education and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Sage Oak

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to kwoodgrift@sageoak.education and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Sage Oak

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to kwoodgrift@sageoak.education and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Sage Oak as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Sage Oak during the course of your relationship with Sage Oak.

Coversheet

AI Update - Building Smarter AI

Section: V. Oral Presentations
Item: B. AI Update - Building Smarter AI
Purpose:
Submitted by:
Related Material: AI Update_4.10.2025.pdf



Building Smarter AI

How we customize AI to fit Sage Oak's needs



Why Not Just Use Off-the-Shelf AI?



Generic AI lacks education-specific focus



Data security and privacy concerns



Needs to align with school workflows and policies

Customizing AI for the specific needs of the school is essential to unlock its full potential and deliver solutions that truly benefit Sage Oak.

The Power of Custom AI



AI Tailored for Admin vs. Classroom
Use



Controlled Access to Sensitive Data



AI Adapts to Policies, Not Vice Versa

We unlock the true potential of AI with custom-tailored solutions that prioritize our specific needs, data security, and organizational control.

How We Make AI Work for Us



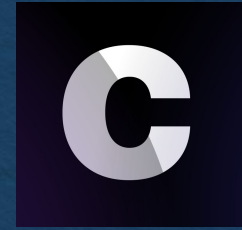
Empower Students with
MagicSchool



Ai Tutors with Chat for
Schools



Access to Large Language
Models in OpenAI



Sage Oak Chatbots with
Chatbase

By using these powerful tools, we can create AI-driven solutions that truly work for us, enhancing learning, communication, and decision-making.

How We Build a Custom Chatbot



Demo and Hands On



Q&A

