



## Sage Oak Charter Schools

### Regular Meeting of the Board of Directors

Published on May 2, 2025 at 9:25 AM PDT

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#### **Date and Time**

Thursday May 8, 2025 at 9:00 AM PDT

#### **Location**

##### **Sage Oak Charter Schools**

1473 Ford Street, Suite #105  
Redlands, CA 92373

##### **Regus- Gateway Chula Vista**

333 H Street, Suite 5000  
Chula Vista, CA 91910

#### **[Join Zoom Meeting](#)**

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#### **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**

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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
<b>I. Opening Items</b>			<b>9:00 AM</b>
<b>A.</b> Call the Meeting to Order		Board President	1 m
<b>B.</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			
<b>II. Pledge of Allegiance</b>			<b>9:02 AM</b>
<b>A.</b> Led by Board President or designee		Board President	1 m
<b>III. Approve/Adopt Agenda</b>			<b>9:03 AM</b>
<b>A.</b> (Action) Approval of Agenda for May 8, 2025 Regular Meeting of the Board of Directors	Vote	Board President	1 m
It is recommended the Board approve the agenda for the Regular Meeting of the Board of Directors on May 8, 2025, 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**

- |           |   |                 |                 |     |
|-----------|---|-----------------|-----------------|-----|
| <b>A.</b> | (Action) Approval of Minutes for March 13, 2025 Regular Meeting of the Board of Directors | Approve Minutes | Board President | 1 m |
|-----------|---|-----------------|-----------------|-----|

It is recommended the Board approve the minutes from the Regular Meeting of the Board of Directors on March 13, 2025, 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>B.</b> | (Action) Approval of Minutes for March 28, 2025 Special Meeting of the Board of Directors | Approve Minutes | Board President | 1 m |
|-----------|---|-----------------|-----------------|-----|

It is recommended the Board approve the minutes from the Special Meeting of the Board of Directors on March 28, 2025, 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 _____			

- C.** (Action) Approval of Minutes for April 10, 2025 Board of Directors Study Session      Approve Minutes      Board President      1 m

It is recommended the Board approve the minutes from the Board of Directors Study Session on April 10, 2025, as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

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

**V. Public Comment - Closed Session**

The public has a right to comment on any items of the Closed Session agenda. Members of the public will be permitted to comment on any other item within the Board’s jurisdiction under the section Public Comments/Recognition/Reports.

**VI. Adjourn to Closed Session 9:07 AM**

- A.** The Board Will Consider and May Act on Any of the Closed Session Matters      Vote      Board President      1 m

Roll Call Vote:  
William Hall  
Michael Humphrey  
Steve Fraire  
Susan Houle  
Peter Matz

	Purpose	Presenter	Time
Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____			
<b>VII. Closed Session</b>			<b>9:08 AM</b>
<b>A. Closed Session Agenda</b>		Board President	25 m
<b>1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION</b> (Gov. Code Section 54956.9(d)(4)) [One matter]			
<b>2. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION</b> (Gov. Code Section 54956.9(d)(1)) a. Lares v. The Collaborative Charter Services Organization, et al.			
<b>3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION</b> Pursuant to Gov. Code 54957 a. Annual Performance Evaluation, Superintendent of Schools/CEO			
<b>VIII. Reconvene Regular Meeting</b>			<b>9:33 AM</b>
<b>A. Report Out Any Action Taken in Closed Session</b>		Board President	1 m
<b>IX. Public Comments/Recognition/Reports</b>			
<p>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.</p>			
<b>X. Correspondence/Proposals/Reports</b>			<b>9:34 AM</b>
<b>A. Principals' Year in Review</b>		Erin Bunch	13 m
<p>Lana Beshara, Director of Virtual Learning/Principal                      Chelsey Anema, Director of Personalized Learning/Principal                      Traci King, Director of Secondary Education/Principal</p>			
<b>B. Student Highlight</b>		Erin Bunch	12 m

	Purpose	Presenter	Time
	Student: Julien Farewell, 6th Grade Teacher: Alison James		
<b>C.</b>	Teacher Appreciation  Shirlee Fisher, Personalized Learning Academy Madison Ramer, Virtual Learning Academy Brandy Yurkosky, High School	Erin Bunch	5 m
<b>D.</b>	AI Update - Building Smarter AI (Part 2)	Brad Bookser	15 m

**XI. Consent Agenda 10:19 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.***

<b>A.</b>	Consent - Business Services		1 m
	<ol style="list-style-type: none"> <li>1. Check Register - March 2025</li> <li>2. Check Register - April 2025</li> <li>3. Report of Investment Activity - February 2025</li> <li>4. Report of Investment Activity - March 2025</li> <li>5. Ratification of CliftonLarsonAllen LLP Statement of Work - Tax Exempt Returns and Filings</li> <li>6. Ratification of CloudHesive, LLC Change Order Form</li> <li>7. Ratification of Otter.ai, Inc. Service Order</li> <li>8. Ratification of WPENGINE, Inc. Service Order Form (Renewal)</li> <li>9. Ratification of Sage Intacct, Inc. Agreement (Renewal)</li> <li>10. Ratification of Centerpoint Church Facility Use Request and Agreement Form</li> <li>11. Ratification of Wendy Cleaning Services Agreements</li> <li>12. Ratification of CloudHesive Statement of Work</li> <li>13. Ratification of City of Redlands Use of Facilities Agreement</li> <li>14. Ratification of 2025-2026 BoardOnTrack Membership Agreement (Renewal)</li> <li>15. Ratification of Springhill Suites Corona Riverside Banquet Event Order</li> <li>16. Magic School, Inc. Quote and Order Form (Renewal)</li> <li>17. Cidi Labs Terms and Conditions, Enterprise SaaS License and Support Services</li> </ol>		

	Purpose	Presenter	Time
	18. Rossmoor Community Services District User Permit		
	19. Association of Personalized Learning Schools & Services (APlus+) Contract Services Agreement (Renewal)		
	20. Standard Industrial Lease with 11 Alabama Partnership L.P.		
	21. Vehicle Purchasing Documents		
	22. City of Yucaipa Community Services Permit #R7251		
	23. Complete Trailers of CA, LLC Quote		
	24. Courtyard by Marriott Event Sales Agreement Contract		
<b>B.</b>	<b>Consent - Education Services</b>		1 m
	1. Ratification of AVID Center Products and Services Quote/Order (Renewal)		
	2. Ratification of Zearn Master Services Agreement (Renewal)		
	3. Ratification of Renaissance Learning, Inc. Quote #Q-126071 v2 and Terms of Service		
<b>C.</b>	<b>Consent - Human Resources</b>		1 m
	1. Approval of Certificated Personnel Report		
	2. Approval of Classified Personnel Report		
	3. Approval of Job Descriptions		
	4. Approval of 2025-2026 Certificated Employee Work Year Calendars		
	5. Approval of 2025-2026 Classified Employee Work Year Calendars		
	6. Ratification of 2025-2028 Memorandums Of Understanding (MOU) - Center for Teacher Innovation (CTI) Induction Program		
	7. Approval of Change to Employer Contribution Rates for Employee Benefits Plans		
<b>D.</b>	<b>Consent - Operations &amp; Accountability</b>		1 m
	1. Ratification of Parsec Education, Inc. Service Order and Terms & Conditions (Renewal)		
<b>E.</b>	<b>(Action) Approval of Consent Agenda</b>	Vote	Board President
	1 m		
	It is recommended the Board approve the Consent Agenda as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).		

Roll Call Vote:

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

**XII. Human Resources**

**10:24 AM**

- |           |  |      |                  |     |
|-----------|--|------|------------------|-----|
| <b>A.</b> | (Action) Approval of Assistant Superintendent of Human Resources Candidate | Vote | Krista Woodgrift | 8 m |
|-----------|--|------|------------------|-----|

It is recommended the Board approve the Assistant Superintendent of Human Resources candidate, Dr. Tamar Kataroyan, and be placed on step E of the Assistant Superintendent Salary Schedule, with an annual salary of \$230,730, for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051), effective July 1, 2025.

**Fiscal Impact:** \$230,730

Sage Oak Charter Schools - Helendale (#1885) \$186,661  
 Sage Oak Charter Schools - South (#2051) \$26,995  
 Sage Oak Charter Schools - Keppel (#1886) \$17,074

Roll Call Vote:

William Hall  
 Michael Humphrey  
 Steve Fraire  
 Susan Houle  
 Peter Matz

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

- |           |  |      |                |     |
|-----------|--|------|----------------|-----|
| <b>B.</b> | (Action) Approval of Employer Contribution Increase to Employee Flexible Spending Accounts (FSA) | Vote | Candice Coffey | 3 m |
|-----------|--|------|----------------|-----|

It is recommended the Board approve an increase in the employer contribution toward employee Flexible Spending Accounts (FSAs) from \$300 annually to \$750 annually, effective the 2025-2026 school year, for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

**Fiscal Impact:** \$203,488



Purpose	Presenter	Time
Sage Oak Charter School (#1885): \$164,622		
Sage Oak Charter School - Keppel (#1886): \$15,058		
Sage Oak Charter School - South (#2051): \$23,808		

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

- C. (Action) Approval of Declarations of Need (DON) for the 2025-2026 School Year Vote Candice Coffey 2 m

It is recommended the Board approve the Declarations of Need for the 2025-2026 school year, 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 \_\_\_\_\_

**XIII. Calendar**

The next scheduled meeting will be a Regular Board of Directors Meeting held on June 12, 2025.

**XIV. Comments**

**10:37 AM**

- A. Board Comments 3 m
- B. Superintendent Comments 2 m

	Purpose	Presenter	Time
<b>XV. Closing Items</b>			<b>10:42 AM</b>
<b>A. Adjourn Meeting</b>	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 _____			

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**FOR MORE INFORMATION**

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

## Coversheet

### (Action) Approval of Minutes for March 13, 2025 Regular Meeting of the Board of Directors

**Section:** IV. Approve Minutes  
**Item:** A. (Action) Approval of Minutes for March 13, 2025 Regular Meeting of the Board of Directors  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Regular Meeting of the Board of Directors on March 13, 2025

APPROVED

SAGE OAK  
CHARTER SCHOOLS



## Sage Oak Charter Schools

### Minutes

#### Regular Meeting of the Board of Directors

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**Date and Time**

Thursday March 13, 2025 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: 99490260743

Passcode: 570779

[\(US\) +1 305-224-1968](#)

Passcode: 570779

**Teleconference Location**

16222 Quail Rock Road, Ramona, CA 92065

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**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**

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Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

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**Directors Present**

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

**Directors Absent**

M. Humphrey

**Guests Present**

B. Bookser, E. Horta, H. Tahmas, K. Woodgrift, L. Snee (remote), T. O'Brien

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**I. Opening Items**

**A. Call the Meeting to Order**

W. Hall called a meeting of the board of directors of Sage Oak Charter Schools to order on Thursday Mar 13, 2025 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 March 13, 2025 Regular Meeting of the Board of Directors**

S. Fraire made a motion to W. Hall, Board President, to approve the agenda as presented for the March 13, 2025, Regular Meeting of the Board of Directors.

P. Matz seconded the motion.

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

**Roll Call**

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

**IV. Approve Minutes**

**A. (Action) Approval of Minutes for February 13, 2025 Regular Meeting of the Board of Directors**

P. Matz made a motion to W. Hall, Board President, to approve the minutes as presented from the Regular Meeting of the Board of Directors on 02-13-25.

S. Fraire seconded the motion.

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

**Roll Call**

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

**V. Public Comment - Closed Session**

**A. Public Comment**

There was no public comment regarding Closed Session.

**VI. Adjourn to Closed Session**

**A. The Board Will Consider and May Act on Any of the Closed Session Matters**

P. Matz made a motion to W. Hall, Board President, to adjourn to Closed Session at 9:02 a.m.

S. Fraire seconded the motion.

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

**Roll Call**

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

**Roll Call**

S. Fraire Aye

S. Houle, Board Member, joined the meeting at 9:02 a.m.

**VII. Closed Session**

**A. Closed Session Agenda**

**1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

(Gov. Code Section 54956.9(d)(2)): Case No. 2025-03-13-02

**VIII. Reconvene Regular Meeting**

**A. Report Out Any Action Taken in Closed Session**

The Regular Meeting of the Board of Directors reconvened at 9:10 a.m.

S. Fraire made a motion to W. Hall, Board President, in the matter of item no. VII.A.1. on the Closed Session Agenda, to settle Case No. 2025-03-13-02.

P. Matz seconded the motion.

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

**Roll Call**

M. Humphrey Absent

W. Hall Aye

S. Houle Aye

S. Fraire Aye

P. Matz Aye

**IX. Public Comments/Recognition/Reports**

**A. Public Comment**

There was no request for public comment.

**X. Correspondence/Proposals/Reports**

**A. Sage Oak Highlights**

Krista Woodgrift, Superintendent & CEO, presented the Sage Oak highlights for February 2025.

**B. Student Highlight**

Traci King, Director of Secondary Education/High School Principal, and Tracie Fearing, Educational Advisor/Visual Arts teacher, presented a student highlight featuring Petra Sullivan.

**XI. Consent Agenda**

#### **A. Consent - Business Services**

1. Check Register - February 2025
2. Report of Investment Activity - January 2025
3. Ratification of Rancho Simi Recreation and Park District Facility Use Permit
4. Ratification of Calvary Chapel Pacific Coast Commercial Lease Agreement
5. Ratification of City of Yucaipa Community Services Permit #R7224
6. Ratification of ClickUp Service Order Form
7. Ratification of Mobile Beacon Terms of Service and Invoice
8. Ratification of Fleming Research International, LLC Professional Services Agreement
9. Ratification of Marriott Riverside at the Convention Center Agreement
10. Ratification of Sage Oak Charter Schools Statement of Information

#### **B. Consent - Education Services**

1. Approval of Catalina Island Marine Institute Overnight Field Trip Request Form (Grades 9-12) and the CIMI Toyon Bay Agreement
2. Approval of Pali Institute Outdoor Science Camp Overnight Field Trip Request Form (Grades 4-12) and Site Reservation Agreement
3. Ratification of TPR Education, LLC Amendment and Service Order

#### **C. Consent - Human Resources**

1. Approval of Certificated Personnel Report
2. Approval of Classified Personnel Report
3. Approval of Job Descriptions
4. Ratification of Screen Vision Media Proposal and Terms & Conditions
5. Ratification of Educational Management Solutions LLC Contract Agreement & Proposal- Job Compensation (Market) Study
6. Ratification of Educational Leadership Services Letter of Agreement
7. Ratification of Educational Management Solutions LLC Contract Agreement & Proposal- Job Classification and Compensation Study

#### **D. Consent - Operations and Accountability**

1. Approval of 2025-2026 Master Agreement for Independent Study and Acknowledgement of Responsibilities

#### **E. Consent - Policy Development**

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

#### **3000 Series - Business/Non-Instructional**



- 3010-SO Fiscal Control Policy and Procedures
- 3125-SO Intra-Organizational Loan Policy
- 3130-SO Document Retention Policy
- 3145-SO Disposal of Surplus, Obsolete, or Unneeded Books, Equipment, & Supplies Policy
- 3150-SO Authorization to Hire Policy

**4000 Series - Human Resources**

- 4000-SO Personnel Concepts and Roles
- 4015-SO Equal Employment Opportunity
- 4025-SO Tuberculosis Risk Assessment and Examination Policy
- 4045-SO Professional Boundaries Policy
- 4055-SO Internal Complaint Policy and Form
- 4060-SO Prohibiting Unlawful Harassment, Discrimination, and Retaliation Policy
- 4070-SO Lactation Accommodation Policy

**4000 Series- Human Resources: Rescinded**

- 4125-SO Victims of Crime Policy

**F. (Action) Approval of Consent Agenda**

Items listed under Consent are considered routine and will be approved/adopted by a single motion. There will be no separate discussion of these items; however, any item may be removed from the Consent Agenda upon the request of any member of the Board, discussed, and acted upon separately.

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.

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

**Roll Call**

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

**XII. Business Services**

**A. (Action) Approval of 2024-2025 Sage Oak Charter Schools Second Interim Budget (SIB) Report, Presented by Habib Tahmas, Senior Director of Fiscal Services**

S. Houle made a motion to W. Hall, Board President, to approve the 2024-2025 Sage Oak Charter Schools Second Interim Budget (SIB) Report as presented.

S. Fraire seconded the motion.

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

**Roll Call**

S. Houle Aye

P. Matz Aye

S. Fraire Aye

W. Hall Aye

M. Humphrey Absent

**B. (Action) Approval of 2025-2026 Sage Oak Charter Schools Strategic Budget, Staffing Plan, and Salary Schedules**

S. Fraire made a motion to W. Hall, Board President, to approve the 2025-2026 Sage Oak Charter Schools Strategic Budget, staffing plan, and salary schedules as presented.

P. Matz seconded the motion.

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

**Roll Call**

M. Humphrey Absent

P. Matz Aye

W. Hall Aye

S. Fraire Aye

S. Houle Aye

**C. (Action) Approval of Sage Oak Charter Schools Federal Tax Form 990 Return (Draft) and California Tax Form 199 Return (Draft) - Year Ended June 30, 2024, as prepared by CliftonLarsonAllen (CLA)**

S. Fraire made a motion to W. Hall, Board President, to approve the Sage Oak Charter Schools Federal Tax Form 990 Return (Draft) and California Tax Form 199 Return (Draft)- year ending June 30, 2024, as presented.

P. Matz seconded the motion.

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

**Roll Call**

M. Humphrey Absent

P. Matz Aye

W. Hall Aye

S. Fraire Aye

S. Houle Aye

**D. (Action) Approval of Annual Audit Engagement Services between CliftonLarsonAllen LLP and Sage Oak Charter Schools**

P. Matz made a motion to W. Hall, Board President, to approve the annual audit engagement services between CliftonLarsonAllen LLP and Sage Oak Charter Schools as presented.

S. Fraire seconded the motion.

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

**Roll Call**

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

**E. (Action) Approval of Amendment to Lease at Ford Plaza LLC**

S. Fraire made a motion to W. Hall, Board President, to approve the Amendment to Lease at Ford Plaza LLC as presented.

S. Houle seconded the motion.

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

**Roll Call**

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

**F. (Action) Approval of Standard Industrial/Commercial Multi-Tenant Lease**

S. Houle made a motion to W. Hall, Board President, to approve the Standard Industrial/Commercial Multi-Tenant Lease as presented.

P. Matz seconded the motion.

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

**Roll Call**

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

**XIII. Education Services**

**A. (Action) Approval of IXL Learning Subscription Sales Contracts**

S. Fraire made a motion to W. Hall, Board President, to approve the IXL Learning subscription sales contract as presented.

P. Matz seconded the motion.

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

**Roll Call**

M. Humphrey Absent  
S. Fraire Aye

**Roll Call**

W. Hall Aye  
P. Matz Aye  
S. Houle Aye

**XIV. Human Resources**

**A. (Action) Approval of Longevity Milestone Stipend**

S. Fraire made a motion to W. Hall, Board President, to approve the longevity milestone stipend as presented.

S. Houle seconded the motion.

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

**Roll Call**

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

**B. (Action) Approval of One-Time 5% Employee Bonus**

P. Matz made a motion to W. Hall, Board President, to approve a one-time 5% employee bonus as presented.

S. Houle seconded the motion.

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

**Roll Call**

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

**XV. Operations & Accountability**

**A. (Action) Adoption of Amira Reading Difficulty Risk Screener, Presented by Lorinda Loughlin, Assessment Coordinator**

S. Fraire made a motion to W. Hall, Board President, to adopt the Amira reading difficulty risk screener as presented.

S. Houle seconded the motion.

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

**Roll Call**

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

**Roll Call**

W. Hall        Aye  
P. Matz        Aye

**XVI. Calendar**

**A. Future Meetings**

The next scheduled meeting will be a Board of Directors Study Session held on April 10, 2025.

**XVII. Comments**

**A. Board Comments**

The Board appreciated the meeting's thoughtful discussions and highlighted the school's strategic investments in staff as a reflection of its commitment and values. They commended the innovative thinking and high-quality presentations, especially the inspiring student success stories and strong financial outlook. Board Clerk Fraire shared insights from his recent visit to the Sage Oak office, emphasizing its positive atmosphere and a strong sense of community.

**B. Superintendent Comments**

Superintendent Woodgrift thanked Tim O'Brien, Assistant Superintendent of Business Services, and Habib Tahmas, Director of Fiscal Services, for their hard work and collaboration in preparing the budget reports presented. She commended Tim for his innovative, business-minded approach that supports both finance and educational programs and recognized Habib for his intentional leadership and dedication to team development. She also appreciated Board President Hall and Board Clerk Fraire's visit to the Sage Oak office, acknowledging their meaningful engagement with parents and staff and the inspiration they bring to the Sage Oak community.

**XVIII. Closing Items**

**A. Adjourn Meeting**

S. Fraire made a motion to W. Hall, Board President, to adjourn the Regular Meeting of the Board of Directors on March 13, 2025.

S. Houle seconded the motion.

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

**Roll Call**

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:34 AM.

Respectfully Submitted,  
W. Hall

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### Documents used during the meeting

- Sage Oak Highlights\_February 2025.pdf
- Student Highlight\_Petra Sullivan\_3.13.2025.pdf
- BUS Consent - Business Services\_3.13.2025.pdf
- BUS Consent - Education Services\_3.13.2025.pdf
- BUS Consent - Human Resources\_3.13.2025.pdf
- BUS Consent - Operations & Accountability\_3.13.2025.pdf
- BUS Consent - Policy Development\_3.13.2025.pdf
- 2024-2025 Sage Oak Charter Schools Second Interim Budget (SIB) Report\_3.13.2025.pdf
- 2024-2025 Sage Oak Charter Schools Second Interim Budget (SIB) Presentation\_3.13.2025.pdf
- 2025-2026 Sage Oak Charter Schools Strategic Budget Plan Presentation\_3.13.2025.pdf
- 2025-2026 Sage Oak Charter Schools Strategic Plan Department Level Budget Details\_3.13.2025.pdf
- 2025-2026 Sage Oak Charter Schools Salary Schedule Revisions\_3.13.2025.pdf
- 2025-2026 Sage Oak Charter Schools Certificated & Classified Salary Schedules\_3.13.2025.pdf
- 2025-2026 Sage Oak Charter Schools Certificated Teacher Salary Schedule\_3.13.2025.pdf
- 2025-2026 Sage Oak Charter Schools Assistant Superintendent Salary Schedule\_3.13.2025.pdf
- 2025-2026 Sage Oak Charter Schools Superintendent of Schools Salary Schedule\_3.13.2025.pdf
- 2025-2026 Sage Oak Charter Schools\_School Positions\_3.13.2025.pdf
- Sage Oak Charter Schools Federal Tax Form 990 Return and California Tax Form 199 Return\_Draft\_3.13.2025.pdf
- CliftonLarsonAllen LLP Statement of Work - Audit Services\_3.13.2025.pdf
- Amendment to Lease at Ford Plaza LLC\_3.13.2025.pdf
- Standard Industrial:Commercial Multi-Tenant Lease\_3.13.2025.pdf
- IXL Learning Subscription Sales Contract\_VLA\_3.13.2025.pdf

- IXL Learning Subscription Sales Contract\_PLA\_3.13.2025.pdf
- Longevity Milestone Stipend Presentation\_3.13.2025.pdf
- Board Resolution # 2024-2025-01\_3.13.2025.pdf
- Amria Reading Difficulty Risk Screener Presentation\_3.13.2025.pdf
- Amira Learning Quote\_3.13.2025.pdf

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**FOR MORE INFORMATION**

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

## Coversheet

### (Action) Approval of Minutes for March 28, 2025 Special Meeting of the Board of Directors

**Section:** IV. Approve Minutes  
**Item:** B. (Action) Approval of Minutes for March 28, 2025 Special Meeting of the Board of Directors  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Special Meeting of the Board of Directors on March 28, 2025



APPROVED

SAGE OAK  
CHARTER SCHOOLS



## Sage Oak Charter Schools

### Minutes

#### Special Meeting of the Board of Directors

Virtual

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#### Date and Time

Friday March 28, 2025 at 7:30 AM

#### Location

**Sage Oak Charter Schools**

1473 Ford Street, Suite #105

Redlands, CA 92373

#### [Join Zoom Meeting](#)

ID: 95764397369

Passcode: 656658

#### [\(US\) +1 305-224-1968](#)

Passcode: 656658

#### 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

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#### 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.

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**Directors Present**

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

**Directors Absent**

M. Humphrey

**Guests Present**

E. Horta (remote), K. Woodgrift

---

**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 Friday Mar 28, 2025 at 7:30 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 March 28, 2025 Special Meeting of the Board of Directors**

S. Houle made a motion to W. Hall, Board President, to approve the agenda as presented for the March 28, 2025, Special Meeting of the Board of Directors.

P. Matz seconded the motion.

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

#### **Roll Call**

M. Humphrey Absent

S. Fraire Aye

P. Matz Aye

S. Houle Aye

W. Hall Aye

### **IV. Public Comment - Closed Session**

#### **A. Public Comment**

There was no public comment regarding Closed Session.

### **V. Adjourn to Closed Session**

#### **A. The Board Will Consider and May Act on Any of the Closed Session Matters**

S. Houle made a motion to W. Hall, Board President, to adjourn to Closed Session at 7:33 a.m.

S. Fraire seconded the motion.

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

#### **Roll Call**

M. Humphrey Absent

P. Matz Aye

S. Fraire Aye

S. Houle Aye

W. Hall Aye

### **VI. Closed Session**

#### **A. Closed Session Agenda**

##### **1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**

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

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

### **VII. Reconvene Regular Meeting**

#### **A. Report Out Any Action Taken in Closed Session**

The Special Meeting of the Board of Directors reconvened at 7:48 a.m.

W. Hall, Board President, reported there was no action taken in Closed Session.

## VIII. Closing Items

### A. Adjourn Meeting

P. Matz made a motion to W. Hall, Board President, to adjourn the Special Meeting of the Board of Directors on March 28, 2025.

S. Houle seconded the motion.

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

#### Roll Call

S. Fraire Aye

W. Hall Aye

M. Humphrey Absent

S. Houle Aye

P. Matz Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:49 AM.

Respectfully Submitted,

W. Hall

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#### FOR MORE INFORMATION

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

## Coversheet

### (Action) Approval of Minutes for April 10, 2025 Board of Directors Study Session

**Section:** IV. Approve Minutes  
**Item:** C. (Action) Approval of Minutes for April 10, 2025 Board of Directors  
Study Session  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board of Directors Study Session on April 10, 2025

APPROVED

SAGE OAK  
CHARTER SCHOOLS



## Sage Oak Charter Schools

# Minutes

## Board of Directors Study Session

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### Date and Time

Thursday April 10, 2025 at 9:00 AM

### 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

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

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**Directors Present**

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

**Directors Absent**

*None*

**Guests Present**

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

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**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 Apr 10, 2025 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 April 10, 2025 Board of Directors Study Session**

M. Humphrey made a motion to W. Hall, Board President, to approve the agenda as presented for the April 10, 2025, Board of Directors Study Session.

S. Houle seconded the motion.

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

#### **IV. Public Comments/Recognition/Reports**

##### **A. Public Comment**

There was no request for public comment.

#### **V. Oral Presentations**

##### **A. Annual Review of Superintendent/CEO Job Description and Contract**

Candice Coffey, Assistant Superintendent of Human Resources, presented the annual review of the Superintendent/CEO's job description and contract. She outlined a timeline of key dates for evaluation, contract review, and board approval, and proposed refinements to ensure clarity and legal compliance.

##### **B. AI Update - Building Smarter AI**

Brad Bookser, Director of Information Technology, briefly updated Sage Oak's customized approach to integrating AI tools. He highlighted how the school is leveraging secure platforms, such as MagicSchool and Chat for Schools, to enhance administrative efficiency, instructional support, and personalized learning while maintaining alignment with the school's unique needs and strict privacy standards.

#### **VI. Calendar**

##### **A. Future Meetings**

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

#### **VII. Closing Items**

##### **A. Adjourn Meeting**

P. Matz made a motion to W. Hall, Board President, to adjourn the Board of Directors Study Session on April 10, 2025.

M. Humphrey 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 9:41 AM.

Respectfully Submitted,

W. Hall



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**FOR MORE INFORMATION**

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

# Coversheet

## Closed Session Agenda

**Section:** VII. Closed Session  
**Item:** A. Closed Session Agenda  
**Purpose:**  
**Submitted by:**  
**Related Material:** Sage Oak Highlights\_March & April 2025.pdf



# Excellence through Personalized Learning

## MARCH & APRIL HIGHLIGHTS

### GOAL #1: STUDENT SUCCESS



### GOAL #2: ENGAGEMENT

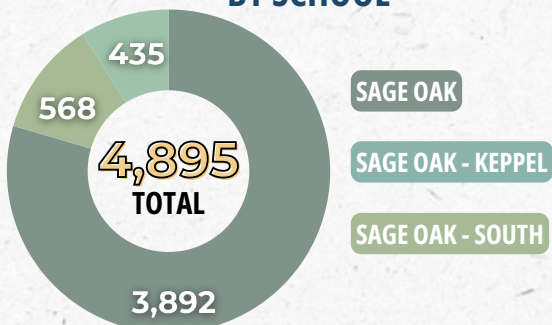


### GOAL #3: SMART LEARNING SYSTEMS

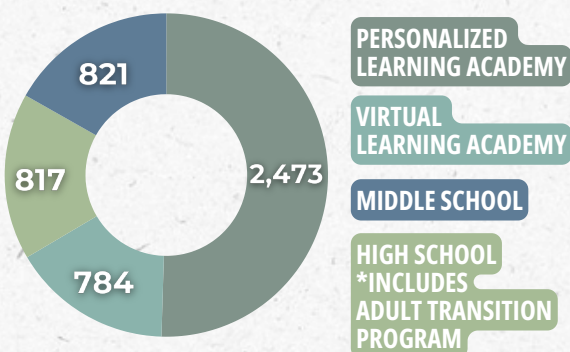


## CURRENT ENROLLMENT

### BY SCHOOL



### BY PROGRAM



## A LOOK INSIDE THIS ISSUE....

### GOAL #1 FEATURED HIGHLIGHTS:

- Career fairs across Southern California connected students with 90+ professionals, igniting passion for future ventures.
- Students presented research at two Science & Engineering Fairs in Upland and Fullerton, earning awards and exploring STEM activities.
- CAASPP was administered remotely to about 2,582 students.

### GOAL #2 FEATURED HIGHLIGHTS:

- The hiring team launched the 2025–26 recruitment season with a successful in-person teacher interview day and 350+ virtual career fair sign-ups.
- The Outreach team presented marketing strategies at the California Charter School Association Conference!

[CLICK HERE TO VIEW PROFESSIONAL DEVELOPMENT](#)

### GOAL #3 FEATURED HIGHLIGHTS:

- The AI Committee and Krista Woodgrift attended The Show AI Revolution to explore AI's potential with personalized learning.
- Amazon Web Services, guest speaker Sol Patel shared AI and cloud trends, highlighting skills students need for the future.



On April 8th, Superintendent Krista Woodgrift represented Sage Oak at the Small School Districts' Association Advocacy Day, highlighting our personalized model's impact and ongoing service to California students.

## GOAL #1: STUDENT SUCCESS



## Inspiring Passion and Excellence at Sage Oak High School

The 2025-26 enrollment campaign spotlights the diverse students of Sage Oak! Leah, a student since 2021, now a senior, has thrived in our flexible virtual learning model—maintaining a near 4.0 GPA while advancing her golf career, including earning a spot at the prestigious Tiger Woods Invitational. Click [here](#) to view Leah's Journey!

## On the Road to Discovery: Career-Focused Field Trips

Personalized Learning Academy (PLA) students recently explored career pathways through field trips to the Amazon Fulfillment Center, where they learned about logistics and automation, and the Long Beach Police Department, where they observed a K9 unit demonstration.



## Sage Studio Introduces the Power of Concurrent Enrollment

In the Sage Studio episode, "Unlocking College Credits: The Power of Concurrent Enrollment," Sage Studio, host Tiffany Webster welcomes Sage Oak School Counselor Coral Prendergast to discuss the advantages of concurrent enrollment for high school students!

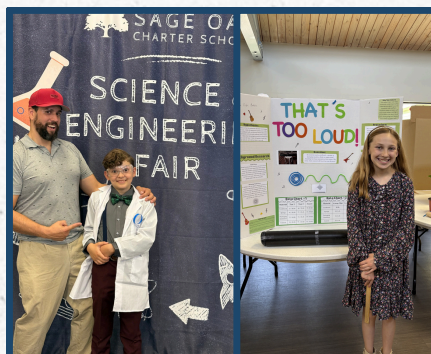


## Career and STEM Fairs Spark Big Dreams



Sage Oak hosted multi-region Career Fairs on March 7<sup>th</sup> and 14<sup>th</sup>, connecting students with **more than 90 professionals** who volunteered their time to share insights into occupations in healthcare, geology, engineering, film-making, and more!

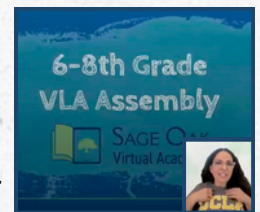
On April 11<sup>th</sup>, students showcased their science and engineering research at two regional Science & Engineering Fairs, impressing judges and peers while earning numerous well-deserved awards. The fairs also offered hands-on STEM activities and live science demonstrations for all attendees.



At the LAX Flight Path Museum, students explored aviation careers, connected with industry leaders at the Inland Empire 66ers' Education and Career Day, and sharpened their leadership skills during a college tour and ropes course at Cal State San Bernardino.

## College & Career Conversations

This month's Virtual Learning Academy assembly embraced a "College Spirit Day" theme and our monthly newsletter highlighted thoughtful career conversation starters—equipping parents with tools to guide their children's future planning.



## GOAL #1: STUDENT SUCCESS

### Making a Pawsitive Impact On the Community



National Junior Honor Society students made a big impact at Retrievers and Friends, a dog rescue in Riverside County. Students organized a 313-pound dog food donation. Their efforts supported animal welfare, responsible pet ownership and community service.



Our National Honor Society volunteered at a food pantry in La Mirada, where 29 members helped distribute food and assist guests with care and compassion.



### Helping Parents Grow Resilient Minds

In support of Mental Health Awareness, our Counseling Connection Newsletter highlighted wellness with a parent webinar offering practical tools and resources, along with student mini-lessons focused on building coping skills and emotional intelligence for use at home and in the classroom.

#### Counseling Corner



### Relationship Building Skills with CASEL

The Sage Oak counseling team offered a "Connections Count" Oakschool course focusing on social awareness and relationship-building skills. These lessons are grounded in the Collaborative for Academic, Social, and Emotional Learning (CASEL) framework, supporting social-emotional growth of all learners.



### Critical Thinking Takes Flight with PAGE Puzzlement Classes



Our Program for Advanced and Gifted Education (PAGE) launched its project-based STEM Puzzlement classes this month, sparking critical thinking, creativity, and collaboration. Elementary students are studying bees and building their own bee hotels, while middle schoolers are exploring how to colonize Mars, developing full-scale colony plans.

### WOOD You Believe It? PAGE Students Gain Skills on Field Trips



Thirty PAGE students designed and built custom woodcrafts during a hands-on woodworking workshop at The Sawdust Factory, giving the participants a behind-the-scenes look at tools, materials, and craftsmanship.

In addition, PAGE students also participated in "Spy School 101" with the International Spy Museum, learning about espionage careers and discovering that spies need college degrees, language fluency, and sharp minds.

### VLA Students Dive into Career Pathways

Our TK–8 Virtual Learning Academy students completed Pathful Career Interest Surveys to explore careers matching their strengths.



Students identified their top three career areas and explored these through job shadow videos and pro/con lists. Results highlighted strong interest in creative and service-oriented careers, particularly among grades 6–8.

## GOAL #1: STUDENT SUCCESS

### High School Students Get College and Career Ready

Sage Oak high school students took important steps toward planning their futures by creating accounts and completing career assessments through CaliforniaColleges.edu or Pathful, helping them explore potential career paths and better understand their interests and strengths, building a clear vision for their future.

### Confidence Grows Through Mock Interviews



Community volunteers from various industries participated in a virtual event with 29 students, combining mock interviews and a workshop on professional dress, communication, and interview preparation. The event was a great success, with students reporting a significant boost in confidence for future job opportunities!

### Sage Oak Students Take on Chicago

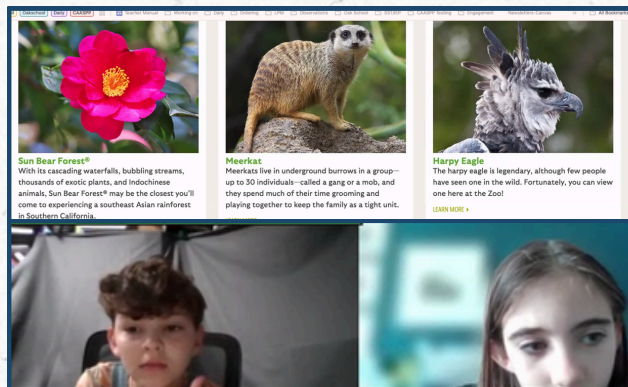
A trip to the "Windy City" took place at the end of March, where high school students experienced an exciting four-day adventure, blending culture, history, and education. They visited Northwestern University, the Chicago History Museum, and the Museum of Science and Industry. They enjoyed iconic experiences like deep-dish pizza at Gino's, panoramic views from Willis Tower, and Wrigleyville!



### Skills for the Future Start at Oakschool

This year, Oakschool has maintained nearly 2,400 students, with over half enrolled in Career Technical Education (CTE) courses this quarter. Students are engaging in 69 diverse CTE course offerings.

### Adventure Awaits in the Agriculture and Natural Resources Pathway



Mrs. Jamie Rueckner is guiding our 3rd–8th grade advanced learners on a journey into the world of zoology. In this project-based learning class, students are challenged to design animal habitats by understanding the unique behavioral and environmental needs of different species. This project is helping open their eyes to potential future careers in zoology and wildlife conservation.



### Celebrating CAASPP Success at Sage Oak

We are pleased to share that Sage Oak successfully administered the CAASPP assessment remotely to **approximately 2,582 students** this spring. We are incredibly proud of our students' engagement and the support our teachers provided during this process.



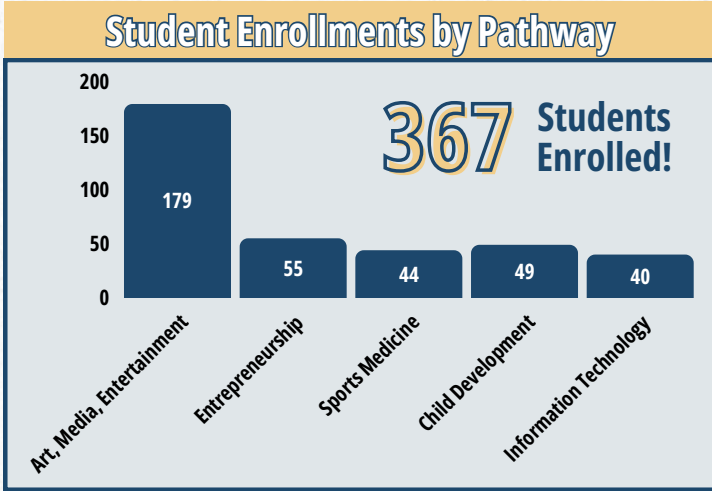
### High School Preview Day Was a Success

During the week of March 2nd, middle school students had the chance to experience high school life through our High School Preview Week. They explored 12 interactive booths, met high school teachers, and learned about the variety of courses and clubs offered to Sage Oak high school students.



# GOAL #1: STUDENT SUCCESS

## Career Technical Education (CTE) Updates



### Child Development and Family Services



Our Child Development 1 course is currently focused on infant care techniques like diapering and feeding, with hands-on experience using infant simulators. Students also explored serious topics such as SIDS, shaken baby syndrome, and CPR.

### Sports Medicine



Students completed their cardiac arrest certifications in the Sports Medicine course, and deepened their understanding of emergency response, legal responsibilities, and the importance of working within their scope of practice to reduce risk.

### Information Technology



Interactive game levels were designed by students in the Introduction to Computer Science course. They applied lessons on character properties and movement. AP Computer Science Principles students completed their digital portfolios and the first part of the AP exam, submitting program code, videos, and annotations.

### Arts, Media and Entertainment



Arts, Media, and Entertainment students wrapped up their film unit by exploring marketing and distribution strategies, culminating in the design of promotional posters for their original short films.



In animation, students applied the principle of squash and stretch by creating animated GIFs and designing custom stickers for social media. As a final challenge, they designed original logos for Sage Oak, focusing on audience appeal.

### Marketing and Entrepreneurship



Entrepreneurship students assessed potential risks, analyzed competitors, drafted mission statements, and designed original company logos. To complement their classroom learning, students attended the CSUSB ropes course, where they participated in hands-on team-building activities.



## GOAL #1: STUDENT SUCCESS

### AVID Students Explore College Campuses

High school Advancement Via Individual Determination (AVID) students had the opportunity to attend two college tours to Chapman University and Cal Poly Pomona. These students also volunteered at the In-Person High School Preview Day during the Career Fair in Rancho Cucamonga, where they shared about high school life and the AVID program with potential incoming 8th graders. AVID students have been actively practicing their Socratic Seminar skills, focusing on active listening, collaboration, question asking, and text analysis.



## GOAL #2: ENGAGEMENT

# Spring Into Service



### Students Support Families and Protect the Coast

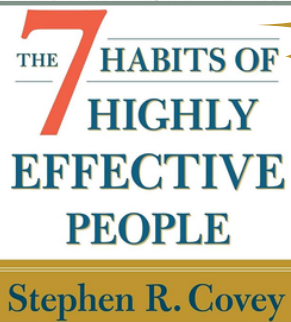


This spring, students served their communities by giving their time at Redlands Family Services, packing boxes of essential supplies and organizing clothing donations for families in need and participating in a beach clean-up in Ventura.



### Leadership Academy Explores Habits and Governance

The Sage Oak Leadership Academy met on March 18th for a professional learning session focused on effective leadership and governance.



The team explored, "The 7 Habits of Highly Effective People," by Stephen R. Covey, reviewed the audit process, participated in a Board policy scavenger hunt and examined key legislation affecting charter schools.

### Speaking Up for Sage Oak at the State Level



Superintendent Woodgrift participated in a recent Small School District Association (SSDA) Legislative Committee meeting to review key bills impacting SSDA member schools and help shape positions on legislation. Sage Oak's participation ensures our voice is heard, especially on critical issues like AB 84.



## GOAL #2: ENGAGEMENT

### Sage Oak Shines at CCSA Conference

On March 11th, Larry King, Senior Director of Outreach & Development, and Anysia Lopez, Digital Media and Communications Specialist, presented on innovative marketing and branding strategies at the California Charter Schools Association (CCSA) annual conference, drawing the interest of **nearly 65 attendees**.



### CCSA Leaders Visit Sage Oak Redlands Office

On April 23rd, California Charter School Associations' Vice President of Inland Empire, Raquel Maden, and Director of San Diego, Arthur Congo, met with Krista Woodgrift and Larry King at the Sage Oak Redlands office for a tour and visited with employees from various departments.



### Annual Charter Authorizer Presentations Underway



Larry King presented annual Sage Oak update presentations to our charter authorizers, Warner Unified School District, on April 8th, and Keppel Union School District on April 17th, highlighting our continued growth and achievements!

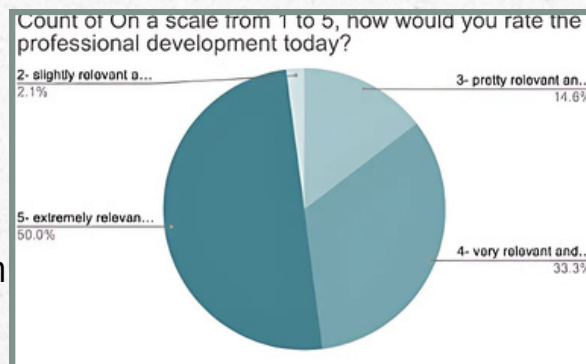
### Recruiting Top Teaching Talent for 2025-26



The hiring team successfully hosted the first of two in-person teacher recruitment events for the 2025-26 hiring season on April 15th. In addition, over **350 teachers have registered** for our virtual career fairs. The team has also placed a recruitment advertisement for March and April on the I-10 freeway digital billboard near the Redlands office.

### Closing the Loop: Final Synchronous PD Session Drives Engagement and Growth

Our final professional development session for live synchronous instructors received positive feedback. Teachers valued the hands-on format, breakout session choices, and peer collaboration. Tools like Classkick, MagicSchool AI, Nearpod, and Canva were especially useful. Educators requested more peer-led, real-world examples, particularly for special education and early grades, guiding our 2025-26 planning.



## GOAL #3: SMART LEARNING SYSTEMS



## PREPARING STUDENTS FOR A TECH FUTURE WITH AWS

We welcomed Suleman (Sol) Patel from Amazon Web Services (AWS) as a guest speaker at our AI Committee meeting. Sol shared valuable insights into current trends shaping education and the broader technology landscape, highlighting how AI and cloud-based tools are transforming learning environments. He also emphasized the essential skills students need to thrive in a technology-driven world.



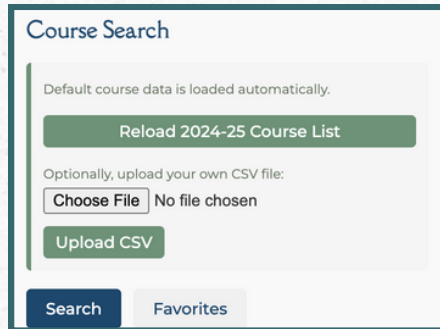
## PHASE 2 LAUNCH: ENHANCING STUDENT DATA WITH CLOUDHESIVE



We are excited to announce the launch of the second phase of our Data Lake Project in partnership with CloudHesive, marking a significant step forward in how we manage and utilize student data. This phase focuses on improving data integration, automation, and dashboard functionality to empower staff with timely, accurate information. Key developments include the secure ingestion of data from CALPADS, School Pathways, and our student information portal into our Amazon Web Services (AWS) cloud environment.

## NEW CHROME EXTENSION ENHANCES COURSE SEARCH

The new custom-built Chrome extension, the Secondary Course Alias Search Tool, is improving efficiency, accuracy, and consistency across Sage Oak. It saves teachers time by streamlining the process of finding the correct course names



and alias options—especially for A-G and CTE pathways. With real-time access to the alias database or a linked spreadsheet, educators can confidently select approved courses, reducing errors that could affect student transcripts or graduation plans. This tool supports our personalized learning model and reflects Sage Oak's commitment to practical, user-friendly innovation that helps staff focus more on students.

## DASHBOARD GLOW-UP: ALIGNED WITH CALIFORNIA DASHBOARD

We are enhancing our data dashboards by adding new filters, custom reports, and cross-system analysis capabilities directly supporting accountability reporting aligned to California's dashboard. Additional data sources are being integrated, including registration data from our School Admin system and the updated student information portal (SIP), broadening our ability to generate robust, cross-referenced reports.

## EXPLORING THE FUTURE OF EDUCATION AT THE SHOW AI REVOLUTION

Krista Woodgrift and eight members of the AI committee attended "The SHOW AI Revolution" in San Diego. Discussions highlighted AI's potential to personalize learning, streamline administrative tasks, and support effective instruction, emphasizing the importance of ethical implementation, data privacy, and addressing biases.



# Coversheet

## Principals' Year in Review

**Section:** X. Correspondence/Proposals/Reports  
**Item:** A. Principals' Year in Review  
**Purpose:**  
**Submitted by:**  
**Related Material:** Principals' Year in Review\_5.8.2025.pdf





# End of Year Goal Review 2024 - 2025





## STUDENT SUCCESS

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



# SAGE OAK STRATEGIC PLAN



**STUDENT SUCCESS**



**ENGAGEMENT**  
Powered by BoardOnTrack



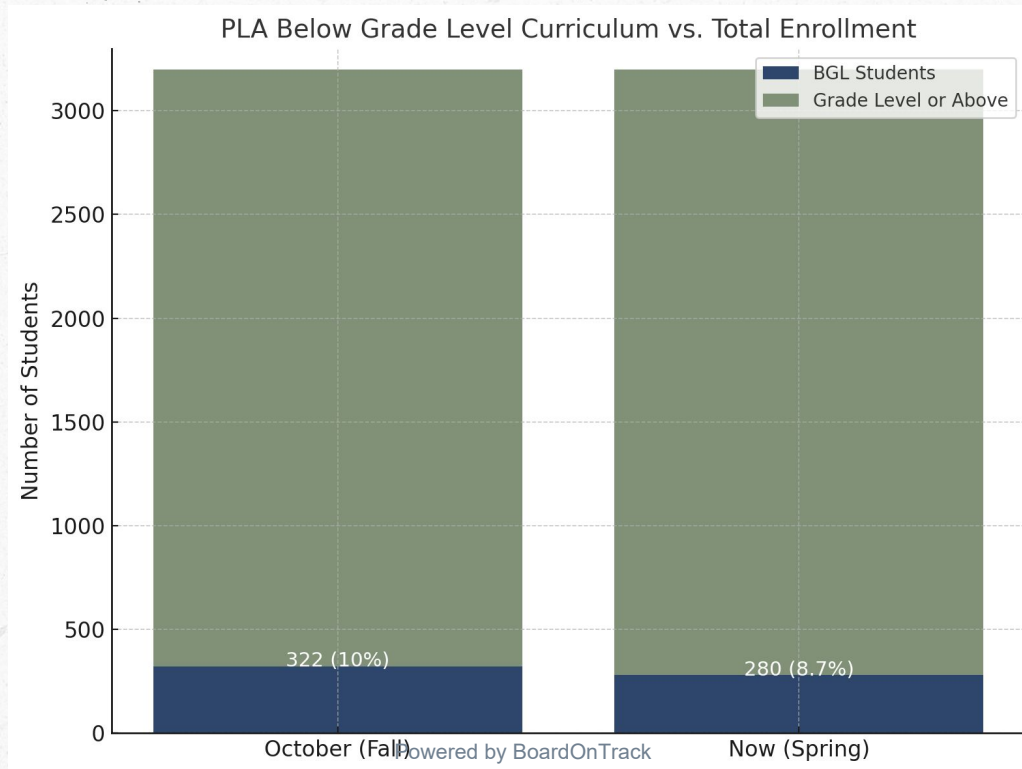
**SMART LEARNING SYSTEMS**

# Personalized Learning Academy





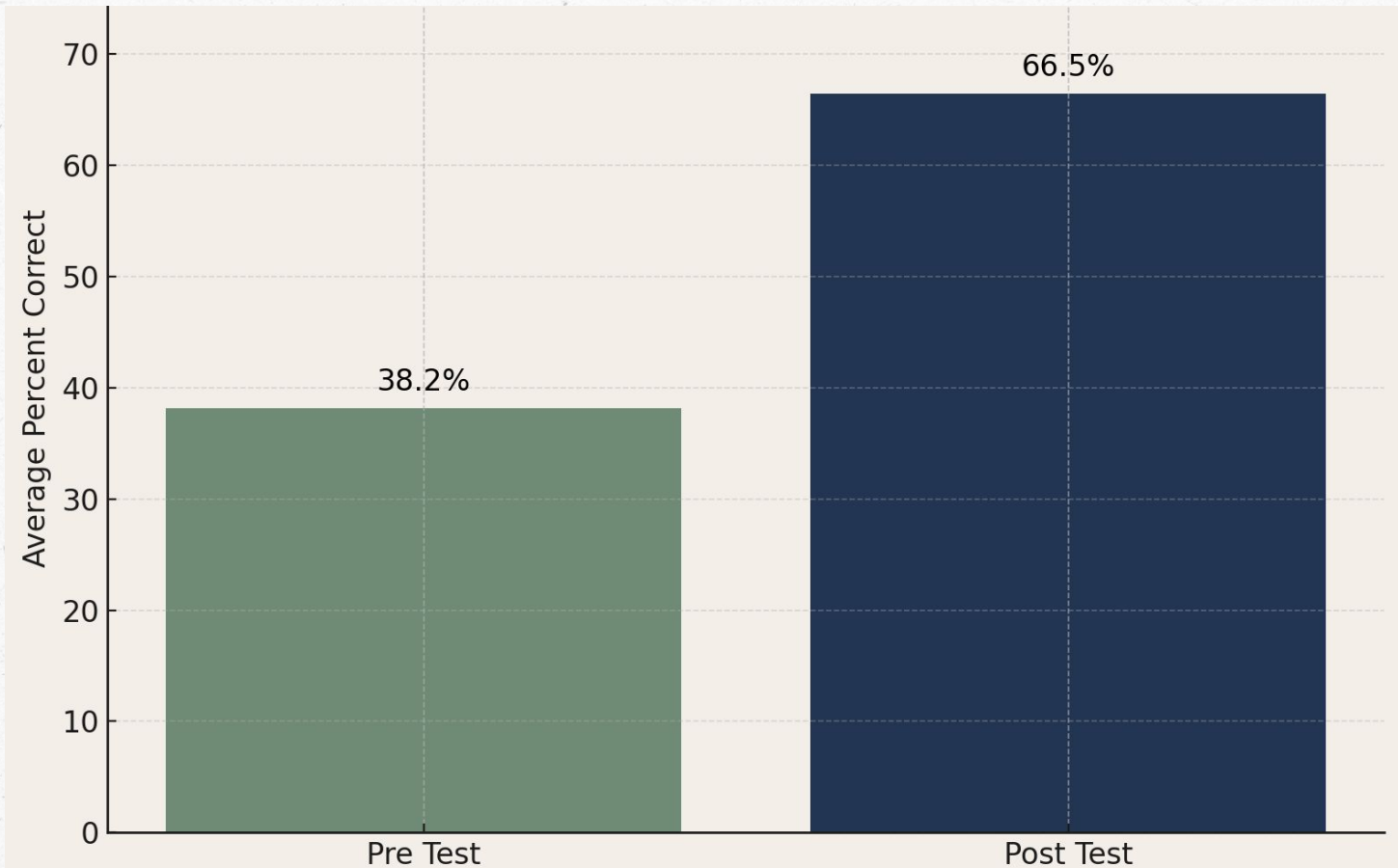
# Students using Below Grade Level Curriculum



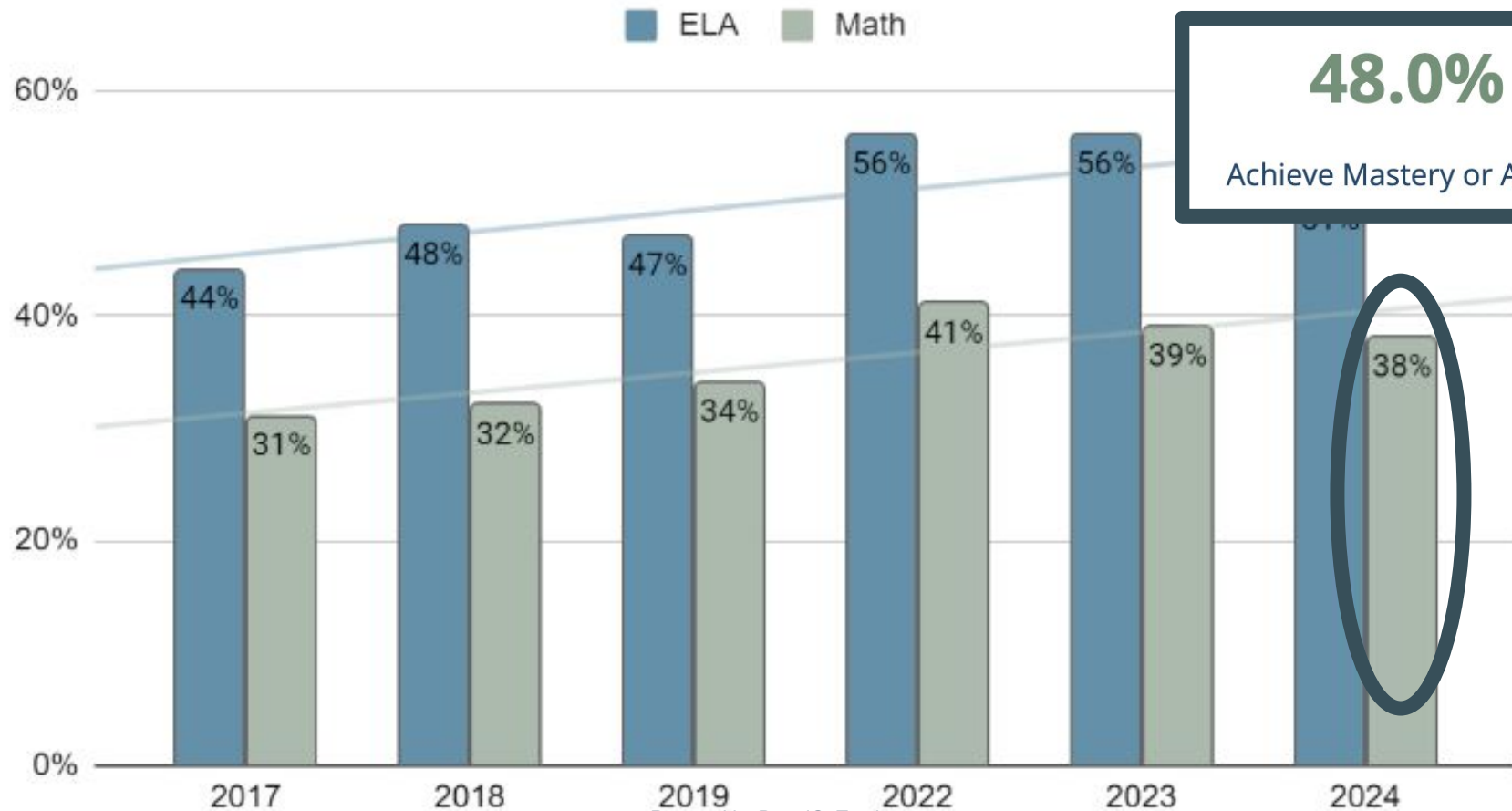
# Virtual Learning Academy



# Pre vs. Post-Test Averages

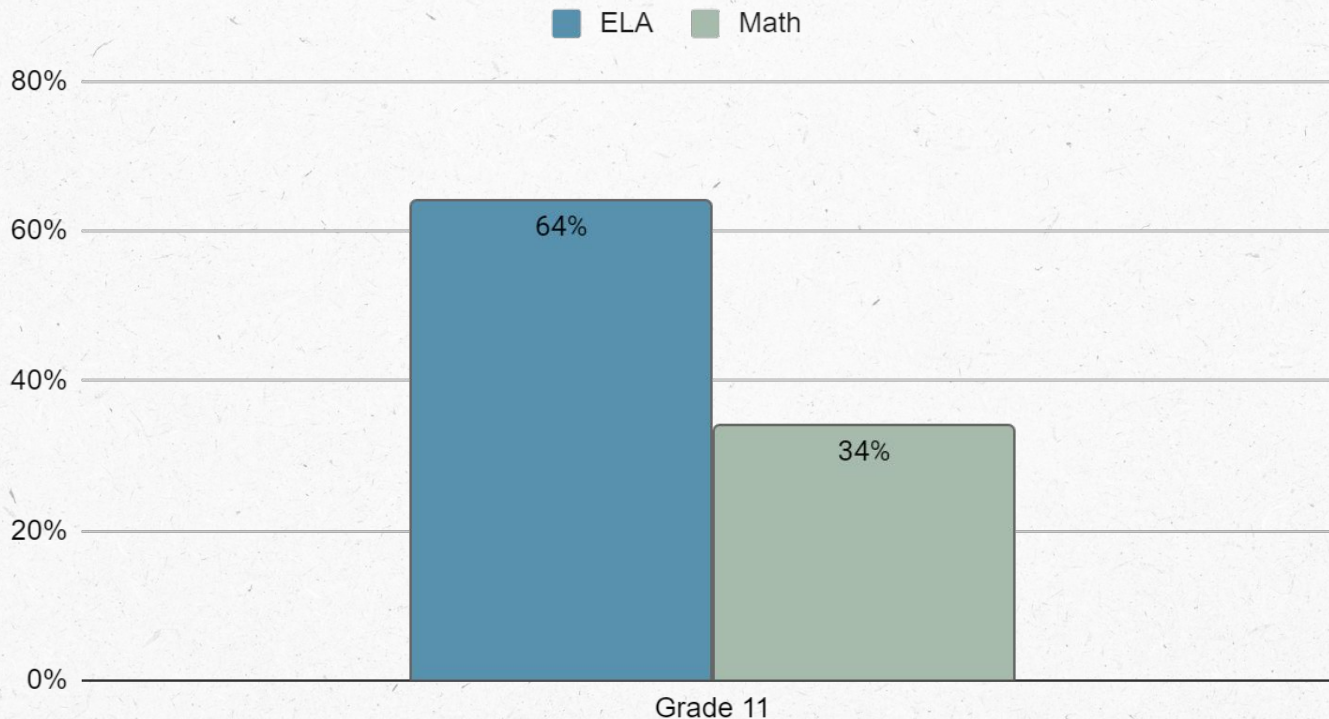


# Impact on CAASPP: Math Achievement

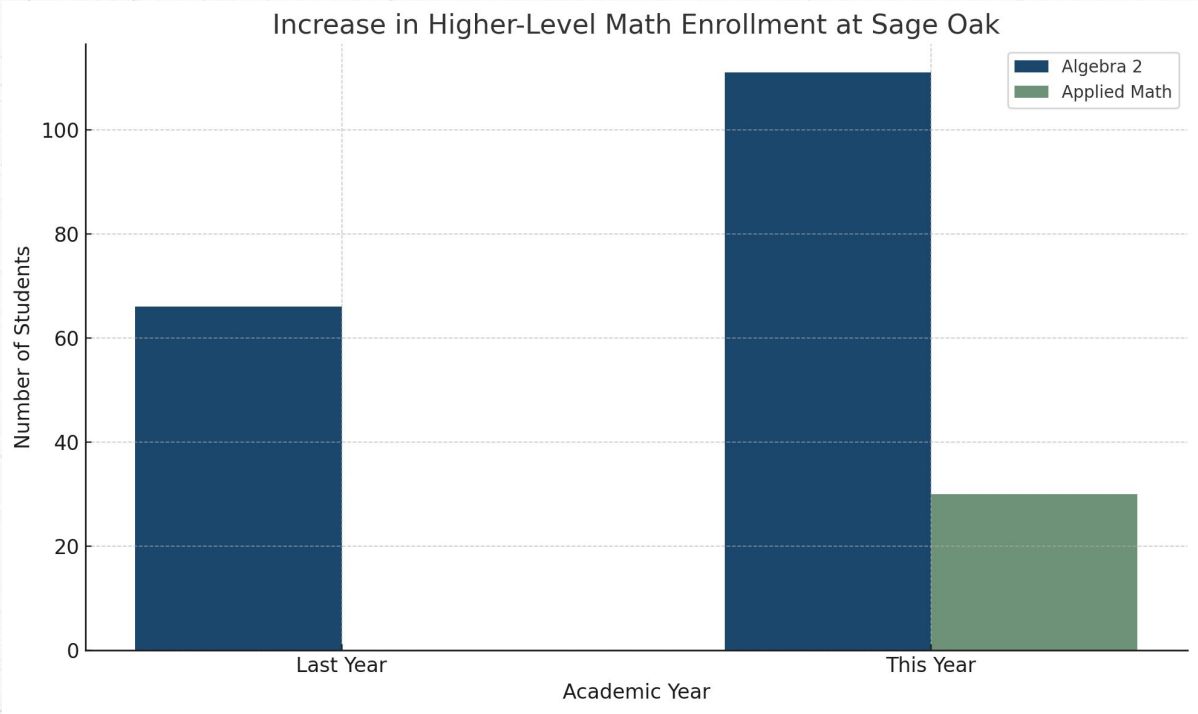


# High School

## CAASPP - HS Students Met/Exceeded Standard 23/24



# High School



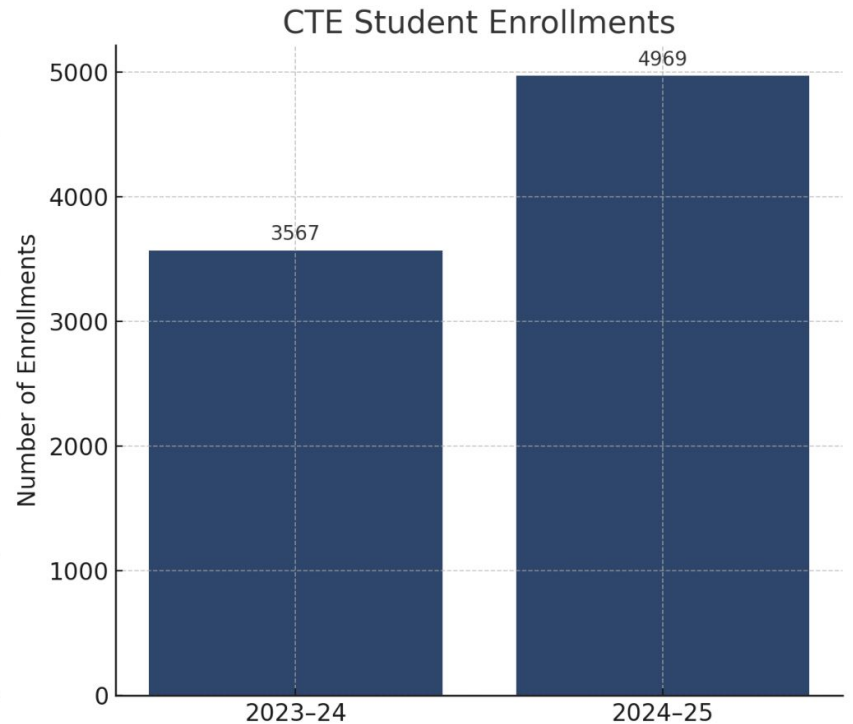
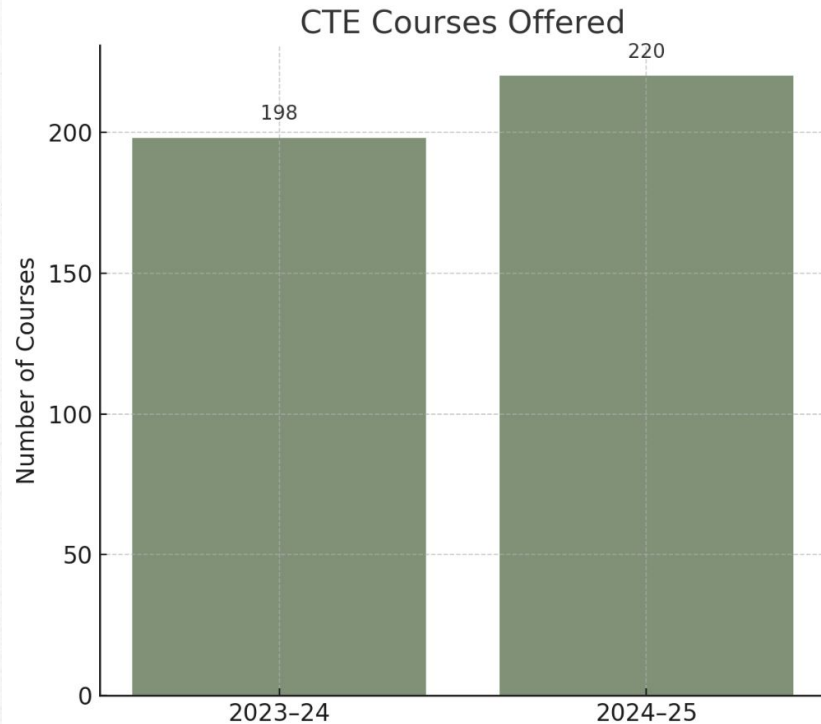


# Oakschool CTE Courses

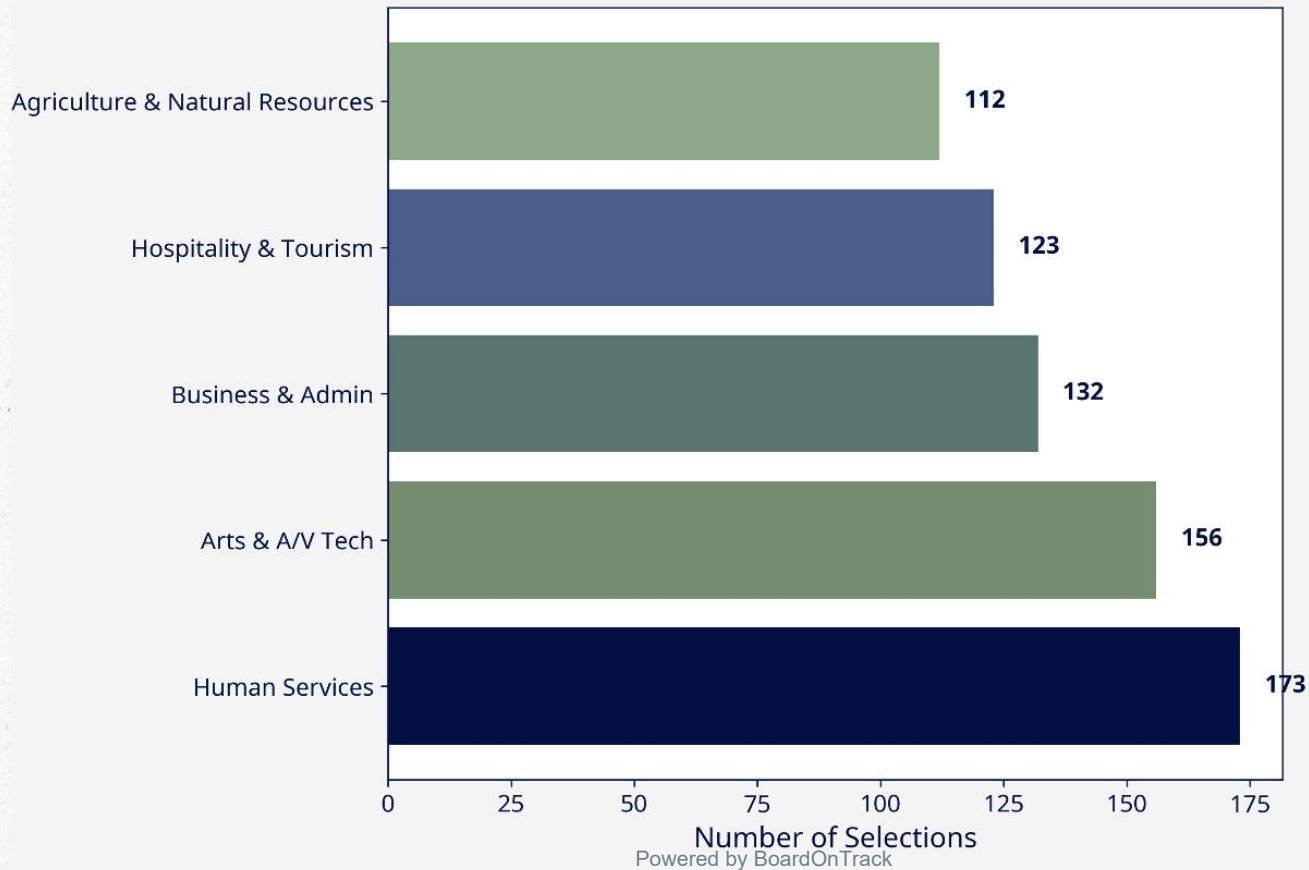


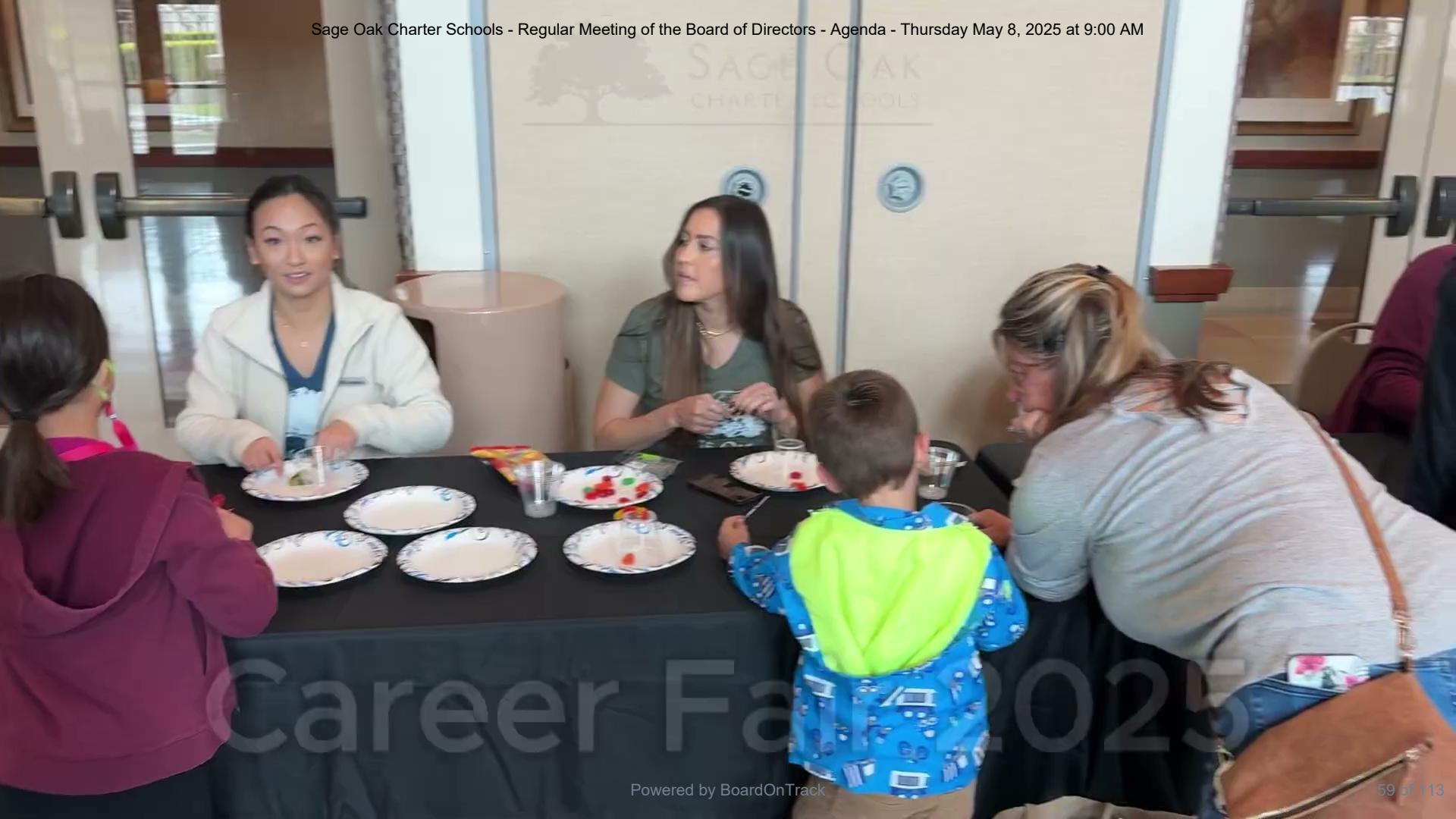


# Oakschool CTE Courses



# Pathful Interest Survey Results





Career Fair 2025

# Career Technical Education



# High School CTE Pathways



# Internships & Mock Interviews



# Internships & Mock Interviews



# Internships & Mock Interviews







**When we plant the  
seeds of learning,  
We grow the future.**



# Thank You



# Coversheet

## Student Highlight

**Section:** X. Correspondence/Proposals/Reports  
**Item:** B. Student Highlight  
**Purpose:**  
**Submitted by:**  
**Related Material:** Student Highlight\_Julien Farewell\_5.8.2025.pdf

*Student Highlight*  
*Julien Farewell*

# All About Julien




# Cardz For Kidz




PHOTO

Dragons

 **Cardz For Kidz**  
June 17, 2024 · 🌐

💎💎 A big thank you to Ms. Bri and the Cardz For Kidz Club at Sage Oak Charter Schools for sharing these wonderful photos! Over the last several weeks, the students focused on different themes, resulting in various beautiful and heartfelt cards. Thank you for your creativity and dedication!  
**#SpreadJoy #KindnessMatters #Handmadecards #EveryCardCounts**

👍 🗨️ 🔗 ↻

 Comment as Bri Kendrick

📧 😊 📷 🎬 🗒️ ▶️



Powered by BoardOnTrack







# Coversheet

## Teacher Appreciation

**Section:** X. Correspondence/Proposals/Reports  
**Item:** C. Teacher Appreciation  
**Purpose:**  
**Submitted by:**  
**Related Material:** Teacher Appreciation\_5.8.2025.pdf

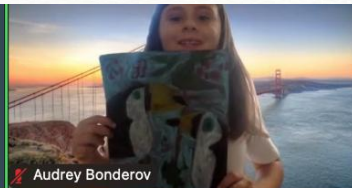
# Shirlee Fisher



Evelyn



Shirlee Fisher



Audrey Bonderov



Eva D.



Leo



Shirlee Fisher



Ailsie Rasman



Faith Miles



bruno



Tommy Dove



Bryna



# Madison Ramer



# Brandy Yurkosky





# Coversheet

## AI Update - Building Smarter AI (Part 2)

**Section:** X. Correspondence/Proposals/Reports  
**Item:** D. AI Update - Building Smarter AI (Part 2)  
**Purpose:**  
**Submitted by:**  
**Related Material:** AI Update\_Building Smarter AI\_Part 2\_5.8.2025.pdf



# Building Smarter AI

## Live Demo



# ChatBase



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



# Live Demo



# Questions?

# Coversheet

## Consent - Business Services

**Section:** XI. Consent Agenda  
**Item:** A. Consent - Business Services  
**Purpose:**  
**Submitted by:**  
**Related Material:** BUS Consent - Business Services\_5.8.2025.pdf

## SAGE OAK CHARTER SCHOOLS

Regular Meeting of the Board of Directors - May 8, 2025

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 - March 2025](#)
2. Item: [Check Register - April 2025](#)
3. Item: [Report of Investment Activity - February 2025](#)
4. Item: [Report of Investment Activity - March 2025](#)
5. Item: Ratification of [CliftonLarsonAllen LLP Statement of Work - Tax Exempt Returns and Filings](#)

**Background:**

Sage Oak Charter Schools requests the Board ratify the statement of work with CliftonLarsonAllen LLP for preparing federal and state tax returns and filings for the fiscal year ending June 30, 2025. The expense was included as part of the 2025-2026 Strategic Budget Plan approved by the Board on March 13, 2025.

**Recommendation:**

It is recommended the Board ratify the CliftonLarsonAllen LLP Statement of Work - Tax Exempt Returns and Filings presented.

6. Item: Ratification of [CloudHesive, LLC Change Order Form](#)

**Background:**

Sage Oak Charter Schools requests the Board ratify the CloudHesive, LLC change order form to improve student data transfers by fixing errors, finalizing data mapping, and ensuring accurate updates for over 7,000 student records. Starting February 25, 2025, this update includes a full review, testing, and process improvements to resolve inconsistencies, particularly with new data and phone numbers. The project provides training and documentation to help Sage Oak's team manage future updates. The expense was included as part of the 2025-2026 Strategic Budget Plan approved by the Board on March 13, 2025.

**Recommendation:**

It is recommended the Board ratify the CloudHesive, LLC Change Order Form as presented.

7. Item: Ratification of [Otter.ai, Inc. Service Order](#)

**Background:**

Sage Oak Charter Schools requests the Board ratify a service order with Otter.ai, Inc. for a one-year subscription (February 1, 2025 – January 31, 2026) to purchase 50 Otter Business licenses. Otter.ai is an AI-powered tool that transcribes and organizes meeting notes to improve efficiency and accessibility. Additional licenses, if needed, will be billed separately at a prorated rate. The expense was included as part of the 2025-2026 Strategic Budget Plan approved by the Board on March 13, 2025.

**Recommendation:**

It is recommended the Board ratify the Otter.ai, Inc. Service Order as presented.

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

**Background:**

Sage Oak Charter Schools requests the Board ratify the service order form with WP Engine, Inc. for hosting and related services for the Sage Oak website. WP Engine, Inc. will provide a secure online space to manage up to 100 websites with 100GB of storage and support for up to 1 million monthly visitors. The plan includes site monitoring, automatic updates for website plugins, an AI-powered search tool, daily backups, and a Content Delivery Network (CDN) for faster page loading. We will have the option to temporarily increase website capacity during busy times like our field trip events. The expense was included as part of the 2025-2026 Strategic Budget Plan approved by the Board on March 13, 2025.

**Recommendation:**

It is recommended the Board ratify the WP Engine, Inc. Service Order Form as presented.

9. Item: Ratification of [Sage Intacct, Inc. Agreement \(Renewal\)](#)

**Background:**

Sage Oak Charter Schools is requesting the Board ratify the agreement with Sage Intacct Financial Management subscription for the term 4/15/25-6/30/25. Sage Intacct is an online accounting platform that offers financial management tools the Business Service Department uses to manage the organization's financial reporting duties. The expense was approved per Sage Oak Charter Schools' Fiscal Policy.

**Recommendation:**

It is recommended the Board ratify the Sage Intacct, Inc. Agreement as presented.

10. Item: Ratification of [Centerpoint Church Facility Use Request and Agreement Form](#)

**Background:**

Sage Oak Charter Schools is requesting the Board ratify the Centerpoint Church facility use request and agreement form. The facility will be used for the Personalized Learning Academy, Temecula Region, promotion ceremony on June 5, 2025. The expense was included as part of the 2025-2026 Strategic Budget Plan approved by the Board on March 13, 2025.

**Recommendation:**

It is recommended the Board ratify the Centerpoint Church Facility Use Request and Agreement Form as presented.

11. Item: Ratification of [Wendy Cleaning Services Agreements](#)

**Background:**

Sage Oak Charter Schools requests the Board ratify the agreements with Wendy Cleaning Services to provide janitorial services and cleaning supplies at the Sage Oak office and warehouse twice per month to maintain a clean working environment for the Sage Oak staff. The expense was approved per Sage Oak Charter Schools' Fiscal Policy.

**Recommendation:**

It is recommended the Board ratify the Wendy Cleaning Services Agreements as presented.

12. Item: Ratification of [CloudHesive Statement of Work](#)

**Background:**

Sage Oak Charter Schools requests the Board ratify the CloudHesive statement of work to improve how the school collects, organizes, and uses student data. The project includes three main phases. First, it will make it easier and more secure to bring in data from different sources. Next, it will improve the dashboards Sage Oak uses to view and understand this data. Finally, it will test a new way to calculate and track student scores to better support learning and performance monitoring. As part of the project, CloudHesive will also provide training and written instructions so that Sage Oak staff can confidently manage and use these tools on their own. The expense was approved per Sage Oak Charter Schools' Fiscal Policy.

**Recommendation:**

It is recommended the Board ratify the CloudHesive Statement of Work as presented.

13. Item: Ratification of [City of Redlands Use of Facilities Agreement](#)

**Background:**

Sage Oak Charter Schools requests the Board ratify the use of facilities agreement with the City of Redlands to reserve Brookside Park for student physical fitness testing on March 28, 2025. The expense was approved per Sage Oak Charter Schools' Fiscal Policy.

**Recommendation:**

It is recommended the Board ratify the City of Redlands Use of Facilities Agreement as presented.

14. Item: Ratification of [2025-2026 BoardOnTrack Membership Agreement \(Renewal\)](#)

**Background:**

Sage Oak Charter Schools requests the Board ratify the BoardOnTrack renewal membership agreement for the 2025-2026 school year. BoardOnTrack is a comprehensive and user-friendly platform designed to enhance governance practices and streamline Board meeting operations. The expense was included as part of the 2025-2026 Strategic Budget Plan approved by the Board on March 13, 2025.

**Recommendation:**

It is recommended the Board ratify the 2025-2026 BoardOnTrack Membership Agreement as presented.

15. Item: Ratification of [Springhill Suites Corona Riverside Banquet Event Order](#)

**Background:**

Sage Oak Charter Schools requests the Board ratify the banquet event order with SpringHill Suites in Corona, CA, for the rental of a meeting room on April 29, 2025, to conduct interviews for open positions at the Personalized Learning Academy for the 2025-2026 school year. The expense was approved per Sage Oak Charter Schools' Fiscal Policy.

**Recommendation:**

It is recommended the Board ratify the Springhill Suites Corona Riverside Banquet Event Order as presented.

16. Item: Ratification of [Magic School, Inc. Quote and Order Form \(Renewal\)](#)

**Background:**

Sage Oak Charter Schools requests the Board ratify the quote and order form with Magic School,

Inc. for the 2025-2026 school year. This instructionally aligned platform supports teachers, students, and administrators with AI tools for content creation, research, comprehension, and audio-visual generation. It includes built-in accessibility features to ensure equitable access and offers scaffolded, FERPA-compliant tools for students in a safe learning environment. The expense was included as part of the 2025-2026 Strategic Budget Plan approved by the Board on March 13, 2025.

**Recommendation:**

It is recommended the Board ratify the Magic School, Inc. Quote and Order Form as presented.

17. Item: Ratification of [Cidi Labs Terms and Conditions. Enterprise SaaS License and Support Services](#)

**Background:**

Sage Oak Charter Schools requests the Board ratify the Cidi Labs Terms and Conditions Agreement, which, a three-year contract between Sage Oak Charter Schools and Cidi Labs, LLC to provide cloud-based software tools designed to enhance the functionality of the Canvas Learning Management System (LMS) functionality. Under this agreement, Sage Oak receives access to two primary applications—DesignPLUS and UDOIT Essential & Advantage. DesignPLUS improves course creation and content styling capabilities within Canvas, while UDOIT supports accessibility by identifying and assisting in the remediation of content compliance issues. These tools are hosted online and integrated directly into Sage Oak's Canvas environment. The agreement includes technical support, administrator, and user training. This contract aims to support more efficient instructional design and ensure digital learning materials meet accessibility standards, thereby improving the overall quality of online education delivery at Sage Oak. The expense was approved per Sage Oak Charter Schools' Fiscal Policy.

**Recommendation:**

It is recommended the Board ratify the Cidi Labs Terms and Conditions Enterprise SaaS License and Support Services as presented.

18. Item: Ratification of [Rossmoor Community Services District User Permit](#)

**Background:**

Sage Oak Charter Schools requests the Board ratify the Rossmoor Community Services District User Permit to provide event space for the promotion ceremony for the Personalized Learning Academy, Long Beach Region, on June 5, 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 Rossmoor Community Services District User Permit as presented.

19. Item: Ratification of [Association of Personalized Learning Schools & Services \(APlus+\). Contract Services Agreement \(Renewal\)](#)

**Background:**

Sage Oak Charter Schools requests the Board ratify the contract services agreement with APlus+ to renew membership for the 2025-2026 school year. The APlus+ membership includes advocacy, networking, consulting, and community relations benefits. The expense was included as part of the 2025-2026 Strategic Budget Plan approved by the Board on March 13, 2025.

**Recommendation:**

It is recommended the Board ratify the Association of Personalized Learning Schools & Services (APlus+) Contract Services Agreement (Renewal) as presented.

**20. Item: Ratification of [Standard Industrial Lease with 11 Alabama Partnership L.P.](#)**

**Background:**

Sage Oak Charter Schools requests the Board ratify a five-year standard industrial lease with 11 Alabama Partnership L.P. for an additional warehouse located at 451 Alabama Street, Redlands, CA 92373. The expense was included as part of the 2025-2026 Strategic Budget Plan approved by the Board on March 13, 2025.

**Recommendation:**

It is recommended the Board ratify the Standard Industrial Lease with 11 Alabama Partnership L.P. as presented.

**21. Item: Ratification of [Vehicle Purchasing Documents](#)**

**Background:**

Sage Oak Charter Schools requests the Board ratify the vehicle purchasing documents for a Ford transit van from Ken Grody Ford in Redlands, CA. The van will support the logistical needs of the facilities team in transporting materials. The expense was included as part of the 2025-2026 Strategic Budget Plan approved by the Board on March 13, 2025.

**Recommendation:**

It is recommended the Board ratify the vehicle purchasing documents as presented.

**22. Item: Ratification of [City of Yucaipa Community Services Permit #R7251](#)**

**Background:**

Sage Oak Charter Schools requests the Board ratify the City of Yucaipa Community Services Permit #R7251 to provide event space for the promotion ceremony for the Personalized Learning Academy, Redlands Region, on June 5, 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 Yucaipa Community Services Permit #R7251 as presented.

**23. Item: Ratification of [Complete Trailers of CA, LLC Quote](#)**

**Background:**

Sage Oak Charter Schools requests the Board ratify the quote from Complete Trailers of CA, LLC to purchase a stage trailer. This trailer will serve as a mobile Lending Library, providing books and materials to students at socials and events throughout the school year. The expense was included as part of the 2025-2026 Strategic Budget Plan approved by the Board on March 13, 2025.

**Recommendation:**

It is recommended the Board ratify the Complete Trailers of CA, LLC Quote as presented.

**24. Item: Ratification of [Courtyard by Marriott Event Sales Agreement Contract](#)**



**Background:**

Sage Oak Charter Schools requests the Board ratify the Courtyard by Marriott Event Sales Agreement Contract. The contract reserves a meeting space at the Courtyard by Marriott, Temecula-Murrieta, on August 4, 2025, for a Special Education Department meeting. The expense was included as part of the 2025-2026 Strategic Budget Plan approved by the Board on March 13, 2025.

**Recommendation:**

It is recommended the Board ratify the Courtyard by Marriott Event Sales Agreement Contract as presented.

# Coversheet

## Consent - Education Services

**Section:** XI. Consent Agenda  
**Item:** B. Consent - Education Services  
**Purpose:**  
**Submitted by:**  
**Related Material:** BUS Consent - Education Services\_5.8.2025.pdf

## SAGE OAK CHARTER SCHOOLS

Regular Meeting of the Board of Directors - May 8, 2025

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 [AVID Center Products and Services Quote/Order](#) (Renewal)

**Background:**

Sage Oak Charter Schools requests the Board ratify the service order for AVID for the 2025-2026 school year. The agreement encompasses membership, access to a variety of resources, and professional development opportunities for our AVID certification. The expense was included as part of the 2025-2026 Strategic Budget Plan approved by the Board on March 13, 2025.

**Recommendation:**

It is recommended the Board approve the AVID Center Products and Services Quote/Order as presented.

2. **Item:** Ratification of [Zearn Master Services Agreement](#) (Renewal)

**Background:**

Sage Oak Charter Schools requests the Board ratify the Zearn Master Services Agreement to serve as the core curriculum for math intervention classes. The agreement includes an adaptive, independent practice component specifically designed to support intervention students. Zearn is accessible through a school-wide account, enabling multiple teachers to utilize the platform. Additionally, it provides summer learning plans to help students continue their growth beyond the regular school year. The expense was included as part of the 2025-2026 Strategic Budget Plan approved by the Board on March 13, 2025.

**Recommendation:**

It is recommended the Board ratify the Zearn Master Services Agreement as presented.

3. **Item:** Ratification of [Renaissance Learning, Inc. Quote #Q-126071 v2](#) and [Terms of Service](#)

**Background:**

Sage Oak Charter Schools requests the Board ratify the Renaissance Learning, Inc. Quote and Terms of Service for STAR Reading and Math assessments. STAR assessments will serve as a secondary measure for students in grades 3–8 to help confirm the need for academic intervention. These assessments will also be used for ongoing progress monitoring of students who qualify for intervention throughout the school year. The expense was included as part of the 2025-2026 Strategic Budget Plan approved by the Board on March 13, 2025.

**Recommendation:**

It is recommended the Board ratify the Renaissance Learning, Inc. Quote #Q-126071 v2 and the Terms of Service as presented.

# Coversheet

## Consent - Human Resources

**Section:** XI. Consent Agenda  
**Item:** C. Consent - Human Resources  
**Purpose:**  
**Submitted by:**  
**Related Material:** BUS Consent - Human Resources\_5.8.2025.pdf

## SAGE OAK CHARTER SCHOOLS

Regular Meeting of the Board of Directors - May 8, 2025

BUS Consent Items - Human Resources

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

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

### Background:

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

### New:

[Technology Training Facilitator](#)

[Extended-School-Year Adapted Physical Education Teacher](#)

[Payroll Specialist](#)

### Revised:

[Senior Administrator. Business Services](#)

[Senior Administrator. Employee Relations](#)

[Senior Administrator. Hiring and Recruitment](#)

[Senior Administrator. Human Resources](#)

[Senior Administrator. Operations and Accountability](#)

[Senior Administrator. Student Information and Reporting](#)

[Business Services Manager](#)

[Facilities Manager](#)

[Finance and Budget Manager](#)

[Information Technology Systems Manager](#)

[Payroll Manager](#)

[Systems Integration Manager](#)

[Software Application Specialist](#)

[Software Application Clerk](#)

[Purchasing and Order Support Manager](#)

[Senior Administrative Assistant. Business Services](#)

[Special Education Service Manager](#)

[Senior Director of Fiscal Services](#)

[Marketing Manager](#)

[Events Manager](#)

[Payroll Specialist](#)

[Virtual Learning Academy Assistant Principal](#)

[High School Assistant Principal](#)

[Assistant Superintendent of Operations and Accountability](#)

[Senior Director of Outreach and Development](#)

[Senior Director of Special Education](#)

[Director of Operations and Accountability](#)

[Special Education Program Specialist](#)

[Virtual Learning Academy Coordinator](#)  
[Director of Personalized Learning/Principal](#)  
[Director of Information Technology](#)  
[Education Services Coordinator](#)  
[K-8 Assistant Principal](#)  
[Assistant Superintendent of Education Services](#)  
[Assistant Superintendent of Business Services](#)  
[Assistant Superintendent of Human Resources](#)

**Recommendation:**

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

**4. Item: Approval of [2025-2026 Certificated Employee Work Year Calendars](#)**

**Background:**

Sage Oak Charter Schools requests the Board approve the 2025-2026 certificated employee work calendars. The 2025-2026 work calendars for all certificated employees have been created to clearly articulate school closures, non-work days, and total work days for certificated employees.

**Recommendation:**

It is recommended the Board approve the 2025-2026 Certificated Employee Work Year Calendars as presented.

**5. Item: Approval of [2025-2026 Classified Employee Work Year Calendars](#)**

**Background:**

Sage Oak Charter Schools requests the Board approve the 2025-2026 classified employee work calendars. The 2025-2026 work calendars for all classified employees have been created to clearly articulate paid holidays when appropriate, school closures, non-work days, and total work days for classified employees.

**Recommendation:**

It is recommended the Board approve the 2025-2026 Classified Employee Work Year Calendars as presented.

**6. Item: Approval of Change to Employer Contribution Rates for Employee Benefit Plans**

**Background:**

Employees will continue to have access to group medical, dental, vision, and life insurance coverage. Beginning with the 2025–2026 school year, Kaiser HMO rates will increase by 7.87%, and Cigna rates will increase by 6% for both HMO and PPO plans. As part of the 2025–2026 plan year, Cigna will also contribute \$10,000 toward wellness initiatives.

At the March 13, 2025, Regular Board of Directors Meeting, the Board approved a 10% increase in Sage Oak Charter Schools' employer contribution toward employee benefits, as part of the 2025-2026 Strategic Plan.

Sage Oak Charter Schools requests the Board approve the breakdown of employer contribution rates as follows:

Exempt (FTE)	Non-Exempt (Hours per Week)	Eligible employees will have the option to choose one of the following offerings:	
		CONTRIBUTION TOWARD KAISER PLANS	CONTRIBUTION TOWARD CIGNA PLANS
		Tiered Benefit Stipends (for Health, Dental, and/or Vision)	
.75+ FTE	30+ hours	<del>\$1,300</del> \$1,430/month	<del>\$1,550</del> \$1,705/month
.50 - .74 FTE	20-29 hours	<del>\$780</del> \$858/month	<del>\$930</del> \$1,023/month
.49 FTE or less	19 hours or less	not eligible	not eligible

A review of all teachers' student counts is conducted in September and February each school year for the purpose of establishing benefit eligibility. This review is called the benefits snapshot. Additionally, HR will review the student counts on the teacher's roster as of the 15<sup>th</sup> of each month in order to provide benefits to anyone who becomes eligible. If a teacher is deemed eligible for benefits based on their student count, they will be provided the opportunity to enroll in benefits with an effective date of the 1<sup>st</sup> of the following month. Benefits eligibility would then remain in place until the next snapshot review.

**Recommendation:**

It is recommended the Board approve the change to employer contribution rates for employee benefit plans as presented.

**7. Item: Ratification of [2025-2028 Memorandums of Understanding - Center for Teacher Innovation Induction Program for Sage Oak Charter Schools](#) (Renewal)**

**Background:**

Sage Oak Charter Schools requests the Board ratify the Memorandums of Understanding (MOU) with the Riverside County Superintendent of Schools (RCSS) for participation in the Center for Teaching Innovation (CTI) Induction Program. The terms of these agreements shall be from July 1, 2025, through June 30, 2028. The expense was included as part of the 2025-2026 Strategic Budget Plan approved by the Board on March 13, 2025.

**Recommendation:**

It is recommended the Board ratify the 2025-2028 Memorandums of Understanding (MOU) - Center for Teacher Innovation (CTI) Induction Program for Sage Oak Charter Schools, as presented.

**8. Item: Ratification of [Spark Hire Order Form](#) (Renewal)**

**Background:**

Sage Oak Charter Schools requests the Board ratify the Spark Hire Order Form for the 2025–2026 school year. This service provides one-way virtual interviews to support the ongoing recruitment of unfilled positions. The expense was included as part of the 2025-2026 Strategic Budget Plan approved by the Board on March 13, 2025.

**Recommendation:**

It is recommended the Board ratify the Spark Hire Order Form, as presented.

# Coversheet

## Consent - Operations & Accountability

**Section:** XI. Consent Agenda  
**Item:** D. Consent - Operations & Accountability  
**Purpose:**  
**Submitted by:**  
**Related Material:** BUS Consent - Operations & Accountability\_5.8.2025.pdf



## SAGE OAK CHARTER SCHOOLS

Regular Meeting of the Board of Directors - May 8, 2025

BUS Consent Items - Operations & Accountability

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

1. Item: Ratification of [Parsec Education, Inc. Service Order](#) and [Terms & Conditions](#) (Renewal)

**Background:**

Sage Oak Charter Schools requests the Board ratify the service order with Parsec Education, Inc. to support data reporting with predictive dashboards and test score breakdowns, helping to analyze student groups, track trends, and meet state reporting needs. Additionally, Parsec Reals gathers qualitative feedback through surveys and analysis, enabling better data use and decision-making. Clarity tracks progress on strategic goals, metrics, and actions, helping to monitor impact, allocate resources, and stay aligned with the strategic plan. The expense was included as part of the 2025-2026 Strategic Budget Plan approved by the Board on March 13, 2025.

**Recommendation:**

It is recommended the Board ratify the Parsec Education, Inc. Service Order and Terms & Conditions as presented.

## Coversheet

### (Action) Approval of Assistant Superintendent of Human Resources Candidate

**Section:** XII. Human Resources  
**Item:** A. (Action) Approval of Assistant Superintendent of Human Resources Candidate  
**Purpose:** Vote  
**Submitted by:**

#### BACKGROUND:

After a thorough recruitment and selection process, Sage Oak Charter Schools requests the Board approve Dr. Tamar Kataroyan as Assistant Superintendent of Human Resources, effective July 1, 2025. Dr. Kataroyan brings considerable administrative experience as Assistant Superintendent of Human Resources and Executive Director of Special Education at Temple City Unified School District, with proven expertise in employee relations, staffing oversight, compliance, and professional development. She also served as a principal in Yorba Linda Unified School District and Monrovia Unified School District, as well as an assistant principal and dean of attendance at Glendale Unified School District. Throughout her career, she has prioritized building a positive workplace culture, successfully led district negotiations, overseen the development of a virtual academy, and served as Title IX and UCP Compliance Officer. Dr. Kataroyan holds a Doctor of Education degree from the University of Southern California, a Master of Arts in Educational Administration, a Bachelor's degree in Economics, a Multiple Subject Teaching Credential, and an Administrative Services Credential (Tier I & II). She also earned a full-ride scholarship to play Division I basketball at the University of California, Irvine, demonstrating her strong work ethic and dedication.

#### RECOMMENDATION:

It is recommended the Board approve the Assistant Superintendent of Human Resources candidate, Dr. Tamar Kataroyan, and be placed on step E of the Assistant Superintendent Salary Schedule, with an annual salary of \$230,730, for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051), effective July 1, 2025.

## Coversheet

### (Action) Approval of Employer Contribution Increase to Employee Flexible Spending Accounts (FSA)

**Section:** XII. Human Resources  
**Item:** B. (Action) Approval of Employer Contribution Increase to Employee Flexible Spending Accounts (FSA)  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** FSA Overview\_5.8.2025.pdf

#### BACKGROUND:

Sage Oak Charter Schools requests the Board approve an increase in the employer contribution toward employee Flexible Spending Accounts (FSAs) from \$300 annually to \$750 annually, effective the 2025-2026 school year.

#### RECOMMENDATION:

It is recommended the Board approve an increase in the employer contribution toward employee Flexible Spending Accounts (FSAs) from \$300 annually to \$750 annually, effective the 2025-2026 school year, for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).



# HEALTH FSA OVERVIEW



## WHAT IS A HEALTH FSA?

A Health FSA is a pre-tax employee benefit plan option that allows you to set aside salary before any taxes are taken out. You can use these funds to pay for qualified out of pocket medical expenses incurred by yourself and your tax dependents (regardless of your enrollment in your employer health plan). This plan can save you up to 30% on qualified expenses.

## EXAMPLES OF FSA ELIGIBLE ITEMS

- ✔ Co-pays & Deductibles
- ✔ Dental, Vision, and Orthodontic expenses
- ✔ Durable Medical Equipment
- ✔ Feminine Care Products
- ✔ Over-the-Counter items
- ✔ Personal Protective Equipment (PPE)
- ✔ Prescription Drug Costs

## DUAL PURPOSE EXPENSE EXAMPLES

Dual purpose expenses are items or services you may use for your general health that also qualify to be reimbursed if prescribed by a Doctor for the purpose of treating a specific medical condition. Below are a few examples of dual purpose expenses:

- Massage Therapy
- Supplements
- Vitamins

 [Explore Eligible Items Here](#)

## SPENDING ACCOUNT TIMELINES

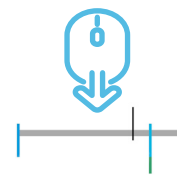
Spending accounts have deadlines for spending that may change based on your individual circumstances. You can view your Summary Plan Description or your online account details for information about your plan's spending and submission deadlines. Simply follow the steps below:



1. Login to your portal on your computer or mobile device



2. Click on your FSA details



3. Scroll down to view your Plan Dates timelines



SCAN THIS QR CODE TO ACCESS HELPFUL TUTORIALS & RESOURCES

## Coversheet

### (Action) Approval of Declarations of Need (DON) for the 2025-2026 School Year

**Section:** XII. Human Resources  
**Item:** C. (Action) Approval of Declarations of Need (DON) for the 2025-2026 School Year  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
2025-2026 Declaration of Need\_Sage Oak Charter School (#1885)\_5.8.2025.pdf  
2025-2026 Declaration of Need\_Sage Oak Charter School - Keppel (#1886)\_5.8.2025.pdf  
2025-2026 Declaration of Need\_Sage Oak Charter School - South (#2051)\_5.8.2025.pdf

#### BACKGROUND:

Sage Oak Charter Schools requests the Board approve the Declarations of Need for Fully Qualified Educators with the Commission on Teacher Credentialing (CTC) to apply for 6 emergency English Learner (EL) permits, 2 Emergency Transitional Kindergarten (ETK) permits and 18 limited assignment permits per school, Sage Oak Charter School (#1885), Sage Oak Charter School-Keppel (#1886) and Sage Oak Charter School-South (#2051). If needed, this will allow newly hired teachers to continue to serve the English Language Learner student population while they work to obtain the proper authorization with the CTC. Additionally, this will allow the schools to apply for temporary teaching permits with the CTC in an emergency if recruiting credentialed teachers for the 2025-2026 school year becomes challenging.

#### RECOMMENDATION:

It is recommended the Board approve the Declarations of Need for the 2025-2026 school year, as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).



The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on \_\_\_/\_\_\_/\_\_\_, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, \_\_\_\_\_.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

\_\_\_\_\_

Name	Signature	Title
------	-----------	-------

\_\_\_\_\_

Fax Number	Telephone Number	Date
------------	------------------	------

\_\_\_\_\_

Mailing Address

\_\_\_\_\_

EMail Address

- *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

**AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS**

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

<b>Type of Emergency Permit</b>	<b>Estimated Number Needed</b>
CLAD/English Learner Authorization (applicant already holds teaching credential)	_____
Bilingual Authorization (applicant already holds teaching credential)	_____
List target language(s) for bilingual authorization: _____	
Resource Specialist	_____
Teacher Librarian Services	_____
Emergency Transitional Kindergarten (ETK)	_____

**LIMITED ASSIGNMENT PERMITS**

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year’s actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	
Special Education	
TOTAL	

**Authorizations for Single Subject Limited Assignment Permits**

SUBJECT	ESTIMATED NUMBER NEEDED	SUBJECT	ESTIMATED NUMBER NEEDED
Agriculture		Mathematics	
Art		Music	
Business		Physical Education	
Dance		Science: Biological Sciences	
English		Science: Chemistry	
Foundational-Level Math		Science: Geoscience	
Foundational-Level Science		Science: Physics	
Health		Social Science	
Home Economics		Theater	
Industrial & Technology Education		World Languages (specify)	



**EFFORTS TO RECRUIT CERTIFIED PERSONNEL**

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to [www.cde.ca.gov](http://www.cde.ca.gov) for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

**EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL**

Has your agency established a District Intern program? Yes      No

If no, explain. \_\_\_\_\_

Does your agency participate in a Commission-approved college or university internship program? Yes                  No

If yes, how many interns do you expect to have this year? \_\_\_\_\_

If yes, list each college or university with which you participate in an internship program.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If no, explain why you do not participate in an internship program.

\_\_\_\_\_  
\_\_\_\_\_



State of California  
Commission on Teacher Credentialing  
Certification Division  
651 Bannon Street, Suite 601  
Sacramento, CA 95811

Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: \_\_\_\_\_

Revised Declaration of Need for year: \_\_\_\_\_

### FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL

Name of District or Charter: \_\_\_\_\_ District CDS Code: \_\_\_\_\_

Name of County: \_\_\_\_\_ County CDS Code: \_\_\_\_\_

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on \_\_\_/\_\_\_/\_\_\_ certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, \_\_\_\_\_.

Submitted by (Superintendent, Board Secretary, or Designee):

_____	_____	_____
<i>Name</i>	<i>Signature</i>	<i>Title</i>

_____	_____	_____
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>

\_\_\_\_\_

*Mailing Address*

\_\_\_\_\_

*EMail Address*

### FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL AGENCY

Name of County \_\_\_\_\_ County CDS Code \_\_\_\_\_

Name of State Agency \_\_\_\_\_

Name of NPS/NPA \_\_\_\_\_ County of Location \_\_\_\_\_

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on \_\_\_/\_\_\_/\_\_\_, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, \_\_\_\_\_.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
EMail Address		

► *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

**AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS**

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

<b>Type of Emergency Permit</b>	<b>Estimated Number Needed</b>
CLAD/English Learner Authorization (applicant already holds teaching credential)	_____
Bilingual Authorization (applicant already holds teaching credential)	_____
List target language(s) for bilingual authorization: _____	
Resource Specialist	_____
Teacher Librarian Services	_____
Emergency Transitional Kindergarten (ETK)	_____

**LIMITED ASSIGNMENT PERMITS**

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Single Subject	
Special Education	
TOTAL	

**Authorizations for Single Subject Limited Assignment Permits**

SUBJECT	ESTIMATED NUMBER NEEDED	SUBJECT	ESTIMATED NUMBER NEEDED
Agriculture		Mathematics	
Art		Music	
Business		Physical Education	
Dance		Science: Biological Sciences	
English		Science: Chemistry	
Foundational-Level Math		Science: Geoscience	
Foundational-Level Science		Science: Physics	
Health		Social Science	
Home Economics		Theater	
Industrial & Technology Education		World Languages (specify)	

**EFFORTS TO RECRUIT CERTIFIED PERSONNEL**

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to [www.cde.ca.gov](http://www.cde.ca.gov) for details), participating in state and regional recruitment centers and participating in job fairs in California.

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Has your agency established a District Intern program? Yes    No

If no, explain. \_\_\_\_\_

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If yes, how many interns do you expect to have this year? \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If no, explain why you do not participate in an internship program.

\_\_\_\_\_  
\_\_\_\_\_



State of California  
 Commission on Teacher Credentialing  
 Certification Division  
 651 Bannon Street, Suite 601  
 Sacramento, CA 95811

Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
 Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

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Original Declaration of Need for year: \_\_\_\_\_

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Foundational-Level Math		Science: Geoscience	
Foundational-Level Science		Science: Physics	
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Has your agency established a District Intern program? Yes      No

If no, explain. \_\_\_\_\_

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If yes, how many interns do you expect to have this year? \_\_\_\_\_

If yes, list each college or university with which you participate in an internship program.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If no, explain why you do not participate in an internship program.

\_\_\_\_\_

\_\_\_\_\_