



Sage Oak Charter Schools

Regular Meeting of the Board of Directors

Published on October 3, 2025 at 5:01 PM PDT

Date and Time

Thursday October 9, 2025 at 11:05 AM PDT

Location

Sage Oak Charter Schools

1473 Ford Street, Suite #105
Redlands, CA 92373

Regus- Gateway Chula Vista

333 H Street, Suite 5000
Chula Vista, CA 91910

[Join Zoom Meeting](#)

ID: 94000623154

Passcode: 836800

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

Passcode: 836800

MISSION STATEMENT

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

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

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

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Governing Board’s presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Sage Oak Charter Schools.

Agenda

	Purpose	Presenter	Time
I. Opening Items			11:05 AM
A. Call the Meeting to Order		Board President	1 m
B. Record Attendance		Board President	1 m
Roll Call:			
William Hall, President			
Michael Humphrey, Vice President			
Steve Fraire, Clerk			
Susan Houle, Member			
Peter Matz, Member			
II. Pledge of Allegiance			11:07 AM
A. Led by Board President or designee		Board President	1 m
III. Approve Agenda			11:08 AM
A. (Action) Approval of Agenda for October 9, 2025 Regular Meeting of the Board of Directors	Vote	Board President	1 m
It is recommended the Board approve the agenda for the October 9, 2025, Regular Meeting of the Board of Directors as presented for Sage Oak Charter School (#1885),			

	Purpose	Presenter	Time
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

11:09 AM

A.	(Action) Approval of Minutes for September 11, 2025 Regular Meeting of the Board of Directors	Approve Minutes	Board President	1 m
It is recommended the Board approve the minutes from the September 11, 2025, Regular Meeting of the Board of Directors as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).				
Roll Call Vote:				
William Hall				
Michael Humphrey				
Steve Fraire				
Susan Houle				
Peter Matz				
Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____				

V. Public Comments/Recognition/Reports

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

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

VI.	Correspondence/Proposals/Reports		11:10 AM
------------	-----------------------------------------	--	-----------------

A.	Sage Oak Highlights	Krista Woodgrift	8 m
-----------	---------------------	------------------	-----

B.	Principals' Plan for the 2025-26 School Year	Erin Bunch	11 m
-----------	----------------------------------------------	------------	------

Erin Bunch, Assistant Superintendent of Education Services
Chelsey Anema, Director of Personalized Learning/ Principal
Lana Beshara, Director of Virtual Learning/Principal
Traci King, Director of Secondary Education/Principal

C.	Student Highlight	Erin Bunch	9 m
-----------	-------------------	------------	-----

Lana Beshara, Director of Virtual Learning/Principal
Student: Levi Ortiz, 6th Grade
Teacher: Angela Kim

VII.	Consent Agenda		11:38 AM
-------------	-----------------------	--	-----------------

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

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

A.	Consent - Business Services		1 m
-----------	-----------------------------	--	-----

1. Check Register - September 2025
2. Report of Investment Activity - August 2025
3. Ratification of CloudHesive Change Order Form
4. Ratification of Alarmco Security Systems, Inc. Standard Commercial Security Agreement
5. Ratification of Lee & Associates Commercial Real Estate Services, Inc. Exclusive Authorization to Sublease
6. Ratification of 2025-26 Hatch & Cesario Agreement for Legal Services (Renewal)
7. Ratification of Cvent, Inc. Quote Number: Q-1937229
8. Ratification of Quarles & Brady LLP Engagement Letter (Renewal)
9. Ratification of Skill Struck, Inc. Quote for Professional Development

	Purpose	Presenter	Time
	10. Ratification of Skill Struck, Inc. Quote for Student Licenses (Renewal)		
B.	Consent - Education Services		1 m
	<ol style="list-style-type: none"> 1. Ratification of Wildwood Women's Center Agreement 2. Ratification of Redlands Pottery Project Group Class Waiver Forms 3. Ratification of True Colors International Facilitator Certification Training and Team Debrief/Online Assessment Review Proposals 4. Ratification of Segerstrom Center for the Arts Group Sales Order Agreement 5. Ratification of Foundation for California Community Colleges on behalf of the California College Guidance Initiative Partnership Agreement 6. Ratification of City of Lakewood Application and Agreement for Use of Recreational Facilities (Living History Social) 7. Ratification of Fullerton Free Church Facilities Use Agreement (Science Fair) 8. Ratification of Fullerton Free Church Facilities Use Agreement (PLC) 9. Ratification of Ayres Hotel Seal Beach Meeting Request Form (PLC) 		
C.	Consent - Human Resources		1 m
	<ol style="list-style-type: none"> 1. Approval of Certificated Personnel Report 2. Approval of Classified Personnel Report 3. Approval of Job Descriptions 4. Ratification of Vector Solutions Quote ID #Q-461958 (Renewal) 		
D.	Consent - Operations & Accountability		1 m
	<ol style="list-style-type: none"> 1. Approval of 2026-2027 Sage Oak Charter Schools Academic Calendar 2. Ratification of Fairfield Inn & Suites Riverside Corona/Norco Event Space Rental Agreement 		
E.	(Action) Approval of Consent Agenda	Vote Board President	1 m
	<p>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).</p> <p>Roll Call Vote:</p> <p>William Hall</p> <p>Michael Humphrey</p>		

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

VIII. Board Governance

11:43 AM

- | | | | | |
|-----------|-------------------------------------------------------------------------------------------------------------|------|------------------|-----|
| A. | (Action) Approval of Sage Oak Charter Schools Board of Director Reappointment and Term of Office- S. Fraire | Vote | Krista Woodgrift | 1 m |
|-----------|-------------------------------------------------------------------------------------------------------------|------|------------------|-----|

It is recommended the Board approve the reappointment of Steve Fraire and his relative term for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

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

- | | | | | |
|-----------|------------------------------------------------------------------------------------------------------------|------|------------------|-----|
| B. | (Action) Approval of Sage Oak Charter Schools Board of Director Reappointment and Term of Office- S. Houle | Vote | Krista Woodgrift | 1 m |
|-----------|------------------------------------------------------------------------------------------------------------|------|------------------|-----|

It is recommended the Board approve the reappointment of Susan Houle and her relative term for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

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

- | | | | | |
|-----------|---------------------------|--|------------------|-----|
| C. | Administer Oath of Office | | Krista Woodgrift | 2 m |
|-----------|---------------------------|--|------------------|-----|

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

The Sage Oak Charter Schools Board of Directors Manual states the following:

It is a tradition of the Board that, prior to entering office, all Board members take an oath or affirmation. The Oath of Office may be administered and certified by the Superintendent/CEO and/or the Board President.

IX. Business Services11:47 AM

- | | | | | |
|----|-------------------------------------------------------------------|------|-------------|-----|
| A. | (Action) Approval of California IT in Education Service Agreement | Vote | Tim O'Brien | 1 m |
|----|-------------------------------------------------------------------|------|-------------|-----|

It is recommended the Board approve the California IT in Education Service Agreement (CITE) for a three-year term (2025-2028) to provide management of Student Data Privacy Agreements (DPAs) contracts for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Fiscal Impact: \$12,800 (three-year)
Sage Oak Charter School (#1885) \$10,063
Sage Oak Charter School - Keppel (#1886) \$1,178
Sage Oak Charter School - South (#2051) \$1,559

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

- | | | | | |
|----|-------------------------------------------------------------|------|-------------|-----|
| B. | (Action) Approval of Sage Oak Scholarship Awards Allocation | Vote | Tim O'Brien | 5 m |
|----|-------------------------------------------------------------|------|-------------|-----|

It is recommended the Board approve the Sage Oak Scholarship awards allocation with a total amount of \$10,000 for the Class of 2026 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

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

X. Education Services**11:53 AM**

- | | | | | |
|-----------|-----------------------------------------------------------|------|------------|-----|
| A. | (Action) Approval of Riverside Convention Center Contract | Vote | Erin Bunch | 1 m |
|-----------|-----------------------------------------------------------|------|------------|-----|

It is recommended the Board approve the Riverside Convention Center Contract as presented to host the 2026 August Summit for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Fiscal Impact: \$38,900 (estimated)

Sage Oak Charter School (#1885)	\$30,583
Sage Oak Charter School - Keppel (#1886)	\$3,579
Sage Oak Charter School - South (#2051)	\$4,738

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

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

- | | | | | |
|-----------|----------------------------------------------------------------------------------------|------|------------|-----|
| B. | (Action) Approval of Marriott Riverside at the Convention Center Group Sales Agreement | Vote | Erin Bunch | 1 m |
|-----------|----------------------------------------------------------------------------------------|------|------------|-----|

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

Fiscal Impact: \$50,691 (estimated)

Sage Oak Charter School (#1885)	\$39,853
Sage Oak Charter School - Keppel (#1886)	\$4,664
Sage Oak Charter School - South (#2051)	\$6,174

Roll Call Vote:

	Purpose	Presenter	Time
William Hall Michael Humphrey Steve Fraire Susan Houle Peter Matz Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____			
C. (Action) Approval of Hyatt Place Riverside/Downtown Group Sales Agreement	Vote	Erin Bunch	1 m
It is recommended the Board approve the Hyatt Place Riverside/Downtown Group Sales Agreement as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).			
Fiscal Impact: \$18,667 (estimated)			
Sage Oak Charter School (#1885)	\$14,676		
Sage Oak Charter School - Keppel (#1886)	\$1,717		
Sage Oak Charter School - South (#2051)	\$2,274		
Roll Call Vote:			
William Hall			
Michael Humphrey			
Steve Fraire			
Susan Houle			
Peter Matz			
Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____			
XI. Oral Presentations			11:56 AM
A. AI Update		Brad Bookser	7 m
XII. Calendar			
The next scheduled meeting will be a Study Session held on November 13, 2025.			
XIII. Comments			12:03 PM
A. Board Comments			3 m
B. Superintendent Comments			3 m

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

XIV. Closing Items			12:09 PM
---------------------------	--	--	-----------------

- | | | | | |
|-----------|------------------|-------------------|-----------------|------------|
| A. | Adjourn Meeting | Vote | Board President | 1 m |
| | Roll Call Vote: | | | |
| | William Hall | | | |
| | Michael Humphrey | | | |
| | Steve Fraire | | | |
| | Susan Houle | | | |
| | Peter Matz | | | |
| | Moved by _____ | Seconded by _____ | Ayes _____ | Nays _____ |
| | | | Absent _____ | |

FOR MORE INFORMATION

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

Coversheet

(Action) Approval of Minutes for September 11, 2025 Regular Meeting of the Board of Directors

Section: IV. Approve Minutes
Item: A. (Action) Approval of Minutes for September 11, 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 September 11, 2025

APPROVED

SAGE OAK
CHARTER SCHOOLS



Sage Oak Charter Schools

Minutes

Regular Meeting of the Board of Directors

Date and Time

Thursday September 11, 2025 at 10:45 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: 98682704127

Passcode: 517495

[\(US\) +1 346-248-7799](#)

Passcode: 517495

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.

Directors Present

S. Fraire, S. Houle, W. Hall

Directors Absent

M. Humphrey, P. Matz

Guests Present

B. Bookser, E. Horta, K. Prins, K. Woodgrift, L. Snee, T. O'Brien

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 Sep 11, 2025 at 10:45 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 Agenda

A. (Action) Approval of Agenda for September 11, 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 September 11, 2025, Regular Meeting of the Board of Directors.

S. Houle seconded the motion.

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

Roll Call

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

IV. Approve Minutes

A. (Action) Approval of Minutes for August 14, 2025 Board of Directors Study Session

S. Houle made a motion to W. Hall, Board President, to approve the minutes as presented from the Board of Directors Study Session on 08-14-25.

S. Fraire seconded the motion.

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

Roll Call

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

V. Public Comment - Closed Session

A. Public Comment

There was no public comment regarding Closed Session.

VI. Adjourn to Closed Session

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

S. Fraire made a motion to W. Hall, Board President, to adjourn to Closed Session at 10:47 a.m.

S. Houle seconded the motion.

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

Roll Call

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

VII. Closed Session

A.

Closed Session Agenda

1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

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

OAH Case No. 2025040083; OAH Case No. 2025070006

VIII. Reconvene Regular Meeting

A. Report Out Any Action Taken in Closed Session

The Regular Meeting of the Board of Directors reconvened at 10:53 a.m.

S. Houle made a motion to W. Hall, Board President, in the matter of item no. A1 on the Closed Session agenda, Conference with Legal Counsel - Existing Litigation, to settle OAH Case No. 2025040083 & OAH Case No. 2025070006.

S. Fraire seconded the motion.

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

Roll Call

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

IX. Public Comments/Recognition/Reports

A. Public Comment

There was no request for public comment.

X. Correspondence/Proposals/Reports

A. Sage Oak Highlights

Krista Woodgrift, Superintendent & CEO, presented the Sage Oak Highlights for July & August 2025.

XI. Consent Agenda

A. Consent - Business Services

1. Check Register - June 2025
2. Check Register - July 2025
3. Check Register - August 2025
4. Report of Investment Activity - May 2025
5. Report of Investment Activity - June 2025
6. Report of Investment Activity - July 2025

7. Ratification of City of Rancho Cucamonga R. C. Sports Center Permit #R23544
8. Ratification of Red Herring Agreement with San Diego County Superintendent of Schools (Renewal)
9. Ratification of Tabor Storage Solutions LLC Proposal
10. Ratification of Splashtop Quote (Renewal)
11. Ratification of Riverside Convention Center Contract (March Summit)
12. Ratification of Riverside Convention Center Contract (Leadership Team Meeting)
13. Ratification of Riverside Convention Center Contract Addendum
14. Ratification of Online Purchasing System Services Agreement (Renewal)
15. Ratification of Fleming Research International, LLC Agreement Addendum
16. Ratification of Wyebot, Inc. Quote (Renewal)
17. Ratification of JAMF Software, LLC Quote #Q-549637 (Renewal)
18. Ratification of JAMF Software, LLC Quote# Q-632273 (Renewal)
19. Ratification of Alarmco Security Systems, Inc. Quote #Q001351
20. Ratification of Chaffey College, Chino Community Center, Facility Rental Contract
21. Ratification of Fairfield Inn & Suites Riverside Corona/Norco Event Space Rental Agreement
22. Ratification of Cordance Operations, LLC, Hapara Quote (Renewal)
23. Ratification of Zoom Communications, Inc. Order Form (Renewal)
24. Ratification of Cvent, Inc. Quote #1921075
25. Ratification of the Certified Request for Funding for the Mandate Block Grant (MBG) 2025-26
26. Ratification of Mobile Beacon Agreement (Renewal)
27. Ratification of FedEx Transportation Services Agreement (Renewal)
28. Ratification of City of Redlands Park Reservation Request
29. Ratification of Los Alamos Sports Park - City of Murrieta, Park Reservation Request
30. Ratification of Red Hill Park - City of Rancho Cucamonga, Park Reservation Request
31. Ratification of City of Victorville Park Reservation Request
32. Ratification of Rancho Simi Recreation and Park District Facility Use Permit #35593
33. Ratification of Rancho Simi Recreation and Park District Facility Use Permit #35612
34. Ratification of Rancho Simi Recreation and Park District Facility Use Permit #35846
35. Ratification of Central Park Facility Rental Request (Teacher PLCs)
36. Ratification of Central Park Facility Rental Request (Living History Social)
37. Ratification of Central Park Facility Rental Request (PLA Promotion Ceremony)
38. Ratification of Central Park Facility Rental Request (VLA Promotion Ceremony)
39. Ratification of Murrieta Youth Center Facility Reservation Form
40. Ratification of CliftonLarsonAllen LLP Statement of Work
41. Ratification of Fullerton Parks & Recreation Permit #18261
42. Ratification of Long Beach Application for Facility Use Permit

43. Ratification of City of Ontario Field/Gym & Picnic Shelter Rental Application
44. Ratification of Peek-A-Booth Agreement
45. Ratification of Higginson Architects, Inc. Proposal
46. Ratification of Hesperia Recreation and Park District Facility Rental Application (Living History Social)
47. Ratification of Hesperia Recreation and Park District Facility Rental Application (End-of-Year Social/Promotion)
48. Ratification of City of Yucaipa Community Services Permit #R7653
49. Ratification of City of Yucaipa Community Services Permit #R7654
50. Ratification of City of Yucaipa Community Services Permit #R7655 (End-of-Year Social/Promotion)
51. Ratification of Fullerton Free Church Facilities Use Agreement (Living History Social)
52. Ratification of Fullerton Free Church Facilities Use Agreement (Career Fair)
53. Ratification of Fullerton Free Church Facilities Use Agreement (End-of-Year Social/Promotion)
54. Ratification of City of Riverside Facility Reservation Application (Living History Social)
55. Ratification of City of Riverside Facility Reservation Application (End-of-Year Social/Promotion)

B. Consent - Education Services

1. Ratification of 2025-2026 Nonpublic, Nonsectarian School/Agency Services, Master Contract and Individual Service Agreement
2. Ratification of 2025-2026 Special Education Contracted Vendors List
3. Ratification of Bright Thinker Order Form #SQ-1436 (Renewal)
4. Ratification of Bright Thinker Order Form #SQ-1444 (Renewal)
5. Ratification of Goalbook Contract
6. Ratification of StrongMind, Inc. Services Agreement (Renewal)
7. Ratification of Medieval Times Group EDU Booking Invoice
8. Ratification of Time4Learning Purchase Order Agreement (Renewal)
9. Ratification of Baldy View Regional Occupational Program Memorandum of Understanding (MOU)
10. Ratification of TPR Education, LLC d/b/a The Princeton Review- Tutor.com Master Services Agreement (Renewal)
11. Ratification of TPR Education, LLC d/b/a The Princeton Review- Tutor.com Service Order #193304 (Renewal)
12. Ratification of TPR Education, LLC d/b/a The Princeton Review- Tutor.com Service Order #198698 (Renewal)
13. Ratification of Bookshare Organizational Agreement
14. Ratification of College and Career Access Pathways Partnership Agreement

C. Consent - Human Resources

1. Approval of Certificated Personnel Report
2. Approval of Classified Personnel Report
3. Approval of Job Descriptions
4. Ratification of Los Angeles County Office of Education Amendment

D. Consent - Operations & Accountability

1. Ratification of ScubaCat Educational Data, LLC Contract
2. Ratification of Document Tracking Services Licensing Agreement (Renewal)

E. Consent - Policy Development

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

3000 Series- Business/Non-Instructional

3120-SO Name and Logo Use 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. Houle made a motion to W. Hall, Board President, to approve the items listed under the Consent Agenda as presented.

S. Fraire seconded the motion.

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

Roll Call

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

XII. Board Governance

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

S. Houle made a motion to W. Hall, Board President, to approve the Annual Board of Directors' Self-Evaluation as presented.

S. Fraire seconded the motion.

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

Roll Call

S. Houle	Aye
S. Fraire	Aye

Roll Call

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

B. (Action) Approval of Sage Oak Charter Schools Strategic Plan 2025-26

S. Houle made a motion to W. Hall, Board President, to approve the Sage Oak Charter Schools Strategic Plan 2025-26 as presented.

S. Fraire seconded the motion.

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

Roll Call

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

XIII. Business Services

A. (Action) Approval of Sage Oak Charter Schools Unaudited Actuals Financial Report 2024-25, Presented by Habib Tahmas, Senior Director of Fiscal Services

S. Fraire made a motion to W. Hall, Board President, to approve the Sage Oak Charter Schools Unaudited Actuals Financial Report 2024-25 as presented.

S. Houle seconded the motion.

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

Roll Call

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

B. (Action) Approval of T-Mobile Project 10Million Agreement

S. Houle made a motion to W. Hall, Board President, to approve the T-Mobile Project 10Million Agreement as presented.

S. Fraire seconded the motion.

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

Roll Call

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

C. (Action) Approval of Fiscal Update of Additional Enrollment and Expenditures

S. Houle made a motion to W. Hall, Board President, to approve the fiscal update of additional enrollment and expenditures as presented.

S. Fraire seconded the motion.

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

Roll Call

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

D. (Action) Approval of Agreement for Special Services with Atkinson, Andelson, Loya, Ruud & Romo, a Professional Law Corporation

S. Houle made a motion to W. Hall, Board President, to approve the Agreement for Special Services with Atkinson, Andelson, Loya, Ruud & Romo, a Professional Law Corporation, as presented.

S. Fraire seconded the motion.

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

Roll Call

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

XIV. Education Services

A. (Action) Approval of San Joaquin County Office of Education License Agreement Extension

S. Fraire made a motion to W. Hall, Board President, to approve the San Joaquin County Office of Education License Agreement Extension as presented.

S. Houle seconded the motion.

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

Roll Call

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

XV. Oral Presentations

A. AI Update

Brad Bookser, Director of Information Technology, highlighted how training drove increased use of Google's Gemini AI tools at Sage Oak and also presented a NotebookLM demo.

XVI. Calendar

A. Future Meetings

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

XVII. Comments

A. Board Comments

The Board expressed their enthusiasm about the strong start to the school year, praising the Parent Summit, new teacher onboarding, and the positive culture reflected in the Summit video. They also commended leadership for financial stewardship, special education efforts, and the continued vision and growth of the organization.

B. Superintendent Comments

Superintendent Woodgrift thanked the Board and staff for their support and recognized the strong collaboration, energy, and teamwork that contributed to an excellent start to the school year. She also praised the leadership of Tim O'Brien, Assistant Superintendent of Business Services; Kelly Prins, Senior Director of Special Education; and Habib Tahmas, Senior Director of Fiscal Services. She emphasized her gratitude for their dedication and noted the positive momentum carrying the organization into the year ahead.

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 September 11, 2025.

S. Houle seconded the motion.

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

Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:41 AM.

Respectfully Submitted,
W. Hall

Documents used during the meeting

- Sage Oak Highlights_July & August 2025.pdf
- BUS Consent - Business Services_9.11.2025.pdf
- BUS Consent - Education Services_9.11.2025.pdf
- BUS Consent - Human Resources_9.11.2025.pdf
- BUS Consent - Operations & Accountability_9.11.2025.pdf
- BUS Consent - Policy Development_9.11.2025.pdf
- Annual Board of Directors' Self-Evaluation 2024-25_FINAL_9.11.2025.pdf
- Sage Oak Charter Schools Strategic Plan 2025-26_Final_9.11.2025.pdf
- Sage Oak Charter Schools Unaudited Actuals Financial Report 2024-25_9.11.2025.pdf
- Sage Oak Charter Schools Unaudited Actuals 2024-25 Presentation_9.11.2025.pdf
- T-Mobile Project 10Million Agreement_9.11.2025.pdf
- Fiscal Update of Additional Enrollment and Expenditures Presentation_9.11.2025.pdf
- Agreement for Special Services with Atkinson, Andelson, Loya, Rudd & Romo_9.11.2025.pdf
- San Joaquin County Office of Education License Agreement Extension_9.11.2025.pdf

FOR MORE INFORMATION

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

Coversheet

Sage Oak Highlights

Section:	VI. Correspondence/Proposals/Reports
Item:	A. Sage Oak Highlights
Purpose:	
Submitted by:	
Related Material:	Sage Oak Highlights_September 2025.pdf



SEPTEMBER HIGHLIGHTS

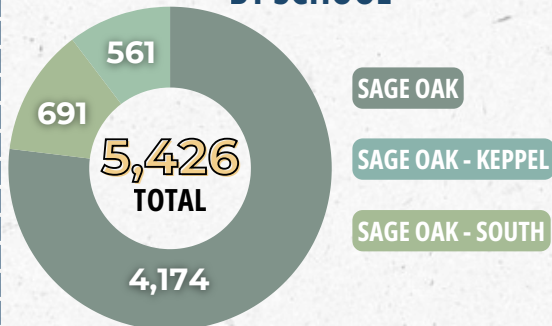
Excellence through Personalized Learning

SAGE OAK CELEBRATES CALIFORNIA COASTAL CLEAN UP DAY

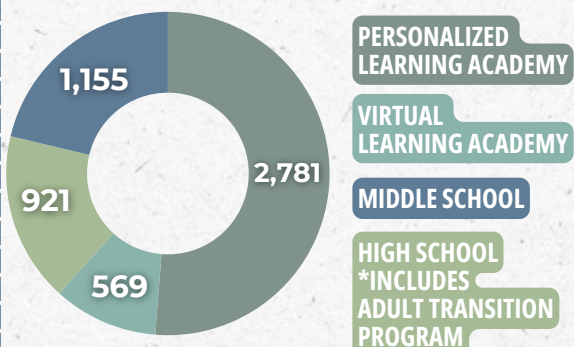


CURRENT ENROLLMENT

BY SCHOOL



BY PROGRAM



A LOOK INSIDE THIS ISSUE....

GOAL #1 FEATURED HIGHLIGHT

We are proud to report 100% participation in our local assessments (i-Ready testing), with 5,023 TK–11 students completing the testing.

GOAL #2 FEATURED HIGHLIGHT

Sage Oak families came together for a schoolwide beach cleanup community service event to celebrate the 41st Annual California Coastal Cleanup Day.

[CLICK HERE TO VIEW PROFESSIONAL DEVELOPMENT](#)



GOAL #3 FEATURED HIGHLIGHT

The IT Software Squad boosted student data systems using Google Cloud automation.

GOAL #1: STUDENT SUCCESS



33

New Oakschool Courses Provide Opportunities for Advanced Learners

Oakschool is offering 33 courses this year that align with our Program for Advanced and Gifted Education (PAGE), featuring topics like computer science, career exploration, and leadership. Families can easily explore and schedule these options in the course catalog.

Charting the Course for Accreditation



On September 10th, staff gathered for the first WASC Home Groups of the year to review enrollment, iReady, and CAASPP data. These discussions will help shape the WASC accreditation report for next year.



100%

Assessment Participation

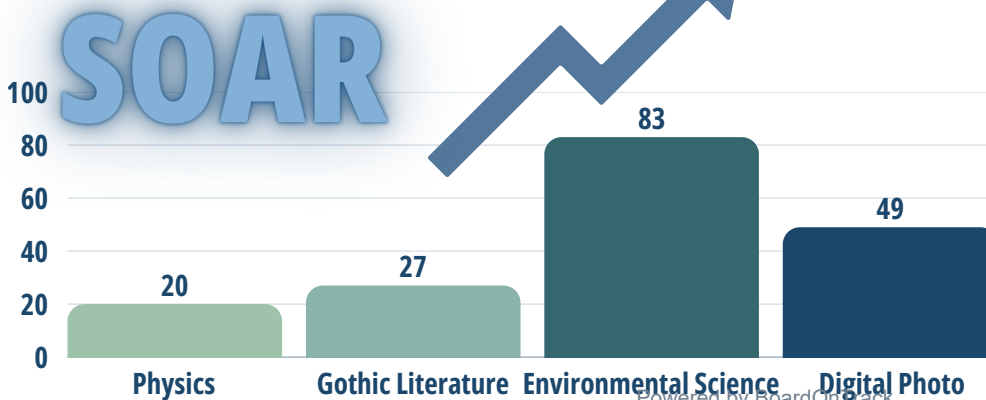
We are proud to report 100% participation in our local assessments, with **5,023 TK-11 students** completing the testing. These results will help guide personalized support throughout the year.



Sage Studio Features Oakschool College & Career Pathways

In the latest Sage Studio episode, host Tiffiny Webster sat down with Katie Tuttle, Oakschool Senior Administrator, to highlight enrichment and core classes, featuring career-focused options like writing, history, fashion, first aid, cooking, clay sculpting, and digital design.

High School Course Enrollments



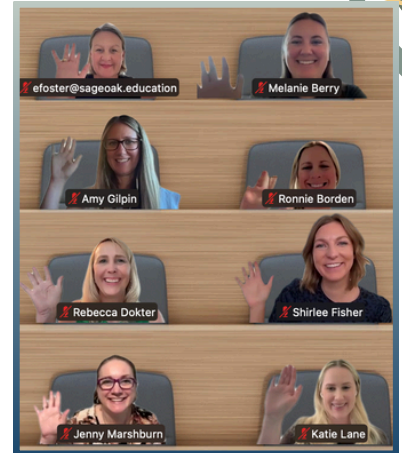
Sage Oak high school students enrolled in **4,655 in-house courses** this fall, marking a record total. Enrollment in Mr. D Math also grew significantly, with a **60% increase** compared to last year.

GOAL #2: ENGAGEMENT



Professional Development Packed PLCs

On September 17th, our Virtual Professional Learning Community (PLC) meeting offered teachers focused professional development and collaboration. Topics included English Language Learner (ELL) support, student information system (SIS) data accuracy, class highlights, and breakout sessions on AI tools, Singapore Math, and executive function supports. At the September 24th PLC, Oakschool teachers were equipped with Zoom tips and tricks to support the 100+ live, synchronous courses they teach each week.



Goal-Setting for Growth

Assistant principals held one-on-one meetings with teachers to discuss the year ahead and set goals for 2025-26. Discussions focused on the Professional Development Passport and aligning professional growth with schoolwide priorities.



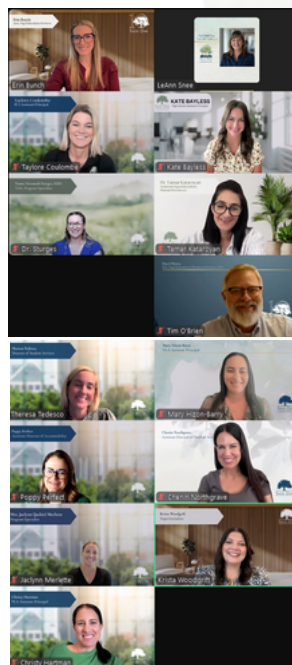
On September 8th we hosted our National Junior Honor Society (NJHS) induction ceremony, where **13 students were inducted** into our Sage Oak NJHS Chapter.

RECORD BREAKING

Hands-On Educational Experiences



This semester, we offered families a record **93 hands-on, educational experiences**, a **39% increase** from last year's first release. Highlights include STEM-focused tours at SeaWorld and UCI Medical Research Labs, and career exploration at Petco Park and Amazon Fulfillment Centers.



Radical Candor & Real Impact

At the September 23rd Leadership Academy, Krista Woodgrift, Superintendent, discussed sections from *Leading with Radical Candor* by Kim Scott, emphasizing how balancing care and directness builds trust. Erin Bunch, Assistant Superintendent of Education Services, and Theresa Tedesco, Director of Student Services, also shared an overview of the state-mandated Student-Tiered Re-Engagement Policy (TREP), which outlines how schools monitor and support student engagement in independent study.

GOAL #2: ENGAGEMENT

BACK to SCHOOL

Back-to-School Socials

Our Personalized Learning Academy began the year with nine Back-to-School socials across Southern California. Families, students, and teachers enjoyed games, crafts, and a curriculum swap, while community providers shared resources and connected with attendees. Virtual Learning Academy students gathered together to connect on the beach following the beach clean up day.



SENIOR SUNRISE

Sage Oak Class of 2026 Seniors gathered together at Huntington Beach for our annual Senior Sunrise on September 12th. Students connected and kicked off their final year of high school, reflecting on their dreams and aspirations for the year.



ACTS OF SERVICE

On Wednesday, September 24th, the Virtual Learning Academy hosted our first assembly of the year centered on our theme of service. Students dressed as superheroes and were recognized for their acts of service. Allie Whalen, Virtual Learning Academy School Counselor, spotlighted a local Beach Ranger, connecting the superhero theme to real-world careers.

Powered by BoardOnTrack

Back-to-School Bash

At the Beach

Middle and high school students began the year with a Back-to-School Beach Party in Long Beach! They enjoyed sun, surf, spikeball, and beach soccer while connecting with friends.

GOAL #2: ENGAGEMENT

STRATEGIC FOCUS



From Budgets to Breakthroughs

On September 3rd, Sage Oak's Executive Team and Directors held a leadership planning meeting. The agenda included strategic plan progress metrics with Parsec Education, budget alignment with Tim O'Brien, Assistant Superintendent, Business Services, and a Gemini platform overview by Brad Bookser, Director of Information Technology, on using AI to improve efficiency.

TURNING THE "PAGE" TO A NEW SCHOOL YEAR



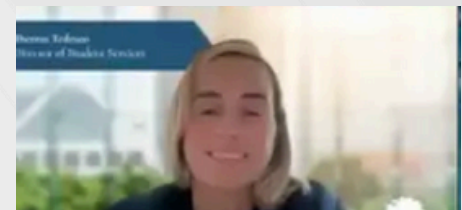
On September 16th, PAGE students celebrated International Dot Day by joining a live stream with authors Peter H. Reynolds and Paul Reynolds. Inspired by The Dot's message that creativity often begins with a single dot, students enjoyed a special shout-out for Sage Oak, and one student's question was answered live.



"This is my dot drawing. It went from a purple dot to a purple dreamcatcher. I used Canva instead of Adobe because I like Canva's platform better. Your PAGE student, Rachel T."



Building Belonging in PAGE



Welcome to the PAGE Parent Meet & Greet

2025-2026 School Year

On September 2nd, **51 PAGE parents** joined our Virtual Meet and Greet to learn more about the program, ask questions, and connect with one another, providing a shared sense of belonging within the Sage Oak community.

GOAL #2: ENGAGEMENT



ACSA Women In School Leadership Conference

Krista Woodgrift, Superintendent, and Traci King, Director of Secondary Education/Principal, attended the ACSA Women in School Leadership Forum. Traci King co-presented She Leads with AI: Building, Branding, and Bold Moves with Dr. Amy Alzina, showcasing practical applications of AI in education leadership.

Sage Oak Shines in Statewide Advocacy



During the week of September 3rd, Larry King, Senior Director of Outreach & Development, and Kyla Gonzales-Rivera, Senior Administrator of Policy & Legislative Affairs attended the Charter Schools Development Center's (CSDC) Charter School Days in Sacramento. They joined other charter school representatives to meet with legislative officials and discuss SB 414. Myrna Castrejón, California Charter School Association (CCSA) President, gave a shout-out to Larry King, Senior Director of Outreach & Development, for his advocacy efforts!

Five-Star Feedback from Sage Oak Staff



In September, **86% of staff rated their experience a "4" or "5"** out of five in our monthly pulse check survey, highlighting supportive supervisors, collaboration, and a strong connection to our mission. New teachers credited Canvas modules, onboarding, and Monday Meetups for a confident start.

GOAL #3: SMART LEARNING SYSTEMS



Document Retention Compliance Team (DRCT) Leads the Way in Responsible Data Management

The Information Technology (IT) team is leading a schoolwide Gmail Retention Compliance Initiative in alignment with board policy (3130-SO). This effort will streamline email storage, improve efficiency, and support best practices. To assist, the team has set up weekly office hours and a support inbox to answer questions and guide staff through the process.



Gemini: Targeted Training Drives Growth

Gemini usage across Google Workspace jumped from single digits to **over 90 daily active users** following the Summit and September 3rd leadership training. This growth highlights the impact of targeted professional development on tool adoption.



Google Cloud: "Software Squad" Advances Automation

The IT Software Squad automated the collection and management of student data using Google Cloud Platform. This improvement ensures accurate data capture, reduces manual errors, and streamlines key workflows, saving staff time and increasing efficiency.



Kami: A Smart Learning System

Teachers were introduced to Kami, a Chrome extension that integrates with Canvas to enhance live instruction. The training earned a 4.71/5 relevance rating as teachers highlighted its usefulness across courses. One teacher has already applied it to streamline interactive assignments, showing how Kami automates tasks and improves virtual classroom efficiency.

Coversheet

Principals' Plan for the 2025-26 School Year

Section:	VI. Correspondence/Proposals/Reports
Item:	B. Principals' Plan for the 2025-26 School Year
Purpose:	
Submitted by:	
Related Material:	Principals' Plan for the 2025-26 School Year Presentation_10.9.2025.pdf

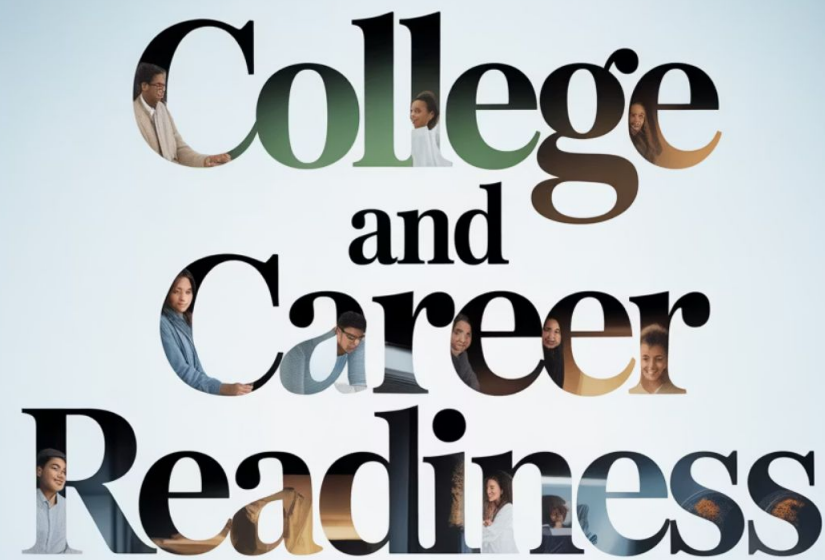
2025–26 Principal Update

Advancing Student Success

PLA • VLA • High School Programs

Strategic Priorities Overview

Empowering every student through personalized pathways and innovative instruction



College
and
Career
Readiness

UNLOCK YOUR POTENTIAL

Goal 1: Student Success

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

1 CTE-Aligned Pathways

Expand career-connected learning opportunities

- Industry partnerships
- Real-world applications
- Future-ready skills

2 Literacy & Math Mastery

Power Standards drive targeted instruction

- Data-driven decisions
- Personalized support
- Measurable outcomes

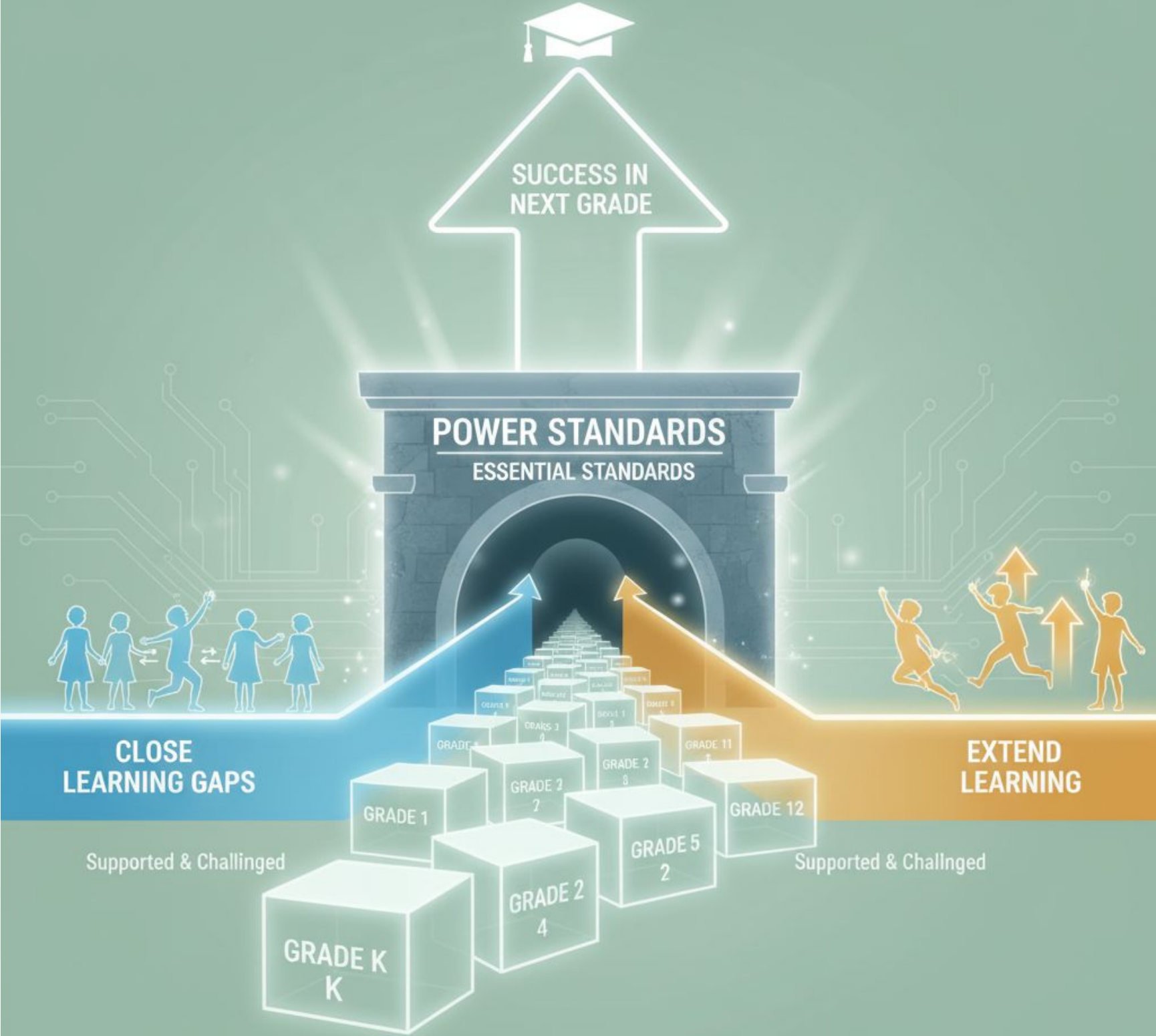


Goal 1: Student Success

Personalized Learning Academy Power Standards Implementation



WHAT DO WE WANT STUDENTS TO LEARN?



VLA Program Highlights



VLA Program Highlights

Intentional Growth in Achievement



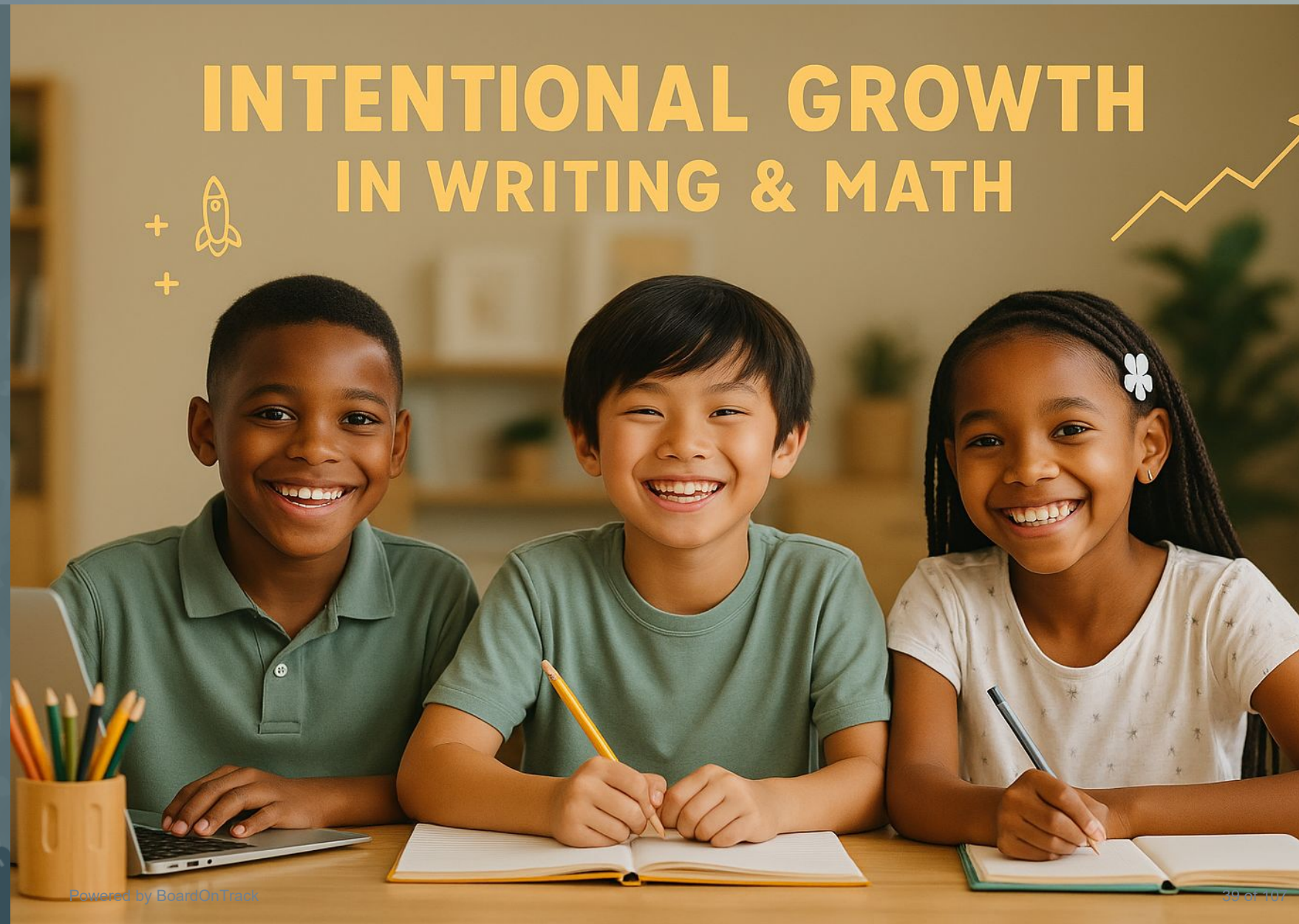
**Power Standards
Integration**



**Targeted Writing
Instruction**



**Assessment
Projections**





High School Program Highlights

Pathways to Purpose & Readiness

Expanding CTE Pathways

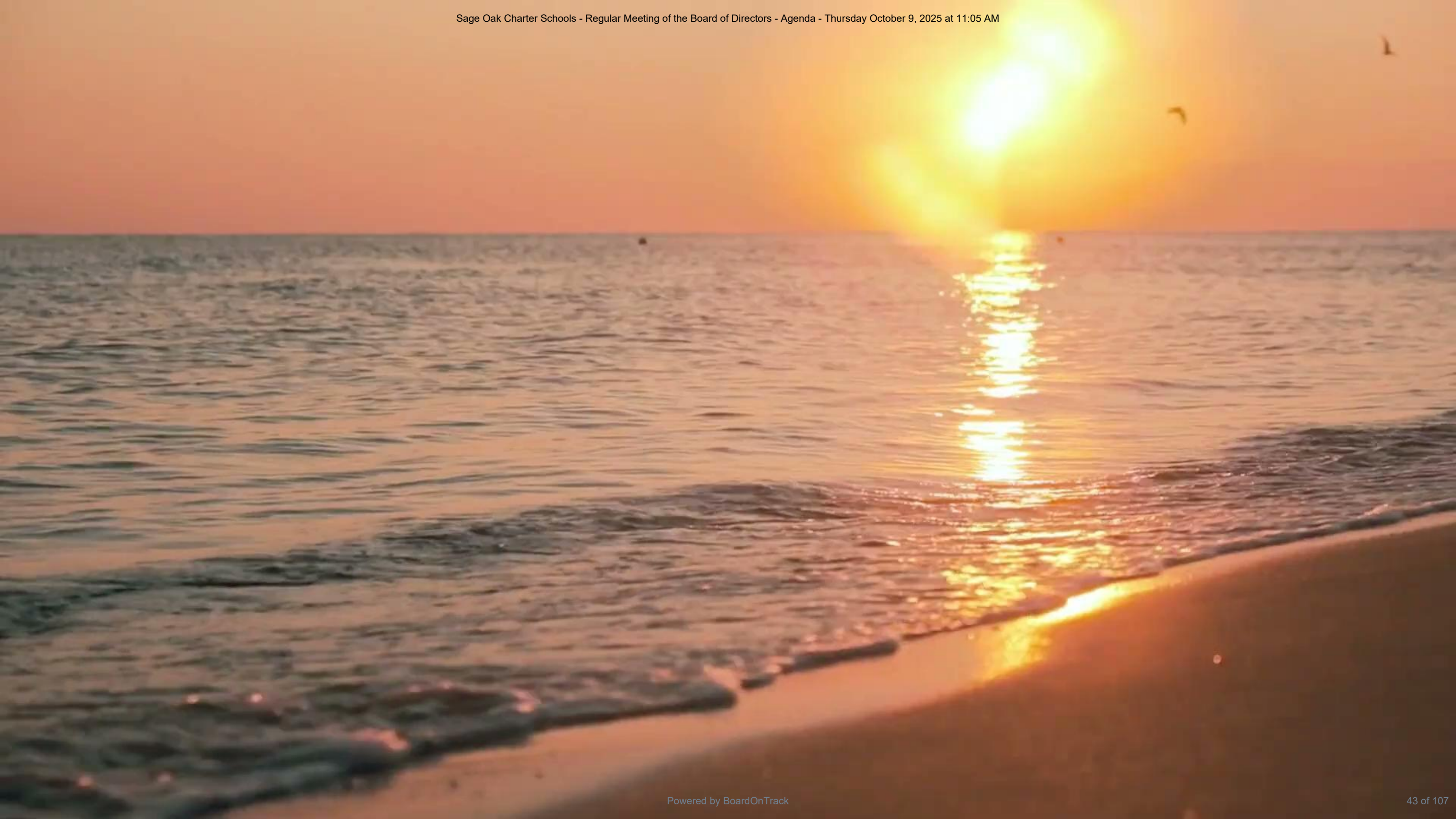
- 1 Information Technology
- 2 Entrepreneurship
- 3 Sports Medicine
- 4 Child Development
- 5 Arts Media & Entertainment

Preparing Students for the Future

- 1 Increased AP offerings
- 2 Dual enrollment expansion
- 3 Industry internships
- 4 Partnership growth







Thank You



Coversheet

Student Highlight

Section:	VI. Correspondence/Proposals/Reports
Item:	C. Student Highlight
Purpose:	
Submitted by:	
Related Material:	Student Highlight_Levi Ortiz_10.9.2025.pdf

Levi Ortiz

6th Grade
Virtual Learning Academy





Coversheet

Consent - Business Services

Section:	VII. Consent Agenda
Item:	A. Consent - Business Services
Purpose:	
Submitted by:	
Related Material:	BUS Consent - Business Services_10.9.2025.pdf

SAGE OAK CHARTER SCHOOLS

Regular Meeting of the Board of Directors - October 9, 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 - [September 2025](#)
2. Item: Report of Investment Activity - [August 2025](#)
3. Item: Ratification of [CloudHesive Change Order Form](#)

Background:

Sage Oak Charter Schools requests the Board ratify the change order with CloudHesive for the Data Lake project. The change order shifts how the school collects information from its student information system, School Pathways. With this change, the Data Lake will organize data by school year, remove duplicate records, and allow users to look up information by date easily. There is no fiscal impact.

Recommendation:

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

4. Item: Ratification of [Alarmco Security Systems, Inc. Standard Commercial Security Agreement](#)

Background:

Sage Oak Charter Schools requests the Board ratify the Alarmco Security Systems, Inc. agreement to upgrade the warehouse at 451 Alabama St. with a magnetic lock system, panel, and remote access monitoring. This upgrade enhances security for stored curriculum and equipment and allows approved users to manage the system remotely. This expense was approved on June 18, 2025, as part of the 2025–26 July Budget.

Recommendation:

It is recommended the Board ratify Alarmco Security Systems, Inc. Standard Commercial Security Agreement as presented.

5. Item: Ratification of [Lee & Associates Commercial Real Estate Services, Inc. Exclusive Authorization to Sublease](#)

Background:

Sage Oak Charter Schools requests the Board ratify the Exclusive Authorization to Sublease agreement with Lee & Associates Commercial Real Estate Services, Inc., as authorized broker to negotiate a sublease on property 421 Business Center Ct., Redlands, CA 92373. This expense was approved on June 18, 2025, as part of the 2025–26 July Budget.

Recommendation:

It is recommended the Board ratify the Lee & Associates Commercial Real Estate Services, Inc. Exclusive Authorization to Sublease as presented.

6. Item: Ratification of [2025-26 Hatch & Cesario Agreement for Legal Services](#) (Renewal)

Background:

Sage Oak Charter Schools requests the Board ratify the agreement to retain Hatch & Cesario for

legal services for 2025-26. This expense was approved on June 18, 2025, as part of the 2025–26 July Budget.

Recommendation:

It is recommended the Board ratify the 2025-26 Hatch & Cesario Agreement for Legal Services as presented.

7. Item: Ratification of [Cvent, Inc. Quote Number: Q-1937229](#)

Background:

Sage Oak Charter Schools requests the Board ratify the quote with Cvent, Inc. for the purchase of 55 additional registration credits for the Cvent Attendee Hub platform. This system supports digital event and attendee management, including registration, promotion, and execution of virtual information sessions, training, and outreach events. This expense was approved on June 18, 2025, as part of the 2025–26 July Budget.

Recommendation:

It is recommended the Board ratify the Cvent, Inc. Quote Number: Q-1937229 as presented.

8. Item: Ratification of [Quarles & Brady LLP Engagement Letter](#) (Renewal)

Background:

Sage Oak Charter Schools requests the Board ratify the engagement letter to retain Quarles & Brady LLP for legal services for 2025–26. This expense was approved on June 18, 2025, as part of the 2025–26 July Budget.

Recommendation:

It is recommended the Board ratify the Quarles & Brady LLP Engagement Letter as presented.

9. Item: Ratification of [Skill Struck, Inc. Quote for Professional Development](#)

Background:

Sage Oak Charter Schools requests the Board ratify the quote with Skill Struck, Inc. to provide virtual professional development sessions between August 1, 2025, and February 28, 2026. These sessions will provide training and tools for administrators and teachers to support instruction using the Skill Struck platform. The training is designed to help staff effectively teach and monitor student progress in computer science and related digital literacy skills. This expense was approved on June 18, 2025, as part of the 2025–26 July Budget.

Recommendation:

It is recommended the Board ratify the Skill Struck, Inc. Quote as presented.

10. Item: Ratification of [Skill Struck, Inc. Quote for Student Licenses](#) (Renewal)

Background:

Sage Oak Charter Schools requests the Board ratify the quote with Skill Struck, Inc. to provide annual student licenses for high school students. These licenses give access to Skill Struck's coding and computer science platform, teacher tools, and customer support. This service supports student learning and progress tracking in computer science education. This expense was approved on June 18, 2025, as part of the 2025–26 July Budget.

Recommendation:

It is recommended the Board ratify the Skill Struck, Inc. Quote for student licenses as presented.

Coversheet

Consent - Education Services

Section:	VII. Consent Agenda
Item:	B. Consent - Education Services
Purpose:	
Submitted by:	
Related Material:	BUS Consent - Education Services_10.9.2025.pdf

SAGE OAK CHARTER SCHOOLS

Regular Meeting of the Board of Directors - October 9, 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 [Wildwood Women's Center Agreement](#)

Background:

Sage Oak Charter Schools requests the Board ratify the agreement with Wildwood Women's Center for a November 7, 2025, field trip. High school CTE Pathway child development students will visit a mobile ultrasound unit to learn about fetal development and pregnancy, in alignment with California child development curriculum standards. This expense was approved on June 18, 2025, as part of the 2025–26 July Budget.

Recommendation:

It is recommended the Board ratify the Wildwood Women's Center Agreement as presented.

2. Item: Ratification of [Redlands Pottery Project Group Class Waiver Forms](#)

Background:

Sage Oak Charter Schools requests the Board ratify the Redlands Pottery Project waiver forms required for Oakschool students to participate in the in-person supplemental educational activity as a part of their Oakschool art class. This expense was approved on June 18, 2025, as part of the 2025–26 July Budget.

Recommendation:

It is recommended the Board ratify the Redlands Pottery Project Group Class Waiver Forms as presented.

3. Item: Ratification of [True Colors International Facilitator Certification Training and Team Debrief/Online Assessment Review Proposals](#)

Background:

Sage Oak Charter Schools requests the Board ratify the True Colors International proposals for facilitator certification training and True Colors online self-awareness assessments for adults and youth. The expense was approved per Sage Oak Charter Schools' Fiscal Policy.

Recommendation:

It is recommended the Board ratify the True Colors International Facilitator Certification Training and Team Debrief/Online Assessment Review Proposals as presented.

4. Item: Ratification of [Segerstrom Center for the Arts Group Sales Order Agreement](#)

Background:

Sage Oak Charter Schools requests the Board ratify the Segerstrom Center for the Arts agreement for high school students to attend a performance of SHUCKED on November 11, 2025. The expense is budgeted in student instructional funds; therefore, there will be no additional fiscal impact.

Recommendation:

It is recommended the Board ratify the Segerstrom Center for the Arts Group Sales Order Agreement as presented.

5. Item: Ratification of [Foundation for California Community Colleges on behalf of the California College Guidance Initiative Partnership Agreement](#)

Background:

Sage Oak Charter Schools requests the Board ratify the partnership agreement with the Foundation for California Community Colleges on behalf of the California College Guidance Initiative (CCGI). The agreement grants Sage Oak staff access to student accounts on CaliforniaColleges.edu and governs the secure handling of Personally Identifiable Information (PII) for college and career planning purposes. This ensures compliance with FERPA and state data privacy laws while providing educators with the tools to support students' postsecondary readiness. There is no fiscal impact.

Recommendation:

It is recommended the Board ratify the Foundation for California Community Colleges on behalf of the California College Guidance Initiative Partnership Agreement as presented.

6. Item: Ratification of [City of Lakewood Application and Agreement for Use of Recreational Facilities](#) (Living History Social)

Background:

Sage Oak Charter Schools requests the Board ratify the City of Lakewood application and agreement for use of recreational facilities to host the Personalized Learning Academy (PLA), Long Beach Region, annual Living History Social on November 7, 2025, at the Boyar Park Community Center, in Lakewood, CA. This expense was approved on June 18, 2025, as part of the 2025–26 July Budget.

Recommendation:

It is recommended the Board ratify the City of Lakewood Application and Agreement for Use of Recreational Facilities as presented.

7. Item: Ratification of [Fullerton Free Church Facilities Use Agreement](#) (Science Fair)

Background:

Sage Oak Charter Schools requests the Board ratify the Fullerton Free Church facilities use agreement to host the Personalized Learning Academy (PLA), Fullerton Region, annual Science Fair on April 10, 2026, at the First Evangelical Free Church of Fullerton. This expense was approved on June 18, 2025, as part of the 2025–26 July Budget.

Recommendation:

It is recommended the Board ratify the Fullerton Free Church Facilities Use Agreement as presented.

8. Item: Ratification of [Fullerton Free Church Facilities Use Agreement](#) (PLC)

Background:

Sage Oak Charter Schools requests the Board ratify the Fullerton Free Church facilities use agreement to host Professional Learning Community (PLC) events for certificated staff in the Fullerton Region, throughout the 2025-26 school year at the First Evangelical Free Church of Fullerton. This expense was approved on June 18, 2025, as part of the 2025–26 July Budget.

Recommendation:

It is recommended the Board ratify the Fullerton Free Church Facilities Use Agreement as presented.

9. Item: Ratification of [Ayres Hotel Seal Beach Meeting Request Form](#) (PLC)

Background:

Sage Oak Charter Schools requests the Board ratify the Ayres Hotel Seal Beach meeting request form to host a Professional Learning Community (PLC) event for certificated staff in the Long Beach Region, on October 15, 2025. This expense was approved on June 18, 2025, as part of the 2025–26 July Budget.

Recommendation:

It is recommended the Board ratify the Ayres Hotel Seal Beach Meeting Request Form as presented.

Coversheet

Consent - Human Resources

Section:	VII. Consent Agenda
Item:	C. Consent - Human Resources
Purpose:	
Submitted by:	
Related Material:	BUS Consent - Human Resources_10.9.2025.pdf

SAGE OAK CHARTER SCHOOLS

Regular Meeting of the Board of Directors - October 9, 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:

[Fiscal Analyst](#)

Recommendation:

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

4. Item: Ratification of [Vector Solutions Quote ID #Q-461958](#) (Renewal)

Background:

Sage Oak Charter Schools requests the Board ratify the quote from Vector Solutions for an annual subscription to the SafeSchools platform, which provides legally required staff safety training. The fiscal impact will be covered through Sage Oak's broker, Newfront Insurance Services, Inc.

Recommendation:

It is recommended the Board ratify Vector Solutions Quote ID #Q-461958 as presented.

Coversheet

Consent - Operations & Accountability

Section:	VII. Consent Agenda
Item:	D. Consent - Operations & Accountability
Purpose:	
Submitted by:	
Related Material:	BUS Consent - Operations & Accountability_10.9.2025.pdf

SAGE OAK CHARTER SCHOOLS

Regular Meeting of the Board of Directors - October 9, 2025

BUS Consent Items - Operations & Accountability

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

1. Item: Approval of [2026-27 Sage Oak Charter Schools Academic Calendar](#)

Background:

Sage Oak Charter Schools requests the Board approve the 2026-27 Academic Calendar. The proposed calendar outlines a 175-day school year, beginning on August 24, 2026, and concluding on June 4, 2027.

Recommendation:

It is recommended the Board approve the 2026-27 Sage Oak Charter Schools Academic Calendar as presented.

2. Item: Ratification of [Fairfield Inn & Suites Riverside Corona/Norco Event Space Rental Agreement](#)

Background:

Sage Oak Charter Schools requests the Board ratify the Fairfield Inn & Suites Riverside Corona/Norco Event Space Rental Agreement to reserve a meeting room for the Leadership team on October 30, 2025. This expense was approved on June 18, 2025, as part of the 2025-26 July Budget.

Recommendation:

It is recommended the Board ratify the Fairfield Inn & Suites Riverside Corona/Norco Event Space Rental Agreement as presented.

Coversheet

(Action) Approval of Sage Oak Charter Schools Board of Director Reappointment and Term of Office- S. Fraire

Section: VIII. Board Governance
Item: A. (Action) Approval of Sage Oak Charter Schools Board of Director
Reappointment and Term of Office- S. Fraire
Purpose: Vote
Submitted by:

BACKGROUND:

The Bylaws of Sage Oak Charter Schools, Article VI. Board of Directors, Section 6.05- Terms of Office states:

With the exception of the initial Board that served five-year terms, each Director shall hold office for a three-year term, but the Board may designate a particular Director to serve a one-, two- or three-year term in order to maintain staggered terms on the Board. Each incumbent Director shall serve until a successor has been elected and seated by the Board. There shall be no limitation on the number of consecutive terms to which a Director may be re-elected.

RECOMMENDATION:

It is recommended the Board approve the reappointment of Steve Fraire and his relative term for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Coversheet

(Action) Approval of Sage Oak Charter Schools Board of Director Reappointment and Term of Office- S. Houle

Section: VIII. Board Governance
Item: B. (Action) Approval of Sage Oak Charter Schools Board of Director
Reappointment and Term of Office- S. Houle
Purpose: Vote
Submitted by:

BACKGROUND:

The Bylaws of Sage Oak Charter Schools, Article VI. Board of Directors, Section 6.05- Terms of Office states:

With the exception of the initial Board that served five-year terms, each Director shall hold office for a three-year term, but the Board may designate a particular Director to serve a one-, two- or three-year term in order to maintain staggered terms on the Board. Each incumbent Director shall serve until a successor has been elected and seated by the Board. There shall be no limitation on the number of consecutive terms to which a Director may be re-elected.

RECOMMENDATION:

It is recommended the Board approve the reappointment of Susan Houle and her relative term for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Coversheet

Administer Oath of Office

Section:	VIII. Board Governance
Item:	C. Administer Oath of Office
Purpose:	
Submitted by:	
Related Material:	Oath of Office_10.9.2025.pdf

SAGE OAK CHARTER SCHOOLS OATH OF OFFICE FOR BOARD OF DIRECTORS

State of California

I, _____ do solemnly swear (or affirm) that I will support and defend the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature of Board of Director

Taken, subscribed, and sworn (or affirmed) to be this _____ day of _____ 20____.

Signature of Authorized Official

Coversheet

(Action) Approval of California IT in Education Service Agreement

Section: IX. Business Services
Item: A. (Action) Approval of California IT in Education Service Agreement
Purpose: Vote
Submitted by:
Related Material: California IT in Education Service Agreement_10.9.2025.pdf

BACKGROUND:

California IT in Education (CITE) will maintain a central database of Student Data Privacy Agreements (DPAs) contracts, notify Sage Oak Charter Schools of upcoming contract renewal and expiration timelines, negotiate revisions to Student DPA contracts with vendors, report updates regarding executed contracts, and assist with the creation of Sage Oak user accounts for contract database management.

RECOMMENDATION:

It is recommended the Board approve the California IT in Education Service Agreement (CITE) for a three-year term (2025-2028) to provide management of Student Data Privacy Agreements (DPAs) contracts for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

SERVICE AGREEMENT BETWEEN CALIFORNIA IT IN EDUCATION AND

This Service Agreement (“Agreement”) is by and between California IT in Education, a California non-profit corporation located at 1540 River Park Drive, Suite 112a, Sacramento, CA 95815 (“CITE”), and _____, a [Local Education Agency] existing and operating under the laws of the state of California (“Customer”). CITE and Customer are collectively referred to as “the Parties.”

RECITALS

WHEREAS, CITE oversees a statewide registry of executed California Student Data Privacy Agreements (“Student DPAs”).

WHEREAS, CITE provides services to California Local Education Agencies (“LEAs”), including but not limited to, managing Student DPAs contracts on behalf of LEAs;

WHEREAS, Customer understands that CITE supports multiple LEAs throughout the State of California through the provision of various services and supports;

WHEREAS, CITE has initiated a program pursuant to which CITE will provide certain services to LEAs throughout the State of California in exchange for payment for such services, which services may include management of Student DPAs contracts on a central database, notification to LEAs of upcoming contract renewal and expiration timelines, negotiation of revisions to Student DPA contracts with third-party vendors, reporting of updates regarding executed Student DPA contracts, and assistance with creation of LEA user accounts for contract database management; and

WHEREAS, Customer desires to purchase certain Privacy service offerings from CITE in exchange for payment of agreed-upon fees for the provision of such services.

NOW, THEREFORE, in consideration of the promises and mutual covenants and agreements set forth in this Agreement, the Parties agree as follows:

1. SCOPE OF SERVICES.

- a. Scope of Services. CITE shall deliver the services specified in the Privacy Services Sign Up form based on the LEAs Average Daily Attendance (ADA) count and the term selected by Customer (the “Services”).

- i. Services for CITE Members and Non-Members. The Privacy Services Price List sets forth pricing for entities that are pre-existing members of CITE, as well as for entities that do not have existing CITE memberships. Nothing in this Agreement shall prohibit entities that do not have existing CITE memberships to pay CITE membership fees to become CITE members and avail themselves of CITE Member pricing for Privacy Services.
 - b. Process for Selection of Services. Customer shall select the specific Services it desires by: (1) signing up for an account using the Privacy Services Portal Sign Up Request (“Request”) informing CITE of its service selection through the following web page: <https://citeprivacy.org>
 - c. CITE Dedicated Technician. CITE shall appoint a dedicated technician to manage the relationship established by this Agreement (“CITE Dedicated Technician”) who will: (i) coordinate and monitor CITE’s obligations under this Agreement, and (ii) serve as the primary liaison with the Customer.
 - d. Legal Services. In order to perform its obligations hereunder, CITE may engage legal services in addition to or in support of the Services to be provided to Customer pursuant to this Agreement. CITE may retain qualified outside counsel to perform such services. Should CITE determine, in its sole discretion, that such legal services are necessary for the provision of Services hereunder.
 - e. Agency Relationship. By entering into this Agreement, Customer authorizes CITE to negotiate, discuss, and in any other way communicate with parties with whom Customer has entered into service agreements for the purposes of: (1) maintaining Customer’s contracts and, (2) to the extent applicable, negotiating revisions to a Student DPA to be executed by Customer and third-party service provider(s). Pursuant to Section 1(d) (Legal Services) herein, CITE may engage legal services for purposes of providing such Services.
 - f. Services Outside Scope. Any custom services provided outside the scope set forth in this Agreement will require a written addendum that is signed by both Parties, subject to CITE’s requirements, including, without limitation, any billing and technical requirements.
2. **EFFECTIVE DATE** This Agreement shall become effective upon: (1) full execution by the Parties and, (2) Customer’s pre-payment of all applicable fees for the Services selected by Customer, including any applicable start-up fees.

3. **TERM.** This Agreement shall be effective from the Effective Date through 09/01/2028 (“Term”). Should Customer desire to renew this Agreement for a successive renewal term (“Renewal Term”), Customer is responsible for providing notice of such desire to CITE sixty (60) days prior to the end of the Term. The terms and conditions of any such renewal shall be memorialized in a separate written agreement that must be approved and executed by the Parties.

4. **CUSTOMER’S DUTIES**

- a. **Technical Data and Information** Customer shall provide CITE with all technical data and all other information CITE may reasonably request from time to time to allow CITE to provide the Services to Customer. Customer shall be responsible for notifying CITE of any information or developments which may have an impact on CITE’s ability to provide the Services hereunder. All information Customer provides to CITE will be complete, accurate, and provided in good faith.
- b. **Customer’s Dedicated Technician** Customer will designate a technician to manage the relationship established by this Agreement (“Customer Dedicated Technician”) who will:
1. Coordinate and monitor Customer’s obligations under this Agreement, and serve as the primary liaison with the Customer; and
 11. Provide communication, information, and/or documentation on events that may impact the provision of Service by CITE hereunder.

5. **E-MAIL COMMUNICATIONS AND CLOUD-BASED COMPUTING.** In order to provide Customer with the agreed-upon Services in an efficient and convenient manner, CITE will frequently communicate with Customer and transmit documents to Customer through e-mail and other electronic means. CITE will also use a cloud computing service with servers located in a third-party facility for the management of electronic data, including e-mails and documents. Such storage practices are consistent with CITE’s regular business practices. CITE will take reasonable precautions to ensure the confidentiality and security of e-mail communications, documents, and data shared by Customer with CITE for CITE’s provision of the Services to Customer hereunder, however, there may, nevertheless, be risks associated with communicating and storing electronic data in this manner, including risks related to the confidentiality and security of such communications and data. By entering into this Agreement, Customer acknowledges and understands the potential for such risks, and consents to the use of such e-mail and cloud computing services with respect to communications between CITE and Customer’s representatives and agents, and with respect to the storage of e-mail communications, documents, and data that Customer may share with CITE pursuant to this Agreement.

6. **FEES AND PAYMENTS.**

- a. General. The pricing for the Services to be provided hereunder is set forth in Exhibit A. All prices are quoted in U.S. dollars and all payments made by Customer shall be in U.S. dollars.
 - b. Billing and Payment Dates. Customer shall be responsible for remitting payment for Services selected by Customer, including the associated one-time Startup Fee, as applicable, to CITE upon execution of this Agreement. Once Customer follows the process specified in Section 1(b) (Process for Selection of Services) herein, CITE shall generate and notify Customer of an electronic invoice and Service Agreement for Customer's review. As set forth in Section 2 herein, this Agreement shall become effective upon: (1) full execution of a Service Agreement between Customer and CITE and (2) Customer's payment of the full amount due for the Services Customer has selected, including, as applicable, the one-time Startup Fee. Following the Effective Date, due to the nature of the Services to be provided by CITE, which require CITE to provide the majority of the Services immediately following receipt of payment and to provide maintenance and support services thereafter, once Customer remits payment to CITE, all such payments shall be retained by CITE in the event that this Agreement is terminated pursuant to Section 7 (Termination) herein.
7. **TERMINATION.** This Agreement may be terminated by CITE for any reason upon providing Customer with thirty (30) days' written notice prior to the effective date of termination. CITE shall make its best efforts to provide the Services as agreed hereunder and to only resort to termination of this Agreement pursuant to this Section 7 if, under the circumstances, CITE determines, in its sole discretion, that it is unable to provide the Services due to reasons outside of its control, such as a failure by Customer to provide information required for CITE to perform its obligations hereunder.
8. **LIMITATION OF LIABILITY.**
- a. IN NO EVENT SHALL EITHER PARTY, ITS LICENSORS OR ITS AFFILIATES BE LIABLE, WHETHER IN CONTRACT, TORT (INCLUDING

NEGLIGENCE) OR OTHERWISE, FOR ANY DIRECT, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES (INCLUDING LOST SAVINGS, PROFIT OR BUSINESS INTERRUPTION) EVEN IF NOTIFIED IN ADVANCE OF SUCH POSSIBILITY, ARISING OUT OF OR PERTAINING TO THE SUBJECT MATTER OF THIS AGREEMENT HOWEVER CAUSED, OR ON ANY THEORY OF LIABILITY.

- b. EXCEPT WITH RESPECT TO GROSS NEGLIGENCE, WITH RESPECT TO THE PROVISION OF THE SERVICES, NEITHER PARTY NOR ITS AFFILIATES SHALL BE LIABLE TO THE OTHER PARTY FOR DAMAGES IN EXCESS OF THE TOTAL AMOUNT PAID FOR SERVICES PURSUANT TO THE APPLICABLE TICKET DEFINING THE SCOPE OF WORK HEREUNDER.
 - c. THE FOREGOING LIMITATIONS OF LIABILITY SHALL NOT BE CONSTRUED: (i) TO LIMIT CUSTOMER'S OBLIGATION TO PAY ANY FEES AND EXPENSES INCURRED PURSUANT TO THIS AGREEMENT, OR ANY ADDENDUM; OR (ii) AS AN EXPRESS OR IMPLIED WAIVER BY A PUBLICLY FUNDED STATE INSTITUTION OF ITS GOVERNMENTAL IMMUNITY OR AS AN EXPRESS OR IMPLIED ACCEPTANCE BY THE INSTITUTION OF LIABILITIES ARISING AS A RESULT OF ACTIONS WHICH LIE IN TORT OR COULD LIE IN TORT IN EXCESS OF THE LIABILITIES ALLOWED UNDER APPLICABLE STATE LAW.
9. **NO WARRANTY.** While CITE Privacy Services includes Redline Negotiations, CITE makes no guarantees that Redline Negotiation Services will result in a final, fully executed, Vendor-Specific Student DPA. CITE disclaims, to the fullest extent authorized by law, any and all warranties, whether express or implied, related to the provision of such Redline Negotiation Services.
10. **INDEMNIFICATION.** Each Party agrees to indemnify the other against actions, claims, damages, and losses, including attorneys' fees, that may arise out of or in any way result from the Party's own negligent or intentional acts, errors, or omissions.
11. **DISPUTE RESOLUTION.** In the event that any dispute, controversy, or claim should arise out of or relate to this Agreement, the Parties agree to use their best efforts to resolve such dispute(s) promptly and amicably through direct negotiation. To the extent that any such dispute cannot be settled through negotiation, the Parties agree to participate in mediation before resorting to arbitration, litigation, or any other dispute resolution procedure. The cost of mediation shall be shared equally between the Parties.
12. **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of California, without giving effect to conflicts of law principles thereof. In the event of litigation arising out of a dispute under this Agreement, proper jurisdiction and venue shall be the courts in and for Sacramento

County or the Eastern District of California. The prevailing party shall be entitled to reasonable attorneys' fees and costs at trial and on appeal.

13. **ASSIGNMENT.** No part of this Agreement may be assigned by either Party without the prior written consent of the other Party, and any attempted assignment without such consent shall be null and void.
14. **ENTIRE AGREEMENT.** This writing contains the entire agreement between the Parties hereto regarding the subject matter hereof and supersedes any prior oral or written agreements or communications between the Parties regarding such subject matter.
15. **SEVERABILITY.** Should any provision or part of this Agreement be held invalid, the invalidity shall not affect any other provision or part of this Agreement which can be given effect without the invalid provision or part, and to this end, the provisions of this Agreement are declared to be severable.
16. **COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which shall constitute together one and the same instrument.
17. **MODIFICATION OF AGREEMENT.** This Agreement may be modified only by a written instrument executed by the Parties

IN WITNESS WHEREOF, the Parties have executed this Services Agreement as of the last day noted below.

California IT in Education (CITE)

(Customer)



Andrea Bennett, Executive Director

NON-EXECUTABLE - - DO NOT SIGN

DATE: 07/23/2025

DATE:

Privacy Services Pricing Information Overview



Privacy Services is CITE’s comprehensive Student Data Privacy Agreement (DPA) and negotiation service. CITE is here to do the heavy lifting for you! Privacy Services offers a 1-year contract as well as a discounted 3-year contract with annual payments. A start-up fee is required for both options.

Start-Up Fee

This is a one-time fee for the start-up of services, which includes:

- Creation of Local Education Agency (LEA) Account
- Creation of users
- Set up workflow process
- 2 hours of training
- Audit existing DPAs

Start-Up Fee Prices

CITE Members	Non-CITE Members
\$500	\$1,000

Contract Prices

The prices listed below show the Privacy Services program overall price for a 1-year contract, as well as the *annual payment price for a 3-year contract for both CITE members and non-CITE members.

LEA SIZE	1-YEAR CITE MEMBER	1-YEAR NON-CITE MEMBER	3-YEAR CITE MEMBER	3-YEAR NON-CITE MEMBER
SMALL Under 2,499 Students	\$2,700	\$4,400	\$2,000*	\$3,700*
MEDIUM 2,500-14,999 Students	\$5,400	\$10,200	\$4,100*	\$8,800*
LARGE 15,000-39,999 Students	\$9,500	\$15,300	\$7,500*	\$13,200*
EXTRA LARGE 40,000+ Students	\$13,500	\$21,700	\$10,800*	\$19,500*

Prices valid through June 30, 2026

Coversheet

(Action) Approval of Sage Oak Scholarship Awards Allocation

Section: IX. Business Services
Item: B. (Action) Approval of Sage Oak Scholarship Awards Allocation
Purpose: Vote
Submitted by:
Related Material: Sage Oak Scholarship Awards Allocation Presentation_10.9.2025.pdf

BACKGROUND:

The Sage Oak scholarship allocation plan designates \$10,000 for the 2025–26 school year, which includes four \$500 Core Value Scholarships for each core value and two \$1,000 Superintendent's Awards. This plan honors the Class of 2026 while carrying funds forward to sustain the program in future years.

RECOMMENDATION:

It is recommended the Board approve the Sage Oak Scholarship awards allocation with a total amount of \$10,000 for the Class of 2026 as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).



Sage Scholarship Program

October 9, 2025, Presentation to the Governing Board

Sage Oak Scholarship Awards:

The SAGE Scholarships may be awarded to students who demonstrate at least one of the following core values:

- **Service**
- **Accountability**
- **Growth Mindset**
- **Excellence**

The Superintendent's Award is a prestigious honor given to a graduating Sage Oak student who exemplifies more than one of the SAGE Scholarship core values.

Sage Oak Scholarship Awards - Recommendation:

Gifts received year to date: \$16,032
Award plan for 2025-26: \$10,000
 Program Balance \$6,032

SAGE Scholarships for 2025-26:

Value	Amount	Number of awards	Total amount:
Service	\$500	4	\$2,000
Accountability	\$500	4	\$2,000
Growth Mindset	\$500	4	\$2,000
Excellence	\$500	4	\$2,000

Superintendent's Award for 2025-26

Value	Amount	Number of awards	Total amount:
Superintendent's Award	\$1,000	2	\$2,000

Coversheet

(Action) Approval of Riverside Convention Center Contract

Section: X. Education Services
Item: A. (Action) Approval of Riverside Convention Center Contract
Purpose: Vote
Submitted by:
Related Material: Riverside Convention Center Contract_10.9.2025.pdf

BACKGROUND:

The Riverside Convention Center contract includes meeting spaces, equipment rentals, and meals for the 2026 Sage Oak August Summit, scheduled for August 17–19, 2026.

RECOMMENDATION:

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



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

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

CONTRACT

Monday, September 15, 2025

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

Dear Laura Rosenkranz,

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

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

SECTION I: EVENT DETAIL

A. GROUP/CLIENT*: Sage Oak Charter Schools

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

B. EVENT: Sage Oak Charter Schools Summit 2026

C. CONTACT:

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

D. EVENT DATES: Monday, August 17, 2026 through Wednesday, August 19, 2026

E. ATTENDEES: 400

F. CLIENT'S PRIMARY CONTACT AT THE CENTER:

Sales Manager's Name: **Pamela Sturrock**
 Phone: **951-346-4708**
 Fax: **951-346-4706**
 Email: **psturrock@riversidecvb.com**

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

G. TENTATIVE CONTRACT, DEPOSIT, and DEFINITE CONTRACT: Center is holding the above date(s) for Client on a tentative basis until **Friday, September 26, 2025**. If Center has not received a signed contract, the deposit, and applicable Certificate of Insurance by **Friday, September 26, 2025**, the held date(s) will be released, and this Contract will be terminated and of no further force and effect. This Contract will become binding on the parties once Center confirms receipt of the following: 1) A fully executed contract, including all pages initialed and/or signed (by scan, fax or other form of delivery), 2) the specified deposit, 3) a Certificate of Insurance that meets the contractual requirements as listed in **"SECTION II: GENERAL CONTRACT INFORMATION, STANDARDS, AND REQUIREMENTS" item "D. INSURANCE"** and, 4) the Riverside Convention & Visitors Bureau (RCVB) signed hotel(s) contract(s), if applicable.

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

Day/ Date	Time	Function	Location	Set-up
Monday / Aug 17 2026	7:00AM – 24 Hour Hold	General Session Setup	Exhibit Halls BCD	Banquet for 450ppl.
		SPACE HOLD	Mid Concourse	Existing Set
		Staging	MR 5	Tables around perimeter of room
Tuesday / Aug 18 2026	24 Hour Hold	Registration	Concourse 200	Registration
		Registration	Concourse 201	Registration
		Buffets	Exhibit Hall A	Reception
		General Session / Meals	Exhibit Halls BCD	Existing Set
		Mothers Room	Green Room	TBD
		SPACE HOLD	Lower Concourse	Existing Set
		Material Room	MR 2	TBD
		IT/Storage	MR 3	Setup
		(10) Breakouts	MR 7	Banquet for 50ppl.
			MR 8	
			MR 9	
			MR 10	
			RC-A	
			RC-B	
			RC-C	
			RC-D	
			RC-E	
			RC-F	
		SPACE HOLD	Pre-function 259	Existing Set
	4:00PM - 9:00PM	Reception	Plaza * (Outdoor Area)	Reception for 400ppl.

Wednesday / Aug 19 2026	7:00AM - 5:00PM	Registration	Concourse 200	Existing Set
		Registration	Concourse 201	
		Buffets	Exhibit Hall A	
		General Session / Meals	Exhibit Halls BCD	
		Mothers Room	Green Room	
		SPACE HOLD	Lower Concourse	
		Material Room	MR 2	
		IT/Storage	MR 3	
		(10) Breakouts	MR 7	
			MR 8	
			MR 9	
			MR 10	
			RC-A	
			RC-B	
			RC-C	
			RC-D	
			RC-E	
			RC-F	
		SPACE HOLD	Pre-function 259	

*In the event of inclement weather Reception will be moved inside to either a Concourse area or room (to be determined by Convention Center staff) RCC to provide complimentary lawn games, and lounge furniture for outdoor Plaza.

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

J. **ESTIMATED COSTS:**

ESTIMATED COSTS		
MINIMUM REVENUE REQUIRED	\$38,900.00 ++	Room Rental will be waived with a Food and Non-Alcoholic Beverage Minimum of \$38,900.00 and will be based on the final guarantee. Concession Revenue, bar revenue, administrative fees, and sales tax are excluded for the purposes of this calculation. The current administrative fee is 23% and sales tax is 8.75%. If the \$38,900.00 minimum revenue is not met, the balance will be charged as Room Rental. Client bears responsibility for the "minimum" as well as any charges incurred above the minimum. Administrative fees and sales tax are subject to change prior to Event.

SECTION II. GENERAL CONTRACT INFORMATION, STANDARDS, AND REQUIREMENTS

- A. **HOTEL CONTRACTS:** This Contract with the Center will not be considered definite until the Center has confirmed receipt from the Riverside Convention & Visitors Bureau of fully executed hotel(s) contract(s), if applicable, between Client and hotel(s).
- B. **CONTRACT PRICING:** Prices in this Contract may not be applicable if the Event takes place more than twelve (12) months after contract execution date, in which case Client should anticipate an increase on food and beverage of no more than five percent (5%) per year.

C. DEPOSITS AND PAYMENTS:

- 1.) A deposit of **\$7,750.00** is required to reserve space. This payment, which is non-transferable and non-refundable, will be deducted from the Client's overall balance due.
- 2.) The **deposit is due** with signed contract by **Friday, September 26, 2025**.
- 3.) ~~One (1) year prior (08/17/25)~~ to the date of Event, **an additional 10% of the estimated Center charges will be due, which equates to \$0.00**. Any event contracted within a twelve (12) month period will be required to pay a non-transferable and non-refundable deposit in the amount of 15% of the estimated Center charges.
- 4.) **Ninety (90) days prior (05/19/26)** to the date of Event, **an additional 35% of the estimated Center charges will be due, which equates to \$25,800.00**. Any event contracted within a ninety (90) day period shall be required to pay a non-transferable and non-refundable deposit in the amount of 50% of the estimated Center charges when executing this Contract.
- 5.) **Complete pre-payment of estimated Center charges** is required **four (4) business days (08/11/26)** prior to Event by cash, company printed check, cashier's check, money order or credit card.
- 6.) If Client has established credit terms in accordance with Center's credit policy, then Client will be bound by terms of that policy.
- 7.) Before the Event, Client must submit a valid credit card for any additional charges incurred during the Event.

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

- D. INSURANCE:** Client must procure and maintain insurance that fully covers the risk and indemnity obligations set forth in this Contract, including Commercial General Liability coverage for bodily injury, property damage, contractual liability assumed under this Contract, and any independent contractors, in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate, plus Worker's Compensation coverage as required by law. **The insurance policy must specifically name the following entities as additional insureds: "Raincross Hospitality Management Corporation dba Riverside Convention Center and the City of Riverside, The Riverside Civic Authority and their respective members, officers, directors, managers, agents and employees."** Client's insurance policy must further state that it will not be canceled or materially changed for any reason without thirty (30) days prior written notice to Center. The policy will not be accepted if it contains a "best effort" modifier or relieves the insurer from any cause whatsoever prior to, during, or subsequent to, the Event date range covered by this Contract. For Events scheduled to begin more than thirty (30) days after the date on which this Contract is executed, Client must provide Center with a final Certificate of Insurance which is fully compliant with the terms of this paragraph of the Contract not less than thirty (30) days before the Event. For Events scheduled to begin less than thirty (30) days after the date on which this Contract is executed, Client must provide a final Certificate of Insurance which is fully compliant with the terms of this paragraph of the Contract at time of fully executed Contract submission.
- E. CALIFORNIA STATE SALES TAX EXEMPTIONS:** If Client requests a California state sales tax exemption, proof of sales tax-exempt status must be provided in the form of a letter from the California Department of Tax and Administration. For Events scheduled to begin more than thirty (30) days after the date on which this Contract is executed, Client must provide Center with preliminary evidence of sales tax exemption satisfactory to Center on the date of execution, plus a final evidence of sales tax exemption not less than thirty (30) days before the Event. For Events scheduled to begin less than thirty (30) days after the date on which this Contract is executed, Client must provide evidence of sales tax exemption which is fully compliant with the terms of this paragraph of the Contract.
- F. EXTRA SERVICES/RENTAL ITEMS/MISCELLANEOUS FEES:** Facility fees are based upon rates as applicable and as indicated in **"QUICK LOOK SUMMARY" Addendum "A", EXTRA SERVICES/RENTAL ITEMS/MISCELLANEOUS FEES.**

- G. TIME ALLOCATION/ROOM SET CHANGE FEE:** Center may be reserved for Event times beginning as early as 5:00 a.m. and ending as late as 12:00 am. If Client wishes to stay beyond 12:00 am or needs additional time for setup or tear down, Center may remain open for an additional charge. A minimum \$300.00 per room will be charged if Client requires less than a three (3) hour turn-time for any function room. Charges will be based on the labor requirements necessary to accommodate the change. Client must make special arrangements with the assigned Convention Service Coordinator if Client anticipates that its Event will continue past 12:00 am.
- H. LABOR CHARGES:** Most labor charges are included in the estimated costs based upon previous discussions between Center and Client. If Client requires extraordinary services, then Client must make special arrangements with its assigned Convention Service Coordinator. Additional charges may apply for extraordinary services or overtime work, which will be based on current labor overtime rates.
- I. LINEN:** If the Event includes meal service, then Center will provide a choice of black or ivory-colored single-draped tablecloth and black, ivory, or burgundy-colored napkins at no additional cost. If Client desires additional linens, including double-draped linen or special colors, an additional charge will apply.
- J. GUARANTEES FOR MEAL FUNCTIONS:** To ensure the success of the Event, Center must receive Client's confirmed attendance ("Final Guarantee") for each meal function no later than **12:00 Noon PST five (5) business days** (excluding holidays and weekends) **prior to the date of the Event**. Once the Final Guarantee is submitted to Center, the count may not be decreased.
- ❖ **Special Meals:** Client's assigned Convention Service Coordinator is available to consult on preparation, service of special meal requests, and pricing for vegetarian, gluten free, vegan, kosher, halal, and other meals to meet Client or guest dietary restrictions. Special meal menu requests are due 30 days prior to Event as outlined in the **"QUICK LOOK SUMMARY" in Addendum "A", IMPORTANT DATES**. Special meal requests must be included in Final Guarantee numbers.
- ❖ **Overage:** For every plated event, Center is prepared to serve 3% over the final guarantee, up to a maximum of thirty (30) additional meals. Client will be charged based upon the Final Guarantee or actual number of meals served, whichever is greater. Center will make every effort to accommodate increases to Client's count(s) after the Final Guarantee is due. However, any increases exceeding 10% of the final guarantee will be subject to a 10% surcharge. If the count increases after the Final Guarantee deadline, then the 3% overage will no longer apply.
- K. MEAL MINIMUM:** Breakfast prices begin at **\$26.00++** per person, lunch pricing starts at **\$35.95++** per person, and dinner service is available starting at **\$45.00++** per person. Please refer to current menu selections for pricing. No outside food and beverage may be brought into Center or onto Center's premises.
- L. ALCOHOLIC BEVERAGES:** As a venue regulated by the California Department of Alcoholic Beverage Control, Center is the exclusive licensee and provider of alcoholic beverages. Neither Client nor its guests may bring outside alcohol into the Center or on its premises. Unauthorized alcohol will be confiscated. Center reserves the right to: 1) require proof of legal drinking age and refuse alcoholic beverages to any person who is underage or who cannot produce identification; and 2) refuse alcoholic beverages to any person who appears intoxicated, in Center's sole discretion. Notwithstanding the foregoing, Center may refuse to serve any patron for any reason. Client agrees to fully indemnify and hold Center harmless for any personal injury or property damage arising from or related to the service of alcohol at Client's Event, whether that injury or damage is caused by Client or Client's guests.
- M. CONCESSIONS:** If Client requests concessions, Center will determine the hours of operation and may change hours at its discretion. Center requires a minimum of five hundred (500) people to open concessions, plus a guarantee of \$1,250.00 in sales during a 4-hour period. Client is responsible for no less than the guarantee of \$1,250.00 in sales.

- N. PARKING:** Center offers limited parking adjacent to the Riverside Convention Center in City Lot 33. The City of Riverside owns and manages Lot 33, so the City may establish rules regarding use of its property. Under no circumstances will Center be liable for any injury or property damage to Client or Client's guests that occurs in a City-owned or managed parking area, and Client agrees to fully indemnify and hold Center harmless from any such claim arising from or related to participation in Client's Event. Center can make parking in Lot 33 available at a **cash rate of \$20.00** per vehicle/space/day. Client may host parking for event attendees at a **hosted rate of \$15.00** per vehicle/space/day. If Client requires additional parking, vehicles may use street parking or alternate City parking lots/structures. Center's Sales Manager will provide Client with a map and pricing for overflow parking. If recreational vehicles, trailers, buses, or other oversize vehicles will be used during the Event, then Client must make special arrangements and may incur additional fees.
- O. AUDIO VISUAL (AV):** Client must contract all audio/visual equipment, rigging, labor and any other AV-related services through Center's exclusive in-house provider. All audio/visual charges are per-day and subject to administrative fees and sales tax. See **"QUICK LOOK SUMMARY" in Addendum "A", CONTACT SUMMARY** for Center's exclusive provider of AV services.
- P. INFORMATION TECHNOLOGY (IT) AND TELECOMMUNICATIONS:** Client must contract all IT and telecommunications services through the Center's exclusive provider. The Center offers 30 min timed complimentary Wi-Fi per day/ per device. If Client wishes to upgrade bandwidth or make other special IT requests, it must request them a minimum of five (5) business days before its Event. IT charges may be subject to sales tax. See **"QUICK LOOK SUMMARY" in Addendum "A", CONTACT SUMMARY** for Center's exclusive provider of IT services.
- Q. ELECTRICAL:** Center provides 120-volt/20-amp wall plug service. If Client requires electrical service beyond Center's existing capacity, Client must contract, at its own cost, a licensed electrical services company approved by Center. Such special electrical service must be arranged in advance. Client should contact its assigned Convention Service Coordinator for the list of Center-approved electrical providers.
- R. DECORATIONS:** Event sets and certain decorations must be approved by the Riverside Fire Department. Client's assigned Convention Service Coordinator will provide guidance. Extraordinary decorations and sets may be subject to additional agreements and charges. Affixing anything to Center's floors, walls, or ceiling requires Center's prior written approval. Use of materials such as confetti, Silly String, or other aerosol-delivered products is not permitted. Open flame candles are expressly prohibited. Please see general terms and conditions for additional restrictions.
- S. RIGHT OF INSPECTION:** To help protect health and safety, Center event staff may enter and inspect all function rooms and/or set bag check stations at Center entry points. If Center event staff observes any activity which reasonably appears to be illegal or dangerous to people or property, then Center event staff may cancel the Event and require Client and Client's guests to vacate the premises. In that instance, Client will remain liable for all fees and charges related to the Event pursuant to the terms of this Contract.
- T. SECURITY:** A Center security agent patrols the premises and monitors the property 24 hours per day. Additional security agents are available exclusively through Center. Client may contract with Center for security at a rate of \$75.00 per hour, per agent.
- U. DAMAGE CLAUSE:** Client is responsible for any damage to Center resulting from any acts or omissions of Client and/or its staff, personnel, agents, contractors, invitees, or guests. Before the Event, Center will note any existing damage with Client. Center will do a post-event walkthrough to note any damage that occurred during Client's Event. Client will be charged for the cost to repair any damage that occurred during the Event.
- V. PERMITS:**

1.) Health Permits:

If Client intends to buy, sell, or give away food items, Client must obtain a Riverside County Health Permit. Permits must be secured and provided to Client's assigned Convention Service Coordinator at least ten (10) days before the Event. To obtain a health permit, contact:

Riverside County Environmental Health Department

4065 County Circle Drive, Riverside, CA 92503

Telephone: 951-358-5172

Office hours are typically Monday through Friday, 8:00 a.m. – 5:00 p.m.

2.) Vendor Seller's Permits:

If the Event includes buying or selling any item, Client must obtain a Seller's Permit from the State Board of Equalization. To obtain a Seller's Permit, contact:

California Department of Tax and Fee Administration

3737 Main Street, Suite 1000, Riverside, CA 92501

Telephone: 951-680-6400

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

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

3.) Fire Permits:

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

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

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

City of Riverside Fire Department Prevention Division,

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

Telephone: 951-826-5737

Email: prev@riversideca.gov

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

4.) Signs/Flyers:

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

https://library.municode.com/ca/riverside/codes/code_of_ordinances?nodeId=PTIICOR_TIT10VETR_CH10.16TRCODE_10.16.040UNSILISIPRPUSTRI-W

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

Attn: **Sage Oak Charter Schools**

Event Date: **Monday, August 17, 2026**

Vendor Name & Booth #:
 Riverside Convention Center
 3637 Fifth Street
 Riverside, CA 92501

- X. ADVERTISING AND PROMOTIONS:** In all Client advertising and promotions relating to the Event, Center must be referred to as "The Riverside Convention Center." Use of the Riverside Convention Center's name may be used to describe the location of the Event only. Client may not use the name for any other purposes without Center's prior written consent.
- Y. INDEMNIFICATION:** To the fullest extent permitted by law, Client agrees to protect, indemnify, defend and hold harmless **Raincross Hospitality Management Corporation, Riverside Convention Center, the City of Riverside and its affiliates, and their respective agents, employees, officers, directors and shareholders (collectively, the "Riverside Convention Center Indemnified Parties")**, from and against all claims, losses or damages to persons or property, governmental charges or fines, penalties, and costs (including reasonable attorney's fees) (collectively, "Claims"), arising out of or relating to the Event that is the subject of this Contract, to the extent such Claims result from (i) the negligence, gross negligence, or intentional misconduct of Client, Client's employees, agents, contractors, and/or attendees, or (ii) breach of any terms and conditions of this Contract by Client, or (iii) Client's failure of compliance with applicable laws or regulations. Nothing in this indemnification will require Client to indemnify the Riverside Convention Center Indemnified Parties for that portion of any Claim arising out of the gross negligence or intentional misconduct of the Riverside Convention Center Indemnified Parties. This paragraph does not waive any statutory limitations on liability, including innkeeper's limitation of liability laws, nor does it waive any defenses a party may have regarding any Claim. This paragraph survives termination or expiration of this Contract.
- Z. CANCELLATION:** By entering into this Contract, Center has reserved rooms for Client to the exclusion of other business opportunities and relied on Client's estimated revenue figures in "**SECTION I: EVENT DETAIL**" item "**J. ESTIMATED COSTS.**" Client understands that cancellation of its Event will cause Center to lose substantial room rental and food and beverage revenue, which Center cannot recover. Accordingly, changes to or cancellation of the Event and/or function space is subject to the penalties described on "**QUICK LOOK SUMMARY**" in **Addendum "A", CANCELLATION PENALTIES.**
- AA. FORCE MAJEURE:** The date(s) of the Event are a material term of this Contract. If a "force majeure event" prevents the Event from occurring as and how scheduled pursuant to this Contract, or if it becomes impracticable or illegal for one or both parties to perform their contractual obligations for reasons beyond their reasonable control, then the parties may mutually agree to (i) postpone the Event to an alternative mutually-agreeable date; or (ii) amend this Contract to reduce the number of attendees or size of the group to comply with new orders or regulations; or (iii) terminate this Contract upon immediate written notice, without any liability to either party. Under no circumstances will either party be liable to the other for damages arising from a force majeure event. For the purpose of this paragraph, a "Force Majeure Event" includes but is not limited to the following occurrences: governmental order or authority that make it illegal or impossible to hold the Event, war, earthquakes, storm, fire, severe storms, labor disputes, threats of and/or civil disorder, terrorist attacks, plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, loss of power, and curtailment of transportation either in the City of Riverside or in the countries/states of origin of the attendees.
- BB. LIMITATION OF LIABILITY:** Neither Raincross Hospitality Management Corporation dba Riverside Convention Center nor Center is responsible for any loss, damage or injury (bodily or property) that may occur on the property prior to, during, or subsequent to the Event date(s) covered by this Contract. Notwithstanding anything in this

Contract to the contrary, in no event will Center's aggregate liability to Client from all causes of action and theories of liability, exceed the actual amount Client owes Center under this Contract.

CC. CONFIDENTIAL INFORMATION: Client and Center agree to maintain this Contract and its terms as "**Confidential Information.**" Each party agrees not to disclose Confidential Information to third parties without the other party's prior written consent, which may be withheld in that party's sole discretion, except that each party may disclose Confidential Information (i) to its directors, officers, employees, and contractors whose duties justify their need to know such information, and who have been informed of their obligation to maintain the confidential, proprietary, and/or trade secret status of such Confidential Information, or (ii) to the extent necessary pursuant to applicable law, regulation, court order, or other legal process, provided the party has given the other party prior written notice of such required disclosure and, to the extent reasonably practicable, has given the other party an opportunity to contest such required disclosure at its own expense. Notwithstanding the above provision, Center may be obligated to provide certain information pursuant to a public records request consistent with its role as agent for the City of Riverside.

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

SECTION III. SIGNATURES

I have read and understood the above contract and agree to be bound by its terms and conditions. I further understand that any portion of this Contract between both parties may not be changed or altered in any way except in writing by either party. A signed copy of this original must be returned to the Sales and Catering Office by **Friday, September 26, 2025**, along with the deposit of **\$7,750.00** and applicable Certificate of Insurance to hold the allocated space on a definite basis.

Checks should be made payable to: Riverside Convention Center.

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

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

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

Pamela Sturrock

Date Signed: _____

Tim O'Brien

Date Signed: _____

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

CC: Shaheen Roostai

"QUICK LOOK SUMMARY" ADDENDUM "A"

CONTACT SUMMARY			
SERVICE PROVIDER	CONTACT	PHONE NUMBER	EMAIL / WEBSITE
Sales Manager RCC	Pamela Sturrock	951-346-4708	psturrock@riversidecvb.com
Audio Visual PRO AV	Jason Hoebel	951-346-4709 - Office	JHoebel@pro-av.com
IT & Telecommunications Inland Premier		951-530-9609	RCC@InlandPremier.com
Electrical Services	Contact Convention Services Coordinator for approved providers		
Health Permits	Environmental Health Dept.	951-358-5172	
Vendor Seller Permits	CA Dept of Tax & Fee Administration	951-680-6400	https://onlineservices.cdtfa.ca.gov/
Fire Permits	City of Riverside Fire Dept.	951-826-5737	prev@riversideca.gov
Signs / Flyers	City of Riverside Planning Dept.	951-826-5371	

IMPORTANT DATES TO BE NOTED	
One (1) Year prior to Event (08/17/25)	10% of all estimated charges are due (\$0.00)
90 Calendar Days prior to Event (05/19/26)	35% of all estimated charges are due (\$25,800.00)
30 Calendar Days prior to Event (07/18/26)	Menu selections, ALL Event details, and proof of Insurance due
5 Business Days prior to Event (08/10/26)	Final Guarantees for Meal Functions due
4 Business Days prior to Event (08/11/26)	Full Pre-payment of Estimated Total Cost due

CANCELLATION PENALTIES	
Number of Days Prior to Event Date	(%) Percent Due
Over 180 Calendar Days	25% of all estimated charges (\$9,725.00)
140-179 Calendar Days	50% of all estimated charges (\$19,450.00)
90-139 Calendar Days	75% of all estimated charges (\$29,175.00)
Less than 90 Calendar Days	100% of all estimated charges (\$38,900.00)

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

Coversheet

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

Section: X. Education Services
Item: B. (Action) Approval of Marriott Riverside at the Convention Center Group
Sales Agreement
Purpose: Vote
Submitted by:
Related Material:
Marriott Riverside at the Convention Center Group Sales Agreement_10.9.2025.pdf

BACKGROUND:

The Marriott Riverside at the Convention Center Group Sales Agreement will provide employee accommodations August 17-18, 2026, for the 2026 August Summit.

RECOMMENDATION:

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

Marriott Riverside at the Convention Center

GROUP SALES AGREEMENT

DESCRIPTION OF GROUP AND EVENT

The following represents an agreement between Marriott Riverside at the Convention Center, 3400 Market Street, Riverside, CA, 92501, (951) 784-8000 and Sage Oak Charter School and outlines specific conditions and services to be provided.

ORGANIZATION: Sage Oak Charter School

CONTACT: Laura Rosenkranz
TITLE: Event Manager
ADDRESS: 1473 Ford Street, Suite 105, Redlands, CA 92373
PHONE: (714) 853-0380
E-MAIL: lrosenkranz@sageoak.education

NAME OF EVENT: Sage Oak Charter School Summit Aug 2026

OFFICIAL PROGRAM DATES: Monday, 08/17/2026 - Tuesday, 08/18/2026

REFERENCE: M-VFJWOVZ

GUEST ROOM COMMITMENT

The Hotel agrees that it will provide, and Sage Oak Charter School agrees that it will be responsible for utilizing the total number of room nights as indicated below:

Date	Day	Junior Suite King Rooms	King Bedded Room	Queen Queen Bedded Room	Total Rooms
08/17/2026	Mon	4	11	15	30
08/18/2026	Tue	4	101	65	170

Total Number of Guestrooms: 200

Housing Method: Rooming List

All guestrooms are general run-of-the-house unless otherwise set forth. Guestroom types cannot be guaranteed and guestrooms will be reserved on a first-come, first-served basis. Guestrooms are blocked on a space available basis. The Hotel reserves the right to review and adjust the guestroom block up to 07/18/2025 in order to ensure the accuracy of guestroom requirements. If a reduction is rejected, a firm guarantee of a number of guestrooms and a security deposit may be required.

GROUP ROOM RATES

Based upon Sage Oak Charter School's overall program requirements, Hotel is pleased to confirm the following group rates:

Start Date	End Date	Room Type	Single
08/17/2026	08/18/2026	Junior Suite King Rooms	\$235.00
08/17/2026	08/18/2026	King Room	\$215.00
08/17/2026	08/18/2026	Queen Queen	\$235.00

Hotel room rates are quoted per room per night and are subject to applicable state and local taxes at time of check in. Taxes are currently 13.25% but are subject to change.

INDIVIDUAL RESERVATION CANCELLATION

Upon securing a reservation in the group block with a valid form of payment, the responsible party will have up to 48 hours prior to arrival to cancel their reservation without penalty. Inside the 48 hours, the party will be charged one night room and tax via the secure form of payment that was originally provided. All subsequent nights will be cancelled automatically without additional charges. The same policy will apply to reservations that do not show or call to cancel.

TAX EXEMPT STATUS

If Sage Oak Charter School maintains a tax exempt status, Organization must provide hotel with a valid tax exemption certificate (30) days prior to the group arrival date, 08/17/2026, in order to be exempt from tax charges.

GROUP RATE TO BE EXTENDED BEYOND EVENT DATES

The above confirmed group rates are applicable three days before to three days after the official meeting dates, subject to space availability.

SPECIAL CONCESSIONS

In consideration of the total guest room commitment of 80% of the contracted room block the hotel is pleased to offer the following special concessions:

- Four (4) Junior King Suites at the group rate of \$235 per room, per night over the contracted dates of August 17-19, 2026
- Discounted parking at \$25 per vehicle, per night

COMMISSIONS

The rates quoted in this letter of agreement are net, non-commissionable.

METHOD OF RESERVATIONS

Reservations will be made by a rooming list that will include Guest Names, arrival and departure dates and type of accommodations requested for each guest. List must be received by "The Cut Off Date", 07/17/2026.

GUARANTEED RESERVATIONS

Sage Oak Charter School agrees that all reservations will be guaranteed. Individuals can guarantee reservations with first nights pre-payment, or a credit card guarantee. An established Master Account or an approved Corporate Credit Card application can also guarantee rooming list reservations or individual reservations. This means that Organization will be responsible for payment of one night's room and tax for all reserved rooms held beyond the 48 hour cancellation policy.

CUT OFF DATE

All guestroom accommodations will be held until 30 days prior to your meeting date, **August 17, 2026**. On **July 17, 2026** the "Cutoff Date", all unreserved rooms will be released for sale to the general public. Any reservation requests received after the "Cutoff Date" including modifications, name changes and additions for the group will be accepted on a space and rate available basis. Release of rooms for general sale following the "Cutoff Date" does not affect Sage Oak Charter School's obligation as discussed in this agreement to utilize guestrooms.

HOTEL RELOCATION PROCEDURE

In the unlikely event that the Hotel is unable to provide a guestroom to an attendee with a confirmed reservation on the day of arrival, the Hotel will provide for that attendee: (a) arrangements and payment for first nights' room charge and tax for accommodations at a comparable nearby Hotel, (b) transportation to and from the Hotel, (c) priority reservations for the first available room at the Hotel the next evening and (d) one long distance phone call of reasonable length to notify change of location. Determination of "a comparable nearby hotel" is the Hotel's sole discretion.

CHECK-IN/CHECK-OUT

Check-in time is 4:00PM. While the Hotel will make every reasonable effort to accommodate guests who arrive before the check-in time, guest rooms may not be immediately available. Baggage storage will be available for a small handling fee.

Check-out time is 11:00A.M. Late check-out requests will be reviewed based on hotel demand. A late departure fee of \$75 per room will apply. An early departure fee of \$75 will apply to reservations that are changed after check-in. A late check-out after 4:00 P.M. is subject to a charge equal to the published (non-discounted) rate for that night.

PARKING

Currently parking is \$30.00 per car, per night with in and out privileges. Subject to change without notice.

MASTER ACCOUNT CHARGES

Sage Oak Charter School will be responsible for room, tax and parking charges incurred by attendees. Individual attendees will be responsible for their incidental charges upon check-out. Sage Oak Charter School will be responsible for all other charges incurred pursuant to this agreement.

GUEST ROOM ATTRITION

Hotel is relying on Sage Oak Charter School to use 200 Total Room Nights. Sage Oak Charter School agrees that a loss will be incurred by Hotel should there be a reduction greater than 20% in Total Room Nights used.

Should the room nights actually used by Sage Oak Charter School be less than 90% of the Total Room Nights, Sage Oak Charter School agrees to pay, as liquidated damages and not as a penalty, the difference between 90% of the Total Room Nights and Sage Oak Charter School's actual usage of guest rooms multiplied by the average group rate plus any applicable taxes.

Should the Hotel determine that any portion of Group's Room Block not confirmed as of the Reservation Cut-Off date, **July 17, 2026**, is available for resale, the Hotel will attempt to sell the unused portion of the Room Block and, if a Group room is resold, Group's attrition charges shall be reduced by the room rate received on each Group room sold, up to the rate for said room set forth in this Agreement in accordance with Room Block Attrition paragraphs above. If unused Group rooms are returned to Hotel inventory for attempted resale, Group rooms shall be the last in the Hotel's inventory to be sold.

ADJUSTMENT TO PROVISIONS

All concessions outlined in this agreement, including those concessions offered on a complimentary basis, will be provided based on utilization of at least 80% of the Total Room Nights agreed upon in the Guest Room Commitment. Should the group not achieve at least 80% utilization by **July 17, 2026**, all concessions will be subject to adjustment and the Hotel may also adjust the Function Space in direct proportion to the reduction in Total Room Nights.

FUNCTION SPACE

To date, Hotel is not holding any function space for Sage Oak Charter School.

CONDUCT OF EVENT

Organization Sage Oak Charter School agrees to conduct the functions in an orderly manner in full compliance with applicable laws, regulations and Hotel rules. Sage Oak Charter School agrees to be responsible for any damage done to the premises and/or equipment and furnishings during the time they are under or Sage Oak Charter School's control or the control of any employee, guest or independent contractor of the organization. In addition, in the event the conduct of the attendees at the functions causes the Hotel to offer a concession to another group staying at the Hotel, Sage Oak Charter School agrees to be responsible for the reimbursement to the Hotel for any concession offered to the other group. In the event the conduct of the attendees at the function is determined, in the Hotel's sole discretion, not to be orderly or in full compliance with applicable laws, regulations and/or Hotel rules, Hotel reserves the right to immediately terminate this contract without penalty and attendees at the function must leave the premises when instructed to do so. In the event this contract is terminated due to the conduct of the attendees of the events, Hotel shall be released from all liability associated with the contract termination. Further, in the event Organization misrepresents the nature of the events and the content of the events is determined to be objectionable, in Hotel's sole discretion, Hotel has the right to immediately terminate this contract without penalty and Hotel is released from all liability associated with contract termination.

Displays, exhibits, booths and other similar activity under the control of the organization must be removed from the premises no later than the time and date specified on the contract so that the room is left in a neat and clean condition. Failure to do so will result in a charge based on labor and cleaning costs.

METHOD OF PAYMENT

Full prepayment of the estimated Master Account Charges must be made by credit card subject to approval by the Hotel's Accounting Department. For payment by credit card, please submit the credit card information through the secure online link or an authorization form, upon signing the agreement. Hotel will pre-authorize credit card provided for full estimated charges, five (5) business days prior to the group arrival.

Should attrition or cancellation charges apply, the credit card that is used to guarantee payment will be utilized and charged once the group departs only if those fees apply.

ADVANCED DEPOSIT

An advance payment of \$12,672.68 is due upon signature of contract and will be required in order to hold arrangements on a definite basis. This payment is due on and will be credited toward the Master Account.

Failure to remit appropriate payment on a timely basis will result in cancellation of all arrangements outlined in this agreement.

Transaction Type	Charge Type	Date	Amount
1 st Deposit	Credit Card	September 23, 2025	\$12,672.68
2 nd Deposit	Credit Card	July 17, 2026	\$12,672.68
Full Prepayment	Credit Card	August 3, 2026	\$25,345.34
Remaining Balance	Credit Card	August 19, 2026	TBD
Balance Due			\$50,690.70

The above advanced payment schedule will accomplish 100% of the estimated payment on **August 3, 2026**, which is 14 days prior to the Event. All payments are non-refundable.

Please submit the credit card information through the secure online link or an authorization form, upon signing the agreement. This form will be used for your advance deposit and/or guarantee of future deposits and final payments.

Should group have any balance after departure date, attrition or cancellation charges, the credit card that is used to guarantee payment will be utilized and charged once the group departs only if those fees apply.

All deposits are non-refundable. Failure to remit the appropriate pre-payment on a timely basis will be considered a cancellation by Group and Group shall be liable for amounts as described in the cancellation provisions. Any and all deposits may be applied to fees or charges due to cancellation or attrition as outlined in this Agreement. Hotel reserves the right to revise the deposit schedule if Group's Event changes in size or expense.

CANCELLATION

Sage Oak Charter School agrees to provide Hotel with written notice of any decision to cancel agreement within five (5) days of such decision. Sage Oak Charter School agrees that cancellation of this commitment would constitute a breach of Sage Oak Charter School's obligation to the Hotel and the Hotel would be harmed. It is further agreed that it would difficult to determine Hotel's actual harm and the chart below reasonably estimates the Hotel's harm for a cancellation. [The sliding scale on the chart reduces damages for early cancellation and reasonably estimates the Hotel's liability to lessen its harm by reselling Sage Oak Charter School's space and functions.] Sage Oak Charter School agrees to pay Hotel, as liquidated damages and not as a penalty, the amount listed in the chart below. Immediately upon Hotel receiving cancellation notice the credit card will be charged.

<u>Date of Decision to Cancel</u>	<u>Amount of Liquidation Damages Due</u>
0-30 days prior to 08/17/2026	= Full payment of guest rooms
31-90 days prior to 08/17/2026	= 90% of guest rooms
91-180 days prior to 08/17/2026	= 75% of guest rooms
More than 180 days prior to 08/17/2026	= 65% of guest rooms

Once this Agreement is accepted and signed, there shall be no right of termination for the sole purpose of holding the same meeting or a smaller version in another facility. If Organization schedules the program contemplated by this agreement within the same geographic region as the Hotel, Organization shall be liable for the maximum amount indicated on the above chart.

Provided that Organization notifies the Hotel of the cancellation in a timely manner, and pays the liquidated damages in a timely manner, Hotel agrees not to seek additional damages from Organization.

Any and all deposits may be applied to fees or charges due to cancellation as outlined in this Agreement.

IMPOSSIBILITY

The performance of this Agreement is subject to any circumstance making it illegal or impossible to provide or use the Hotel facilities, including acts of God, war, government regulations, disaster, strikes, civil disaster, or curtailment of transportation facilities. The Agreement may be terminated only for any one of the above reasons by written notice from either Hotel or Sage Oak Charter School to the other within ten (10) days of learning the basis for termination.

COMPLIANCE WITH LAW

This agreement is subject to all applicable federal, state and local taxes, including health and safety codes, alcoholic beverage control laws, disability laws and the like. Hotel and Sage Oak Charter School will not be considered agreed to or binding on the other unless such modifications have been initialed or otherwise approved in writing by the other.

CHANGES, ADDITIONS, STIPULATIONS OR DELETIONS

Any changes, additions, stipulations, or deletions, including corrective lining out by either Hotel or Sage Oak Charter School, will not be considered agreed to or binding on the other unless such modifications have been initialed or otherwise approved in writing by the other, with the exception of the following: any attempted modifications to the paragraph titled "Governing Law/Litigation Expenses" are void. Any attempted modifications to the paragraphs titled "American Disabilities Act Compliance (ADA)" and "Indemnification" must be approved and signed by a corporate officer in Dallas, Texas.

GOVERNING LAW AND LITIGATION EXPENSES

This agreement shall be governed by and interpreted under the laws of the state wherein the Hotel is located, and exclusive jurisdiction and venue for any legal proceeding shall be the county and city where the Hotel is situated. The parties agree that, in the event that litigation relating to this agreement is filed by either party, the non-prevailing party in such litigation will pay the prevailing party's costs resulting from the litigation, including reasonable attorney's fees.

AMERICAN DISABILITIES ACT COMPLIANCE (ADA)

The Hotel has made reasonable modifications in its practices, policies, and procedures as required under the American with Disabilities Act of 1990 (ADA). Further, the Hotel has made or has developed and implemented a plan to make ADA required alterations and elimination of architectural and communication barriers, where readily achievable.

INDEMNIFICATION

Each party to this Agreement shall indemnify, defend, and hold harmless the other party and its officers, directors, agents, and employees from and against any and all demands, claims, damages to person or property, losses and liabilities, including reasonable attorneys' fees (collectively, "Claims"), arising solely out of or solely caused by the indemnifying party's negligence or willful misconduct in connection with the provision and use of Hotel as contemplated by this Agreement. This paragraph shall not waive any statutory limitations of liability available to either party, including innkeepers' limitation of liability laws, nor shall it waive any defense either party may have with respect to any Claim.

MARRIOTT BONVOY EVENTS

Marriott Bonvoy Events provides Points or Miles to eligible Marriott Bonvoy Members who book and hold qualifying meetings and events at Participating Properties.

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

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

GROUP MUST CHECK **ONE** OPTION BELOW:

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

Member Name: _____

Marriott Bonvoy Membership Number: _____

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

Participating airline name: _____

Participating airline frequent flyer account number: _____

OR

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

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

DECISION DATE

The arrangements outlined in this agreement will be held on a first option basis until September 23, 2025, the Decision Date, by which date the Hotel must receive a signed copy of this agreement. However, should another organization request these dates and be in a position to confirm immediately, will be advised and given (48) hours to confirm on a definite basis. Should the Hotel not receive a signed copy of this agreement by the date set forth, the Hotel reserves the right to release all space for resale.

AGREEMENT SIGNATURES

This agreement shall become effective as of the date it is fully executed by both parties, provided that such execution occurs before September 23, 2025. Until that effective date, no space or guest room arrangements described herein are binding on the Hotel. This agreement shall not be assigned. After this agreement has been properly executed by an authorized representative of the Sage Oak Charter School, this agreement shall be returned to the Hotel by the decision date for acceptance and execution by an authorized representative of the hotel.

Sage Oak Charter School	Marriott Riverside at the Convention Center
Event Contact: Tim O'Brien	Hotel Contact: Karina Quiroz
Title: Assistant Superintendent of Business Services, CFO	Title: Director of Sales and Marketing
Authorized Signature:	Authorized Signature:
Date:	Date:

Marriott Riverside at the Convention Center
Title: General Manager
Authorized Signature:
Date:

Coversheet

(Action) Approval of Hyatt Place Riverside/Downtown Group Sales Agreement

Section: X. Education Services
Item: C. (Action) Approval of Hyatt Place Riverside/Downtown Group Sales Agreement
Purpose: Vote
Submitted by:
Related Material: Hyatt Place Riverside_Downtown Group Sales Agreement_10.9.2025.pdf

BACKGROUND:

The Hyatt Place Riverside/Downtown Group Sales Agreement will provide employee accommodations on August 18, 2026, for the 2026 August Summit.

RECOMMENDATION:

It is recommended the Board approve the Hyatt Place Riverside/Downtown Group Sales Agreement as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

HYATT PLACE RIVERSIDE / DOWNTOWN**GROUP SALES AGREEMENT**

This agreement (the “**Agreement**”) is made and entered into by and between the legal owner entity of the **HYATT PLACE RIVERSIDE / DOWNTOWN** (hereinafter referred to as “**Hotel**”) and **SAGE OAK CHARTER SCHOOLS OVERFLOW** (hereinafter referred to as “**Group**”). This Agreement will become binding on both parties only after it is signed by both parties.

GROUP INFORMATION

Name:	Laura Rosenkranz	Date:	Monday, September 22, 2025
Title:	Event Manager	Group Name:	Sage Oak Charter Schools Overflow
Company:	Sage Oak Charter Schools	Hotel Name:	Hyatt Place Riverside/ Downtown
Address:	1473 Ford St. Suite 105	Hotel Contact:	Karla Pierre
	Redlands, CA 92373	Title:	Director of Sales
E-Mail:	lrosenkranz@sageoak.education	E-Mail:	karla.pierre@hyatt.com
Phone:	714-853-0380	Phone:	951-321-3504
Fax:	888-241-6118	Fax:	951-248-0727

Sage Oak Charter Schools Overflow (“Group”) and **Hyatt Place Riverside/ Downtown** (“Hotel”) agree as follows:

The Hotel agrees to hold the space listed in this agreement on a tentative basis until **10/10/2025**. If this agreement is not fully executed by Group and Hotel by **10/10/2025**, the Hotel will release the space. If an alternate request is received, the Hotel will notify you and you will have forty-eight (48) hours from Hotel notification to return this executed agreement.

GUEST ROOM BLOCK

ROOM TYPE	RATE	8/18/2026
		Tuesday
1-King Bed	\$179.00	70
2-Queen Beds	\$189.00	15
Total Rooms/ Nights		85

Total Room Nights: 85

GUEST ROOM RATES

The Hotel confirms the following guest room rates:

Rate is **\$179.00++** for 1-King Bed w/sofa bed; **\$189.00++** for 2-Queen Beds w/sofa bed

- Room rates are quoted exclusive of applicable state and local taxes, which are currently 13.195%.
- Rate includes Hot American Breakfast Buffet, 6:30am – 9:30am weekdays & 7:00am – 10:00am weekends.
- Check in time 4:00pm, Check out 11:00am
- Free High-Speed Internet, complimentary everywhere in the hotel (Value at \$19)
- Free Local Phone Calls
- Complimentary public computers and printer; 24 hours
- Complimentary Fitness Center, 24 hours
- The Hyatt Place will offer discounted parking, **\$15.00** (Standard \$29.00)
- Cut Off July 28, 2026
- 1 comp room night per 40 consumed credited to master
- 1 upgrade to specialty king suite and 1 upgrade to 1 bedroom suite with amenities

Taxes. The above rates do not include any applicable federal, state, municipal, or provincial taxes, fees or assessments. Group shall be responsible for any applicable taxes, fees or assessments, the amounts of which are subject to change by applicable government agencies with or without notice. If Group is claiming tax-exempt status, then (1) Group must present all documentation required by Hotel and pay in the manner specified by Hotel and (2) Group hereby accepts all liability and agrees to indemnify Hotel for all taxes paid and all costs incurred, including attorney fees, if a taxing authority requires that Hotel remit tax for the room nights covered by this Agreement.

Parking. Hotel will provide parking to Group's guests at a reduced rate of **fifteen** dollars (**\$15.00**) for up to one vehicle per room night. This concession is based on the Room Block booked under this Agreement and is subject to adjustment by Hotel if the size or scope of the Room Block is reduced.

Sleeping Room Reservations. Group must submit a rooming list to Hotel no later than the Cutoff Date. This list must indicate, for each sleeping room, the name of the guest, the names of any additional guest(s) sharing the room, the arrival and departure dates. A credit card authorization form must be completed and returned to the Hotel with the rooming list in order to guarantee the group block/events. If guests identified on the rooming list do not check in, Group's Master Account will be charged for the first night of all no-shows and any sleeping room cancellations made within **24** hours before the Arrival Date.

Sleeping Room Payment. A master account will be established to pay for the group. Group will be responsible for sleeping room rates (including any tax) and **parking for all attendees**. Incidental charges (market purchases, etc.) will be the responsibility of each individual guest. At the time of check-in, each guest will be required to present a major credit card, on which Hotel may place a hold or process a \$50 daily incidental authorization. Group shall notify its guests of this policy.

Cutoff Date. After **July 28, 2026** (the "**Cutoff Date**"), Hotel shall be permitted to release, for sale to the general public or to other groups, any room nights in the Room Block that have not been reserved as provided in this Agreement. Hotel will continue to accept reservations from Group's attendees after that date at the prevailing room rate, subject to availability. The release of room nights after the Cutoff Date shall not release Group from any liability for Sleeping Room Performance as provided in this Agreement.

Intermediary Fee. All rates are non-commissionable.

Sleeping Room Performance. Group acknowledges that if it uses the Hotel, but Group and/or Group's guests do not purchase the full amount of the Room Block, then Hotel will be harmed. Group also acknowledges that the actual amount of Hotel's damages from sale of less than the full amount of the Room Block would be difficult to calculate. Therefore, the parties agree that if the Hotel is used, but less than **seventy** percent (70% - 59 room nights) of the Total Guestroom Revenue identified in the table above is generated, then Group shall pay Hotel, as liquidated damages and not as a penalty, an amount equal to the difference between the immediately aforementioned percentage of the Total Guestroom Revenue and the actual guestroom revenue generated, plus any applicable taxes (the "Sleeping Room Performance Fee"). Any Sleeping Room Performance Fee will be added to the Master Account.

CANCELLATION

Cancellation Option. Either the hotel or Group may cancel this contract without cause upon written notice to the other party at any time prior to the event and upon payment of an amount determined by both parties at the time the agreement is executed. The cancellation option for both parties for this agreement is:

121 days or more, prior to arrival:	40% of contracted revenue
120-61 days prior to arrival:	60% of contracted revenue
60 days or less, prior to arrival:	80% of contracted revenue

****Individual cancellations must be made 72 hours prior to arrival. Any cancellations within 72 hours of arrival or no-shows will be subject to a charge of one-night room and tax.**

Group must provide Hotel any notice of a Cancellation in writing. If Group does not provide written notice of any Cancellation, then Hotel may assess any higher Cancellation Fee owed under the above schedule at the time it receives written confirmation of the Cancellation or the highest amount identified above if it receives no written confirmation.

The parties agree that the amounts in the above schedule are based on reasonable estimates of Hotel's harm from Cancellation. Any Cancellation Fee will be added to the Master Account. Any Cancellation Fee shall be due and payable immediately upon Cancellation.

Force Majeure. Either party may cancel the Agreement without liability to the other party upon the occurrence of any event or circumstance beyond the control of such party, including acts of God, declared war in the United States, acts of terrorism in the city where the Hotel premises is located, government regulations, disaster, strikes or civil disorder, curtailment of transportation that prevents at least fifty percent (50%) of the attendees from attending the peak night of the Room Block, to the extent that the above described event(s) or circumstance(s) makes it illegal or impossible for Hotel to provide, or for Group in general to use, the premises of Hotel. The Agreement cannot be cancelled under this section because of general economic conditions, including (without limitation) any recession or budget cut. Either party that wishes to cancel the Agreement pursuant to this section must provide written notice to the other party identifying the event or circumstance that is the basis for such cancellation within ten (10) days after learning about such event or circumstance. This provision shall not, however, relieve either party from using its reasonable commercial efforts to avoid, remove or mitigate such force majeure event and to continue performance with reasonable dispatch whenever such causes are removed. If the Agreement is duly cancelled under this Section, then Hotel shall, within thirty (30) days after such cancellation, refund any deposits made by Group.

MISCELLANEOUS

Indemnification. Group shall indemnify, defend and hold harmless Hotel, its owner, its management company, their respective affiliates and all of their respective officers, directors, partners, members and employees from and against all demands, suits, judgments, settlements, claims, damages to persons and/or property, fines, liens, losses and other liabilities, including reasonable attorneys' fees (collectively "**Claims**") arising out of or related to a breach of this Agreement and/or the negligence or intentional misconduct of Group, its contractors or exhibitors, or their respective employees, agents, contractors or attendees. Group does not waive, by reason of this section, any defense that it may have with respect to such Claims.

Choice of Law. This Agreement will be interpreted in accordance with the laws of the state in which Hotel premises is located, without giving effect to any conflict-of-law principles thereof that would result in application the laws of any other state.

Dispute Resolution. To the fullest extent permitted by law, the parties hereby knowingly, voluntarily, intentionally and mutually waive any right to a trial by jury in any civil action based on, arising from or in connection with this agreement, the use of the hotel, or any course of conduct, course of dealing, statements (verbal or written) or actions by the parties.

No Assignment. Neither party may assign or transfer this Agreement or any of its rights (other than rights to receive payments) or obligations hereunder without the written consent of other party, unless the assignment is to an affiliate of the assigning party pursuant to an internal reorganization or acquisition of the assigning party, or the assignment is made to an entity that acquires all or substantially all of the assigning party's assets. In the case of a Group assignment under this paragraph, Group shall provide notice to the Hotel and Group shall remain liable unless and until Hotel releases the Group. Any attempted assignment or transfer by Group without such consent may, at the option of Hotel, be deemed to be a Cancellation, in which case Group shall be liable for a Cancellation Fee set forth herein.

Miscellaneous. Each person signing this Agreement warrants that he or she is authorized to bind the party for which he or she is signing. Any provision of this Agreement that is deemed unenforceable shall be ineffective to the extent of such unenforceability without invalidating or rendering the remainder of this Agreement invalid. Each party shall execute such other and further documents as may be necessary to carry out the intention as well as to comply with the provisions of this Agreement. The failure of either party to insist, at any time, on strict performance of any terms or conditions of this Agreement, or to exercise any option, right or remedy contained in this Agreement, shall not be construed as a waiver or as a relinquishment for the future of such term, condition, option, right or remedy. No waiver by either party of any term or condition hereof shall be deemed to have been made unless expressed in writing and signed by such party.

EXECUTION OF AGREEMENT

Hotel's transmission of an unsigned copy of this Agreement to the Group or its Agent shall be deemed an invitation for Group to make an offer. The Group or Agent's return of its signature on a copy of this Agreement shall be deemed an offer by the Group. Hotel's subsequent signature of the Agreement shall be deemed an acceptance of the Group's offer by Hotel. The Hotel will only review the Group's offer if it is received within two weeks after the Hotel sends an unsigned copy of this Agreement to the Group. After that point, the Hotel will not review this Agreement and everything in this Agreement is subject to change.

This Agreement may be executed in one or more counterparts, which together shall constitute one and the same Agreement. Signatures sent by facsimile or equivalent means shall be deemed original, valid, and binding signatures to this Agreement. Each individual signing this document represents and warrants that he or she has authority to bind the party for which he or she signs.

IN WITNESS WHEREOF, Hotel and Group have entered into this Agreement in manner and form sufficient to bind them effective as of the last date identified below.

The Legal Owner Entity of **HYATT PLACE
RIVERSIDE / DOWNTOWN,**
through its Agent

SAGE OAK CHARTER SCHOOLS

By: _____

By: _____

Name: Karla Pierre

Name: Tim O' Brien

Title: Director of Sales

Title: Asst. Superintendent of Business Services

Date: _____

Date: _____

Coversheet

AI Update

Section: XI. Oral Presentations
Item: A. AI Update
Purpose:
Submitted by:
Related Material: AI Update_10.9.2025.pdf



AI and the Professions

AI is not coming. It's already here and it's reshaping the way trusted professions operate.

Today we zoom out to understand how AI is transforming fields like law, medicine, and accounting and what that means for the future our students are stepping into.

Law – Reshaping Legal Work

Power

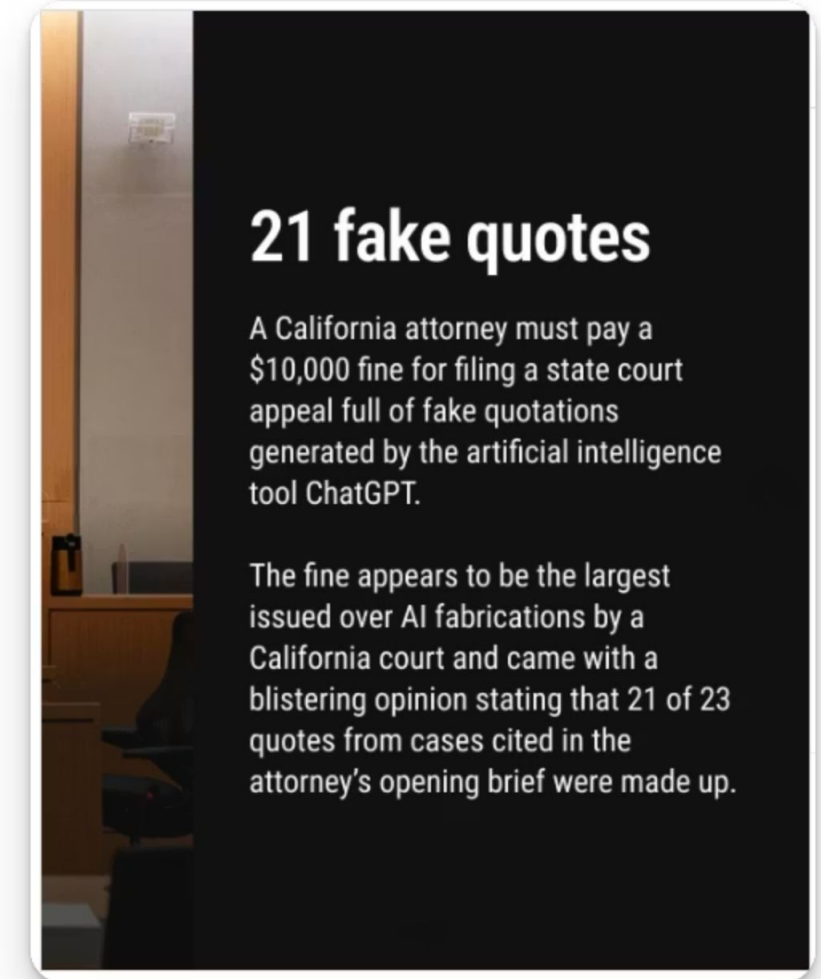
AI accelerates legal research, contract analysis, and brief generation — saving firms time and money.

Pitfall

AI-generated legal text can "hallucinate," fabricating fake case law — as seen in a real court case.

Strategic Question

What does legal education look like when early-career research is outsourced to AI?



Medicine – Transforming Diagnostics

Power

Predictive AI like Delphi-2M can forecast disease risk decades in advance.

Pitfall

Biased data can lead to dangerous misdiagnoses, particularly for underrepresented groups.

Strategic Question

How do we train future doctors to work with AI without losing empathy and intuition?





Accounting – Redefining the Entry Point

Power

AI automates data entry, invoicing, and even audits — freeing accountants for strategic work.

Pitfall

Entry-level accounting roles are disappearing, removing essential learning pathways.



Strategic Question

If AI replaces entry-level work, how do professionals learn to lead?



A Real Example: Addressing Pitfalls with [Harvey.AI](#)

0	0	0
1	2	3
Problem	Response	Takeaway
General-purpose AI tools like ChatGPT have generated fake case law — leading to real penalties in court.	Harvey.AI was created by a lawyer and a data scientist to serve the legal profession with vetted legal data. It's now used by global firms to streamline legal research with accuracy and compliance.	Domain-specific AI can reduce risks — but only when paired with professional oversight and ethical standards.

Sage Oak Education in the AI Era

"We can't prepare students for a fixed future. We prepare them to shape it."

As AI continues to redefine professional landscapes, our role at Sage Oak is to equip students not just with knowledge, but with the essential skills to thrive and innovate.



Lifelong Learning

Foster a mindset of continuous acquisition of new skills and knowledge to stay relevant.



Adaptability

Cultivate the ability to navigate rapid technological shifts and embrace evolving work environments.



Career Readiness

Ensure practical application of skills, critical thinking, and problem-solving for emerging roles.



AI Integration

Prepare students to collaborate effectively with AI tools, maximizing productivity and innovation.



Looking Ahead – We're on the Frontier

"AI is not replacing professionals. It's redefining them."

We're watching closely. We're asking the right questions. And we're preparing to lead.

"The best way to predict the future is to create it."