



Sage Oak Charter Schools

Regular Meeting of the Board of Directors

Published on August 7, 2026 at 2:34 PM PDT

Date and Time

Thursday August 13, 2026 at 10:05 AM PDT

Location

Sage Oak Charter Schools

1455 Ford Street, Suite #104
Redlands, CA 92346

Regus- Gateway Chula Vista

333 H Street, Suite 5000
Chula Vista, CA 91910

Link to [Join Zoom Meeting](#)

ID: 93530253809

Passcode: 418653

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

Passcode: 418653

MISSION STATEMENT

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

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			10:05 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			10:07 AM
A. Led by Board President or designee		Board President	1 m
III. Approve Agenda			10:08 AM
A. (Action) Approval of Agenda for August 13, 2026 Regular Meeting of the Board of Directors	Vote	Board President	1 m
It is recommended the Board approve the agenda for the August 13, 2026, 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 _____			

	Purpose	Presenter	Time
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IV. Approve Minutes**10:09 AM**

- | | | | | |
|-----------|--|-----------------|-----------------|-----|
| A. | (Action) Approval of Minutes for June 11, 2026 Regular Meeting of the Board of Directors | Approve Minutes | Board President | 1 m |
|-----------|--|-----------------|-----------------|-----|

It is recommended the Board approve the minutes from the June 11, 2026, Regular Meeting of the Board of Directors as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

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

- | | | | | |
|-----------|--|-----------------|-----------------|-----|
| B. | (Action) Approval of Minutes for June 18, 2026 Regular Meeting of the Board of Directors | Approve Minutes | Board President | 1 m |
|-----------|--|-----------------|-----------------|-----|

It is recommended the Board approve the minutes from the June 18, 2026, 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 Comment - Closed Session

Members of the public who wish to make a Public Comment at a board meeting, whether attending in person or remotely, must submit a [Request to Speak using this Google](#)

Purpose	Presenter	Time
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[Form](#) to address the Board of Directors. If you are having difficulty filling out the Google form, please email ehorta@sageoak.education for support.

Requests to speak must be submitted before the public comment period begins in open session. Each speaker is allotted up to three (3) minutes. Public comments on the same subject are limited to a total of twenty (20) minutes. Board members do not respond to public comments during the meeting. However, the Board may refer a matter to staff for review and request that it be brought back to the Board at a future meeting.

VI. Adjourn to Closed Session 10:11 AM

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

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

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

VII. Closed Session 10:12 AM

- | | | | |
|---------------------------------|--|--|------|
| A. Closed Session Agenda | | | 10 m |
|---------------------------------|--|--|------|

1. Public Employee Appointment

(Gov. Code section 54957(b)(1).)

Title: *Superintendent Designee*

VIII. Reconvene Regular Meeting 10:22 AM

- | | | | |
|---|--|-----------------|-----|
| A. Report Out Any Action Taken in Closed Session | | Board President | 1 m |
|---|--|-----------------|-----|

IX. Public Comment - Open Session

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	Purpose	Presenter	Time
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Requests to speak must be submitted before the public comment period begins in open session. Each speaker is allotted up to three (3) minutes. Public comments on the same subject are limited to a total of twenty (20) minutes. Board members do not respond to public comments during the meeting. However, the Board may refer a matter to staff for review and request that it be brought back to the Board at a future meeting.

X.	Oral Presentations		10:23 AM
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A.	Annual Board of Directors' Self-Evaluation	Board President	10 m
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B.	Sage Oak Charter Schools Strategic Plan 2026-27	Krista Woodgrift	20 m
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XI.	Consent Agenda		10:53 AM
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Items listed under the Consent Agenda are considered routine and will be approved 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 Items - Business Services		1 m
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1. Check Register - June 2026
2. Check Register - July 2026
3. Report of Investment Activity - May 2026
4. Report of Investment Activity - June 2026
5. Ratification of Instructure, Inc. Order Form Q-585049-2 (Renewal)
6. Ratification of Nth Generation Computing, Inc. Quote #177734
7. Ratification of T-Mobile Quote CLM #4784944 (Renewal)
8. Ratification of School Pathways Quote Forms with Sage Oak Charter Schools (Renewal)
9. Ratification of Online Purchasing System & Library Resources (OPS) Service Agreement SOCS-OPS2627 (Renewal)

B.	Consent Items - Human Resources		1 m
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1. Approval of Certificated Personnel Report
2. Approval of Classified Personnel Report

	Purpose	Presenter	Time
	3. Approval of Job Descriptions		
	4. Approval of 2026 Revised IRS Mileage Reimbursement Rate		
	5. Approval of Revised Sage Oak Charter Schools Employee Handbook		
C.	(Action) Approval of Consent Agenda		1 m
It is recommended the Board approve the Consent Agenda as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).			
Roll Call Vote:			
William Hall			
Michael Humphrey			
Steve Fraire			
Susan Houle			
Peter Matz			
Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____			
XII.	Business Services		10:56 AM
A.	(Action) Approval of Harbottle Law Group Retainer Agreement	Vote Krista Woodgrift	5 m
It is recommended the Board approve the Harbottle Law Group Retainer Agreement, as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).			
Harbottle Law Group (HLG) is a California law firm that exclusively represents public schools, including charter schools, with a focus on special education. HLG provides responsive legal counsel and offers extensive litigation experience in due process hearings, appeals, and general counsel services for public schools.			
Roll Call Vote:			
William Hall			
Michael Humphrey			
Steve Fraire			
Susan Houle			
Peter Matz			
Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____			

	Purpose	Presenter	Time
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XIII. Operations & Accountability**11:01 AM**

- | | | | | |
|-----------|--|------|---------------|-----|
| A. | (Action) Approval of Scout Edu, Inc. Quote | Vote | Lisa Thompson | 3 m |
|-----------|--|------|---------------|-----|

It is recommended the Board approve the Scout Edu, Inc. quote for a three-year subscription (2026–29) for a cloud-based Student Information System (SIS) and standard support services as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Scout will be implemented during the 2026–27 school year as the first phase, allowing time for system configuration, data migration, integrations, staff training, testing, and validation. This phased approach will ensure the system is fully operational before enrollment for the 2027–28 school year begins in February 2027. Scout will fully replace the current SIS beginning with the 2027–28 school year.

Total Fiscal Impact (Three-year): \$1,147,500

2026-27 Fiscal Impact: \$382,500

Sage Oak Charter School (#1885) \$300,722

Sage Oak Charter School - Keppel (#1886) \$35,190

Sage Oak Charter School - South (#2051) \$46,558

XIV. Calendar

The next scheduled meeting will be a Regular Meeting of the Board of Directors held on September 10, 2026.

XV. Comments**11:04 AM**

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

XVI. Closing Items**11:09 AM**

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

	Purpose	Presenter	Time
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 June 11, 2026 Regular Meeting of the Board of Directors

Section:	IV. Approve Minutes
Item:	A. (Action) Approval of Minutes for June 11, 2026 Regular Meeting of the
Board of Directors	
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Regular Meeting of the Board of Directors on June 11, 2026

DRAFT

SAGE OAK
CHARTER SCHOOLS



Sage Oak Charter Schools

Minutes

Regular Meeting of the Board of Directors

Date and Time

Thursday June 11, 2026 at 11:30 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

Link to [Join Zoom Meeting](#)

ID: 98399776985

Passcode: 901678

Dial In: [\(US\) +1 360-209-5623](#)

Passcode: 901678

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

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

Directors Absent

None

Guests Present

B. Bookser, E. Horta, J. Cope, K. Woodgrift, L. King, L. Snee, T. Kataroyan

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 Jun 11, 2026 at 11:30 AM.

B. Record Attendance

II. Pledge of Allegiance

A. Led by Board President or designee

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

III. Approve Agenda

A. (Action) Approval of Agenda for June 11, 2026 Regular Meeting of the Board of Directors

M. Humphrey made a motion to W. Hall, Board President, to approve the agenda as presented for the June 11, 2026, Regular Meeting of the Board of Directors.

P. Matz seconded the motion.

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

IV. Approve Minutes

A. (Action) Approval of Minutes for May 14, 2026 Regular Meeting of the Board of Directors

S. Houle made a motion to W. Hall, Board President, to approve the minutes as presented from the Regular Meeting of the Board of Directors on 05-14-26.

S. Fraire seconded the motion.

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

V. Public Comment - Closed Session

A. Public Comment

There was no request for public comment regarding Closed Session.

VI. Adjourn to Closed Session

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

S. Houle made a motion to W. Hall, Board President, to adjourn to Closed Session at 11:33 a.m.

P. Matz seconded the motion.

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

VII. Closed Session

A. Closed Session Agenda

1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

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

OAH Case No. 2026040123

2. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

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

OAH Case No. 2026030514

VIII. Reconvene Regular Meeting

A. Report Out Any Action Taken in Closed Session

The Regular Meeting of the Board of Directors reconvened at 11:44 a.m.

W. Hall, Board President, reported that the following actions were taken in Closed Session.

P. Matz made a motion to W. Hall, Board President, in the matter of Item No. A.1 on the Closed Session agenda, Conference with Legal Counsel - Existing Litigation, to settle OAH Case No. 2026040123.

S. Houle seconded the motion.

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

M. Humphrey made a motion to W. Hall, Board President, in the matter of Item No. A.2 on the Closed Session agenda, Conference with Legal Counsel - Existing Litigation, to settle OAH Case No. 2026030514.

S. Houle seconded the motion.

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

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 video for the 2025-26 school year.

B. Sage Oak Charter Schools Leadership Honoree

Krista Woodgrift, Superintendent & CEO, recognized leadership honoree, Larry King, Senior Director of Outreach & Communication, expressing gratitude for his contributions to Sage Oak Charter Schools and wishing him well in his retirement.

XI. Consent Agenda

A. Consent - Business Services

1. Check Register - May 2026
2. Report of Investment Activity - April 2026
3. Ratification of Newfront Property & Casualty Insurance Policy Renewals
4. Approval of Community Provider (CP) and Education Material Resource Provider (EMRP) Agreement Revisions
5. Approval of General Terms and Conditions of the Purchase Order Revisions
6. Ratification of School Services of California, Inc. Agreement for Special Services (Renewal)
7. Ratification of Opichi LLC Sage Central Platform Enhancements Proposal
8. Ratification of Opichi LLC Student Lifecycle Management System Phase 2 Proposal

9. Ratification of Opichi LLC Special Education Assessment Management System Proposal
10. Ratification of Opichi LLC IT Help Desk Proposal
11. Ratification of Javier Mancera Agreement

B. Consent - Education Services

1. Approval of 2026-27 Sage Oak Charter Schools Title I School-Parent/Guardian Compact
2. Ratification of Riverside Convention Center Revised Contract Addendum
3. Ratification of Courtyard by Marriott Event Sales Agreement Contracts
4. Ratification of Carter's Balloons LLC Decoration Agreements
5. Ratification of RPh on the Go, LLC d/b/a Spindle Addendum (Isidro Herrera)
6. Ratification of RPh on the Go, LLC d/b/a Spindle Addendum (Tina Walker)
7. Ratification of Springhill Suites Corona Riverside Banquet Event Order
8. Ratification of Element Ontario Airport Banquet Event Order
9. Ratification of KID FUNdamentals Therapy Center Agreement
10. Ratification of Renaissance Quote #358047v2
11. Ratification of Mission San Juan Capistrano Tours/Protocols Waiver
12. Ratification of Segerstrom Center for the Arts Group Sales Order Agreement

C. Consent - Human Resources

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

D. Consent - Operations & Accountability

1. Ratification of Springhill Suites by Marriott Temecula Valley Letter of Agreement
2. Ratification of Dos Lagos Golf Course Agreement

E. Consent - Policy Development

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

3000 Series- Business/Non-Instructional

- 3010-SO Fiscal Control Policy and Procedures
- 3015-SO Investment Policy
- 3100-SO Community Provider Code of Conduct Policy
- 3130-SO Document Retention Policy

4000 Series- Personnel Services

- 4015-SO Equal Employment Opportunity Policy

4020-SO Background Check Policy
4035-SO Mandated Reporter- Child Abuse and Neglect Reporting Policy
4045-SO Professional Boundaries Policy
4060-SO Prohibiting Unlawful Harassment, Discrimination, and Retaliation Policy
4070-SO Lactation Accommodation Policy
4145-SO Professional Development Reimbursement Policy
4145E-SO Professional Development Reimbursement Policy Exhibit (*Rescind*)

5000 Series- Student Services

5010-SO Educational Records and Student Information Policy
5110-SO Cell Phones, Smartphones, Pagers, & Other Electronic Signaling Devices Policy

6000 Series- Instruction

6010-SO Independent Study Policy
6015-SO Comprehensive Sexual Health Education Policy
6035-SO Mathematics Placement Policy
6040-SO Assessment Policy
6060-SO Special Education Assessment Request Policy
6070-SO Independent Educational Evaluation Policy
6075-SO Special Education Certificate of Completion
6115-SO Attendance, Support, and Involuntary Disenrollment Policy
6125-SO Report Card Policy
6210-SO Graduation Policy

F. (Action) Approval of Consent Agenda

M. Humphrey made a motion to W. Hall, Board President, to approve the Consent Agenda as presented.
S. Fraire seconded the motion.
The board **VOTED** unanimously to approve the motion.

XII. Business Services

A. (Action) Approval of Proposition 28 Arts and Music in Schools Funding, 2025-26 Annual Reports & Certifications for Sage Oak Charter Schools

S. Houle made a motion to W. Hall, Board President, to approve the Proposition 28 Arts and Music in Schools Funding, 2025-26 Annual Reports and Certifications for Sage Oak Charter Schools as presented.
P. Matz seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. (Action) Approval of 2026–27 Consolidated Application and Reporting System (CARS)

S. Houle made a motion to W. Hall, Board President, to approve the 2026-27 Consolidated Application and Reporting System (CARS) data submission as presented.
M. Humphrey seconded the motion.
The board **VOTED** unanimously to approve the motion.

XIII. Education Services

A. (Action) Approval of IXL Learning Quote Renewal

S. Houle made a motion to W. Hall, Board President, to approve the IXL Learning quote renewal as presented.
P. Matz seconded the motion.
The board **VOTED** unanimously to approve the motion.

XIV. Human Resources

A. (Action) Approval of Revised 2026-27 Salary Schedules

S. Houle made a motion to W. Hall, Board President, to approve the revised 2026-27 salary schedules as presented.
M. Humphrey seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. (Action) Approval of Spark Hire Order Form Renewal

S. Houle made a motion to W. Hall, Board President, to approve the Spark Hire order form renewal as presented.
P. Matz seconded the motion.
The board **VOTED** unanimously to approve the motion.

XV. Operations & Accountability

A. (Action) Approval of 2026-27 Sage Oak Charter Schools English Learner Master Plan

S. Houle made a motion to W. Hall, Board President, to approve the 2026-27 Sage Oak Charter Schools English Learner Master Plan as presented.
S. Fraire seconded the motion.
The board **VOTED** unanimously to approve the motion.

XVI. Policy Development

A. (Action) Approval of New 4155-SO Employee Recognition and Awards Policy

M. Humphrey made a motion to W. Hall, Board President, to approve the new 4155-SO Employee Recognition and Awards Policy as presented.
S. Houle seconded the motion.

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

XVII. Public Hearing

A. (Hearing) 2026-27 Local Control and Accountability Plans (LCAP)

A Public Hearing was conducted regarding the 2026-27 Local Control and Accountability Plans (LCAPs) for Sage Oak Charter Schools.

Jodi Cope, Director of Operations & Accountability, presented the 2026-27 LCAPs, which included the Federal Addendums.

There was no request for public comment.

Hearing Opened: 12:23 p.m.

Hearing Closed: 12:38 p.m.

B. (Hearing) 2026-27 Proposed July Budget - Sage Oak Charter Schools

A Public Hearing was conducted regarding the 2026-27 Proposed July Budget for Sage Oak Charter Schools.

Tim O'Brien, Assistant Superintendent of Business Services, presented the 2026-27 Proposed July Budget.

There was no request for public comment.

Hearing Opened: 12:38 p.m.

Hearing Closed: 12:39 p.m.

XVIII. Calendar

A. Future Meetings

The next scheduled meeting will be a Regular Board of Directors Meeting held on June 18, 2026.

XIX. Comments

A. Board Comments

Board members shared their appreciation for staff, leadership, and Sage Oak's continued growth and success. Board comments recognized employees' efforts across the organization, including those supporting the LCAPs, human resources, graduation events, and innovative initiatives.

B.

Superintendent Comments

Superintendent Woodgrift thanked the Board for their continued support, trust, and leadership throughout the year. She recognized Tamar Kataroyan, Assistant Superintendent of Human Resources, for her leadership and her commitment to a people-centered culture. She also recognized Jodi Cope, Director of Operations & Accountability, for her work overseeing compliance, strategic planning, and the LCAP process. Superintendent Woodgrift reminded the Board that communication regarding the Board's annual self-evaluation will be forthcoming.

XX. 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 June 11, 2026.

S. Houle seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:58 PM.

Respectfully Submitted,
W. Hall

Documents used during the meeting

- Sage Oak Highlights_May & June 2026.pdf
- BUS Consent - Business Services.pdf
- BUS Consent - Education Services.pdf
- BUS Consent - Human Resources.pdf
- BUS Consent - Operations & Accountability.pdf
- BUS Consent - Policy Development.pdf
- Proposition 28 Arts & Music in Schools Funding, 2025-26 Annual Report_Sage Oak Charter Schools - South (#2051).pdf
- Proposition 28 Arts & Music in Schools Funding, 2025-26 Annual Report_Sage Oak Charter School #1885.pdf
- Proposition 28 Arts & Music in Schools Funding, 2025-26 Annual Report_Sage Oak Charter School - Keppel (#1886).pdf
- Proposition 28 Arts & Music in Schools Funding 2025-26 Annual Certification_Sage Oak Charter School (#1885).pdf
- Proposition 28 Arts & Music in Schools Funding 2025-26 Annual Certification_Sage Oak Charter School - Keppel (#1886).pdf

- Proposition 28 Arts & Music in Schools Funding 2025-26 Annual Certification_Sage Oak Charter School South (#2051).pdf
- CARS 2026-27 Application & Certifications_Sage Oak Charter School (#1885).pdf
- CARS 2026-27 Application & Certifications_Sage Oak Charter School - Keppel (#1886).pdf
- CARS 2026-27 Application & Certifications_Sage Oak Charter School - South (#2051).pdf
- IXL Learning Quote #1614089-1.pdf
- 2026-27 Sage Oak Charter Schools Positions_Revised 6.11.2026.pdf
- 2026-27 Sage Oak Charter Schools Assistant Superintendent Salary Schedule_Revised 6.11.2026.pdf
- 2026-27 Sage Oak Charter Schools Professional_Management Salary Schedule_Revised 6.11.2026.pdf
- 2026-27 Sage Oak Charter Schools Certificated Educator Salary Schedule_Revised 6.11.2026.pdf
- 2026-27 Sage Oak Charter Schools Classified Hourly Salary Schedule_Revised 6.11.2026.pdf
- Spark Hire Order Form Renewal.pdf
- 2026-27 Sage Oak Charter Schools EL Master Plan_Presentation.pdf
- 2026-27 Sage Oak Charter Schools EL Master Plan_Summary of Changes.pdf
- 2026-27 Sage Oak Charter Schools EL Master Plan_Redline.pdf
- 2026-27 Sage Oak Charter Schools EL Master Plan.pdf
- 4155-SO Employee Awards and Recognition Policy.pdf
- 2026-27 Local Control & Accountability Plan_Presentation.pdf
- 2026-27 Local Control and Accountability Plan_Sage Oak Charter School (#1885).pdf
- 2026-27 Local Control and Accountability Plan_Sage Oak Charter School - Keppel (#1886).pdf
- 2026-27 Local Control and Accountability Plan_Sage Oak Charter School - South (#2051).pdf
- 2026-27 LCFF Budget Overview for Parents_Sage Oak Charter School (#1885).pdf
- 2026-27 LCFF Budget Overview for Parents_Sage Oak Charter School - Keppel (#1886).pdf
- 2026-27 Proposed July Budget_Sage Oak Charter Schools_Presentation.pdf
- 2026-27 Proposed July Budget_Sage Oak Charter Schools.pdf
- 2026-27 LCFF Budget Overview for Parents_Sage Oak Charter School (#1885).pdf
- 2026-27 LCFF Budget Overview for Parents_Sage Oak Charter School - Keppel (#1886).pdf

- 2026-27 LCFF Budget Overview for Parents_Sage Oak Charter School - South (#2051).pdf
 - EPA_Sage Oak Charter School (#1885).pdf
 - EPA_Sage Oak Charter School - South (#2051).pdf
 - EPA_Sage Oak Charter School - Keppel (#1886).pdf
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FOR MORE INFORMATION

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

Coversheet

(Action) Approval of Minutes for June 18, 2026 Regular Meeting of the Board of Directors

Section:	IV. Approve Minutes
Item:	B. (Action) Approval of Minutes for June 18, 2026 Regular Meeting of the
Board of Directors	
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Regular Meeting of the Board of Directors on June 18, 2026

DRAFT

SAGE OAK
CHARTER SCHOOLS



Sage Oak Charter Schools

Minutes

Regular Meeting of the Board of Directors

Date and Time

Thursday June 18, 2026 at 8:45 AM

Location

Sage Oak Charter Schools

1473 Ford Street, Suite #105

Redlands, CA 92373

Link to [Join Zoom Meeting](#)

ID: 94075270057

Passcode: 447380

Dial In: [\(US\) +1 669-900-6833](#)

Passcode: 447380

Teleconference Locations

1185 Calle Dulce, Chula Vista, CA 91910

39251 Camino Las Hoyas, Indio, CA 92203

16222 Quail Rock Road, Ramona, CA 92065

MISSION STATEMENT

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

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

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Directors Present

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

Directors Absent

P. Matz

Guests Present

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

I. Opening Items

A. Call the Meeting to Order

W. Hall called a meeting of the board of directors of Sage Oak Charter Schools to order on Thursday Jun 18, 2026 at 8:45 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 June 18, 2026 Regular Meeting of the Board of Directors

S. Houle made a motion to W. Hall, Board President, to approve the agenda as presented for the June 18, 2026, Regular Meeting of the Board of Directors.

M. Humphrey seconded the motion.

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

Roll Call

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

IV. Public Comments/Recognition/Reports

A. Public Comment

There was no request for public comment.

V. Board Governance

A. (Action) Approval of 2026-27 Board Evaluator Stipend

S. Houle made a motion to W. Hall, Board President, to approve the 2026-27 Board evaluator stipend as presented.

S. Fraire seconded the motion.

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

Roll Call

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

VI. Operations & Accountability

A. (Action) Approval of 2026-27 Local Performance Indicator Self-Reflection Reports for Sage Oak Charter Schools

S. Fraire made a motion to W. Hall, Board President, to approve the 2026-27 Local Performance Indicator Self-Reflection Reports for Sage Oak Charter Schools as presented.

M. Humphrey seconded the motion.

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

Roll Call

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

B.

(Action) Adoption of 2026-27 Local Control and Accountability Plan for Sage Oak Charter School (#1885)

M. Humphrey made a motion to W. Hall, Board President, to adopt the 2026-27 Local Control and Accountability Plan for Sage Oak Charter School (#1885) as presented.

S. Houle seconded the motion.

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

Roll Call

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

C. (Action) Adoption of 2026-27 Local Control and Accountability Plan for Sage Oak Charter School - Keppel (#1886)

S. Houle made a motion to W. Hall, Board President, to adopt the 2026-27 Local Control and Accountability Plan for Sage Oak Charter School - Keppel (#1886) as presented.

S. Fraire seconded the motion.

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

Roll Call

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

D. (Action) Adoption of 2026-27 Local Control and Accountability Plan for Sage Oak Charter School - South (#2051)

M. Humphrey made a motion to W. Hall, Board President, to adopt the 2026-27 Local Control and Accountability Plan for Sage Oak Charter School - South (#2051) as presented.

S. Houle seconded the motion.

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

Roll Call

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

VII. Business Services

A.

(Action) Adoption of 2026-27 July Budget - Sage Oak Charter Schools

S. Houle made a motion to W. Hall, Board President, to adopt the 2026-27 July Budget - Sage Oak Charter Schools as presented.

S. Fraire seconded the motion.

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

Roll Call

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

VIII. Human Resources

A. (Action) Approval of Modification of Superintendent of Schools' Employment Agreement and 2026-27 Salary Schedule

S. Houle made a motion to W. Hall, Board President, to approve the Modification of Superintendent of Schools' Employment Agreement and 2026-27 Salary Schedule as presented.

M. Humphrey seconded the motion.

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

Roll Call

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

B. (Action) Approval of 2026-27 Superintendent/CEO Evaluation Timeline and Plan

S. Houle made a motion to W. Hall, Board President, to approve the 2026-27 Superintendent/CEO Evaluation Timeline and Plan as presented.

M. Humphrey seconded the motion.

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

Roll Call

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

IX. Calendar

A.

Future Meetings

The next scheduled meeting will be a Regular Board of Directors Meeting held on August 13, 2026.

X. Comments

A. Board Comments

Board members expressed appreciation to Superintendent Woodgrift, the leadership team, and staff for another successful year and wished everyone a happy Fourth of July.

B. Superintendent Comments

Superintendent Woodgrift reflected on another successful year, acknowledged the Board's continued support, recognized Executive Assistants Emily Horta and LeAnn Snee for their dedication to supporting the Board and leadership team, and wished everyone a wonderful summer.

XI. Closing Items

A. Adjourn Meeting

S. Houle made a motion to W. Hall, Board President, to adjourn the Regular Meeting of the Board of Directors on June 18, 2026.

S. Fraire seconded the motion.

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

Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:03 AM.

Respectfully Submitted,
W. Hall

FOR MORE INFORMATION

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

Coversheet

Annual Board of Directors' Self-Evaluation

Section:	X. Oral Presentations
Item:	A. Annual Board of Directors' Self-Evaluation
Purpose:	
Submitted by:	
Related Material:	Annual Board of Directors' Self-Evaluation_Draft.pdf Annual Board of Directors' Self-Evaluation_Presentation.pdf



Annual Board of Directors' Self-Evaluation

Issue/Concept	Yes	No	Could Use Improvement
A Solid Foundation			
Does the school have well-drafted charter petitions/MOU's with its authorizing agencies?	SF MH SH WH PM		
Does the school have well-drafted governance documents (ex. Articles of Incorporation, Bylaws, and Board Manual)?	SF MH SH WH PM		
Is the school's legal and financial status clear and well understood?	SF MH SH WH PM		
Are appropriate liability insurance and risk management practices maintained at all times?	SF MH SH WH PM		
Does the school have a strategic plan/WASC report that is regularly reviewed and revised on an annual basis?	SF MH SH WH PM		
Does the Board ensure that annual goals (e.g., LCAP) are aligned to strategic priorities and monitored throughout the year?	SF MH SH WH PM		
Board Operations/Relations			
Do Board members understand and fulfill their legal and ethical responsibilities (duty of care/loyalty, conflict of interest)?	SF MH SH WH		

	PM		
Is there a documented process in place for onboarding new board members that is periodically reviewed?	SF SH WH PM	MH	
Does the Board's composition reflect a range of skills and expertise needed for effective governance?	SF MH SH WH PM		
Is there a clear process in place for selecting new Board members when needed?	SF SH WH PM	MH	
Do Board members feel informed and supported in completing required governance and compliance trainings (e.g., Ethics, Mandated Reporter)?	SF MH SH WH PM		
Does the Board use the results of its annual self-evaluation to guide continuous improvement?	SF MH SH WH PM		
Does the Board maintain transparent meeting minutes and timely communication of meeting actions and records?	SF MH SH WH PM		
Board Meeting Effectiveness & Efficiency			
Is the Board president a strong, capable meeting facilitator?	SF MH SH WH PM		
Has the Board president developed effective meeting norms?	SF MH SH WH PM		
Are board meeting procedures (such as Robert's Rules) clearly understood and consistently followed?	SF MH SH WH PM		
Do Board members consistently come prepared and contribute constructively during meetings?	SF MH SH		

	WH PM		
Are meetings well-organized, with clear, focused agendas that prioritize appropriate policy, school updates, and action items?	SF MH SH WH PM		
Is the Board meeting time appropriately balanced between Board discussion and staff presentations?	SF MH SH WH PM		
Are staff presentations concise and focused on “strategic takeaways” rather than a verbal reading of the board packet materials?	SF MH SH WH PM		
Relationship w/ CEO			
Does the Board establish clear performance goals and conduct an effective annual evaluation of the Superintendent/CEO?	SF MH SH WH PM		
Does the Board have a clear understanding with staff regarding the Board’s responsibilities in supporting and maximizing the functioning of the school?	SF MH SH WH PM		
Does the Board maintain and periodically review a Superintendent/CEO succession plan?	SF SH WH PM		MH
Personnel and Staffing			
Does the Board ensure personnel policies are regularly reviewed, updated, and aligned with applicable laws and regulations?	SF MH SH WH PM		
Does the Board ensure staffing plans and job descriptions are clearly defined and aligned with organizational needs?	SF MH SH WH PM		
Budget and Finance			
Does the Board ensure the annual budget aligns resources with the school’s mission and strategic priorities?	SF MH SH		

	WH PM		
Does the Board monitor the school's budget and financial health throughout the year?	SF MH SH WH PM		
Does the Board review the audit report and take any follow-up action, as needed?	SF MH SH WH PM		
Does the Board ensure long-term financial planning is aligned with the school's strategic goals and priorities?	SF MH SH WH PM		
Does the Board maintain and regularly review fiscal management and internal control policies that support financial accountability?	SF MH SH WH PM		
Instruction, Curriculum, and Assessment			
Has the Board reviewed and approved the school's curriculum and instructional programs?	SF MH SH WH PM		
Has the Board approved student achievement goals/standards?	SF MH SH WH PM		
Is there a broad-based assessment system in place to measure progress toward instructional goals and standards?	SF MH SH WH PM		
Is the instructional program in alignment with the state requirements and terms of the charter?	SF MH SH WH PM		
Is student assessment data consistently and comprehensively presented and analyzed in a way that supports the Board's understanding of student performance?	SF MH SH WH PM		

Is student achievement data regularly reported to charter-granting agencies as part of the school's oversight and renewal responsibilities?	SF MH SH WH PM		
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Board Member Comments on Areas of Strength:

W. HALL-

- Board members have a depth of experience as teachers, principals, and specialists. Board members are collaborative, respectful, and share a common dedication to the success of Sage Oak Charter Schools.

S. FRAIRE-

- Outstanding collaboration in all areas. Great communication and engagement. Hard-working and dedicated.

M. HUMPHREY-

- Common vision, depth of knowledge, and camaraderie

S. HOULE-

- We all value and adhere to the mission, vision, values, and goals of the school. We are all former school administrators who can relate to school challenges and experiences.

P. MATZ-

- The members of this board share a laser-like focus on ensuring that each and every Sage Oak student will receive the individualized program that will guide them to educational and emotional success. They bring a wealth of experience to the task and work extremely cohesively at all times.

Board Member Comments on Areas of Growth and Future Needs:

W. HALL-

- It would be helpful to occasionally review and discuss the procedures in the event the Superintendent has an emergency and needs to take a leave of absence.

S. FRAIRE-

- Continue to be aware of the possible need for new Board members in the future.

M. HUMPHREY-

- None

S. HOULE-

- To continue staying abreast of laws and the political elements that may affect our school.

P. MATZ-

- Members would benefit from ongoing educational opportunities in the area of artificial intelligence. This will facilitate our ability to provide effective guidance in this rapidly advancing instructional technique.

Board Member Comments on Improvement of Board's Work or Board Meetings:

W. HALL-

- That's a great question. Let's talk about it.

S. FRAIRE-

- The Board works as a team, and all meetings are smooth and efficient. Maintain and advance the top-notch production!

M. HUMPHREY-

- None

S. HOULE-

- Continue open dialogue at our meetings.

P. MATZ-

- The Board's work and meetings are both productive and effective. I don't really have a suggestion for improvement.

Board Member Comments on Agenda Topics to Consider for the 2026-27 School Year:

W. HALL-

- See above regarding in the event that the Superintendent has an emergency that requires her to be elsewhere.

S. FRAIRE-

- Continue to provide AI information and current legislation updates.

M. HUMPHREY-

- None

S. HOULE-

- None

P. MATZ-

- As stated above, continuing education in the area of A.I. would be helpful.



Board of Directors

Annual Evaluation Review



August 13, 2026 Board of Directors Meeting

Board of Directors

Comments on Strengths

We all value and adhere to the mission, vision, values, and goals of the school. We are all former school administrators who can relate to school challenges and experiences. - *Susan Houle*

Outstanding collaboration in all areas. Great communication and engagement. Hard-working and dedicated. - *Steve Fraire*

Common vision, depth of knowledge and camaraderie
- *Mike Humphrey*

Board members have a depth of experience as teachers, principals, and specialists. Board members are collaborative, respectful, and share a common dedication to the success of Sage Oak Charter Schools. - *Bill Hall*

The members of this board share a laser-like focus on ensuring that each and every Sage Oak student will receive the individualized program that will guide them to educational and emotional success. They bring a wealth of experience to the task and work extremely cohesively at all times. - *Pete Matz*



Board of Directors Areas of Focus

Continue monitoring legislative changes

Expand Board learning around Artificial Intelligence

Periodically review Superintendent succession procedures

Continue to be aware of the possible need for new Board members in the future



Board Discussion

Coversheet

Sage Oak Charter Schools Strategic Plan 2026-27

Section:	X. Oral Presentations
Item:	B. Sage Oak Charter Schools Strategic Plan 2026-27
Purpose:	
Submitted by:	
Related Material:	Sage Oak Charter Schools Strategic Plan 2026-27.pdf



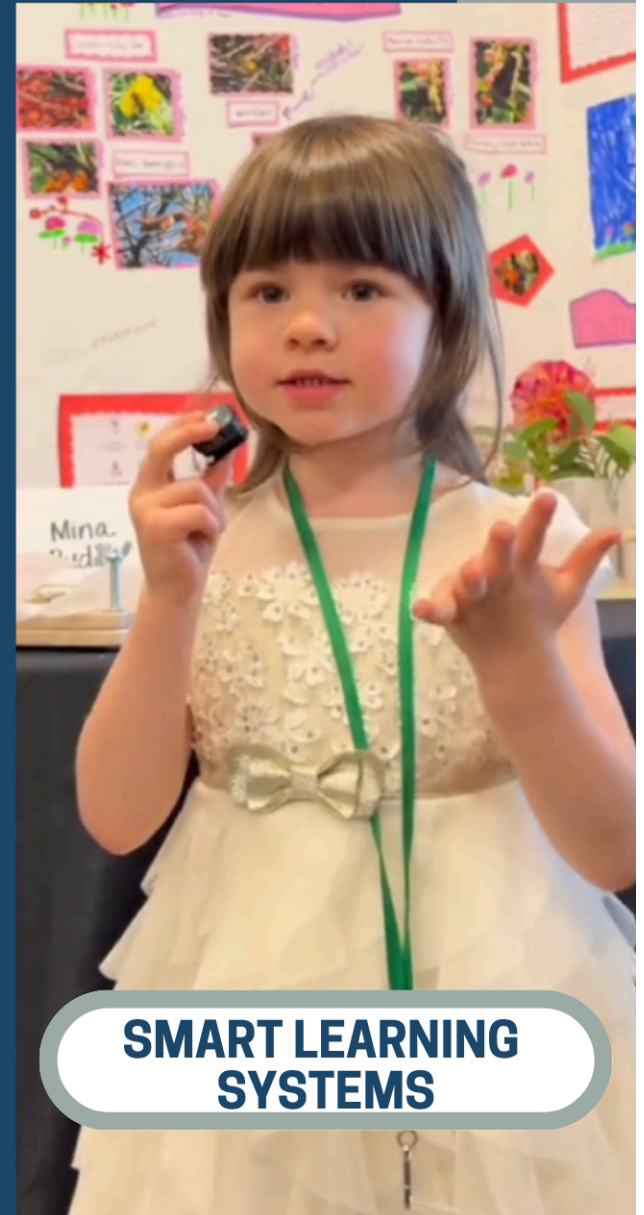
2026-27 STRATEGIC PLAN



STUDENT SUCCESS



ENGAGEMENT



**SMART LEARNING
SYSTEMS**

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Strategy D: Create a unified, data-informed articulation process that smoothly transitions students through each grade band while integrating critical feedback from graduates	
Strategy E: Increase the percentage of both English learner (EL) and Long-Term English learner (LTEL) students making progress toward proficiency as measured by the state language proficiency assessment, and increase the English learner reclassification rate by increasing participation with English Language Development (ELD) synchronous instruction	
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Mission

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

Vision

Sage Oak students embrace their unique potential and are inspired to positively impact their communities.

Core Values

With students always at the forefront, we are *SAGE*, and we value
Service | Accountability | Growth Mindset | Excellence

- *Service* – We value relationships and understand that we are here to provide a high level of service to our students, parents, community, and one another.
- *Accountability* – We build trust with educational partners by staying compliant with state and federal regulations while operating with integrity and transparency.
- *Growth Mindset* – We focus on working hard, learning continuously, and pushing ourselves to reach new heights. We stay current on best practices, educational trends, and strive to offer innovative and engaging opportunities for our students.
- *Excellence* – We strive for a standard of excellence in all that we do. We equip students and staff with the necessary tools, resources, and support to help them achieve their full potential.

Introduction

At Sage Oak Charter Schools, our mission to educate students through a personalized and collaborative learning approach, empowering them to lead purposeful and productive lives, remains the guiding force behind every goal we set and every action we take. As we enter the final year of our three-year strategic plan, our focus shifts from launching new initiatives to strengthening and embedding the work built over the past two years. This year's priorities are designed to ensure that successful practices become sustainable systems that continue to improve student outcomes, strengthen staff capacity, and support the organization's long-term growth.

This plan reflects our ongoing commitment to continuous improvement and was developed through a collaborative process that included feedback from educational partners and alignment with our Local Control and Accountability Plan (LCAP) priorities and Western Association of Schools and Colleges (WASC) goals. Parent, student, and staff surveys highlighted the importance of personalized learning, teacher connection, and access to meaningful support. Input from our Parent Advisory Committee, English Learner Advisory Committee, and Student Advisory Committee helped shape priorities related to college and career readiness, student well-being, and equitable access, while leadership planning sessions and department-level reviews ensured organizational alignment across all strategic initiatives.

The priorities for 2026–2027 build upon that foundation by advancing both student success and organizational effectiveness. Across our academic programs, we will deepen the implementation of Power Standards through data-driven Professional Learning Communities, expand college and career readiness through honors pathways, postsecondary preparation, and alumni engagement, strengthen targeted interventions, and continue refining personalized supports for students. Across the organization, we will strengthen the systems that increase consistency, improve decision-making, and create more time for meaningful work with students and families through initiatives such as a refined Professional Development Passport, Sage Central, expanded data capabilities, AI governance and pilot projects, enhanced data security, and a more intentional approach to technology planning. Together, these efforts position Sage Oak to complete this strategic plan with strong, sustainable systems that will support continued innovation and growth for years to come.



Local Control Accountability Plan (LCAP)

GOALS

ACTIONS

METRICS

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.

CPSELs: 1, 2, 4, 5, 6, 7, 8

- Integrate career, community, and life skills into comprehensive K-12 pathways.
- Refine a personalized, data-informed multi-tiered system of support for all students..
- Improve math proficiency for Students with Disabilities (SWD) by increasing the percentage of students with disabilities participating in math interventions.
- Create a unified, data-informed articulation process that smoothly transitions students through each grade band while integrating critical feedback from graduates.
- Increase the percentage of both English learner (EL) and Long-Term English learner (LTEL) students making progress toward proficiency as measured by the state language proficiency assessment, and increase the English learner reclassification rate by increasing participation with English Language Development (ELD) synchronous instruction.

- % Students completing A-G pathways and CTE pathways
- % Students achieving a score of 3 or higher on AP exams
- College Career Preparedness (College Career Indicator %)
- % Students graduated
- Maintenance of low middle school dropout rates
- Maintenance of low high school dropout rates
- Expansion of K-8 live synchronous instruction courses aligned with CTE pathways
- State and local math and reading scores
- Student/parent belief in access to instructional resources necessary to align with robust state standard education
- % Students receiving interventions who demonstrate growth equivalent to one year or more in English Language Arts and Mathematics
- % Students with disabilities participating in math intervention programs
- % Teachers feel equipped to transition their students to the next grade level band
- % English learners making progress toward English proficiency, including reclassification rate improvement
- % English learners' participation in ELD synchronous instruction courses
- % Parents/students/staff affirming access to resources supporting EL students' achievement
- % Long Term English Learner (LTEL) students making progress toward English proficiency

			Number of professional development opportunities focused on supporting English Language Development (ELD) & LTEL instruction
ENGAGEMENT	In order to enhance student, parent, and staff engagement, we will establish an environment that fosters connectedness and professional growth. <i>CPSELs: 1, 2, 3, 4, 5, 6, 7</i>	- Increase opportunities for parents, students, and staff to connect with each other and with school leadership, fostering a sense of community and alignment with the school's mission and vision. - Develop purposeful pathways for growth and opportunities for professional development. - Increase professional development for live instruction. - Develop a system to increase access and consistency for social and emotional resources and interventions.	- Student/parent/staff satisfaction survey results related to community engagement, school climate, connectedness, and confidence in job performance % Credentialed teachers % School attendance rates % Chronic absenteeism % Suspension and/or expulsion rates - Student/staff retention rate - Pathway for advancement participation rates - Increased number of professional development opportunities for all staff with a focus on live instruction % Student/parent/staff who feel informed about the social and emotional resources provided by Sage Oak - Increased number of synchronous support groups and/or counselor-led groups
SMART LEARNING SYSTEMS	Leverage technologies, specifically Artificial Intelligence (AI), to enhance data-driven decision-making, automate routine operational processes, and provide personalized learning pathways for students, thereby establishing scalable systems that ensure long-term sustainability, promote academic growth, and increase operational efficiency. <i>CPSELs: 1, 2, 3, 4, 5, 6, 7, 9</i>	- Evaluate, integrate, and optimize technology to streamline and automate operational processes and procedures. - Implement AI-driven personalized learning strategies to maximize student learning.	- Staff-to-student ratio - Staff satisfaction survey results: improvements in work efficiency and satisfaction, and increased confidence in using AI tools to improve learning outcomes

Action Steps

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.

Strategy A: Integrate career, community, and life skills into comprehensive K-12 pathways

Strategy B: Refine a personalized, data-informed multi-tiered system of support for all students

Strategy C: Improve math proficiency for students with disabilities by increasing their participation in synchronous math interventions.

Strategy D: Create a unified, data-informed articulation process that smoothly transitions students through each grade band while integrating critical feedback from graduates.

Strategy E: Increase the percentage of both English learner (EL) and long-term English learner (LTEL) students making progress toward proficiency as measured by the state language proficiency assessment and increase English learner reclassification rate by increasing participation with English Language Development (ELD) synchronous instruction.



Goal 1: Student Success

Strategic Plan Subactions

2024-25

College, Career & Service Podcasts

Maintain the number of podcasts that align with goal

2025-26

College, Career & Service Podcasts & Outreach

Increase the number of college and career avatar videos, highlighting CTE pathways. Look for opportunities to advertise and support career fairs, college fairs, or other events happening to ensure all students and families have access.

Analyze data to inform the planning of the 2025-26 podcast series, focusing on strategies to improve podcast metrics and expand reach. Continue to maintain the number of podcasts that align with college and career readiness and our core values.

2026-27

Marketing & Podcasts

Increase the number of college and career student (avatar) videos, highlighting Career Technical Education (CTE) pathways. Look for opportunities to advertise and support career fairs, college fairs, or other events happening to ensure all students and families have access.

Leverage podcasts, video content, and social media platforms, including Instagram, Facebook, and LinkedIn, to showcase and communicate the work, progress, impact, and success stories connected to Strategic Plan initiatives, including (but not limited to) college and career pathways, CTE courses, student success stories, organizational accomplishments, wellness initiatives, and student digital citizenship.

High School CTE Pathways

Add Computer Science CTE Pathway

Career Technical Education (CTE) Pathways

Establish clear criteria and a defined process for evaluating when a new Career Technical Education (CTE) pathway is needed. Use this process to assess the demand and feasibility of adding new pathways for 2026-27.

Prioritize the following for our CTE pathways:

- *Computer Science: Add AI as a component
- *Entrepreneurship: Add internal concentrator course, if staffing allows
- *Sports Medicine: Add internal capstone course, if staffing allows
- *Child Development: Add internal capstone course, if staffing allows

Career Technical Education Pathways

Establish clear criteria and a defined process for evaluating when a new Career Technical Education (CTE) pathway is needed. Use this process to assess the demand and feasibility of adding new pathways for 2026-27.

	Utilize our CTE teachers to grow partnerships with businesses and organizations to increase real-world learning experiences for students through internships. Develop a structured internship program that aligns with student interests and career pathways, ensuring accessibility and meaningful participation.	
<u>Intervention</u> Prioritize additional math and English Language Arts intervention teachers in the budget. Develop and train new Reading Specialists and Math Intervention teachers using evidence-based practices	<u>Intervention</u> Implement a new math curriculum in elementary intervention classes and small-group math support for K-3rd grades.	<u>Intervention</u> Implement a math intervention program for students in K-2 and continue to develop math intervention classes for 3-5 grade students.
<u>Authorizer Relationships</u> Visit each authorizer board meeting 4-6 times during the school year. Continue to send cards. Continue attempts to invite authorizing superintendents to join our podcast. Visit each authorizing Superintendent twice during the school year, preferably in an informal setting.	<u>Alumni Network</u> Implement a system to track and maintain contact with alumni, gathering data on their post-graduation experiences to assess how Sage Oak supported them and identify areas for improvement.	<u>Alumni Network/Program</u> Establish a system to track and maintain contact with Sage Oak alumni, gather data on their post-graduation experiences, assess how well Sage Oak prepared and supported them, and identify opportunities for continuous improvement. (*carried over from last year) Develop the foundation for a comprehensive alumni engagement program that establishes ongoing communication, strengthens connections with graduates, gathers meaningful post-graduation feedback, and creates opportunities to highlight alumni achievements through podcasts, videos, and other storytelling platforms.
N/A	N/A	<u>Middle School Students – Postsecondary Preparation</u> Equip middle school teachers to support student postsecondary planning through targeted professional development and an optional Professional Development Passport microcredential.
N/A	N/A	<u>High School Students – Postsecondary Preparation</u> Equip high school teachers with professional development on supporting students in postsecondary planning and an optional microcredential through the Professional Development Passport.

N/A	N/A	<u>Early Literacy K-2</u> Increase K-2 student access to Multi-Tiered System of Support (MTSS) ELA instruction that follows systematic and multisensory instruction.
N/A	N/A	<u>HS Intervention</u> Implement a comprehensive high dose tutoring math intervention/support program for high school students who are at risk of not successfully completing Algebra I.
<u>Increase Direct Instruction for Students in Math</u> Implement the plan determined in Year 1: Expand live Oakschool math class offerings to 4th - 8th grades with no cost to instructional funds to encourage full-year enrollment. Pilot a specialized power standard math class for TK/K and 6th-grade students. Virtual Learning Academy and Oakschool: Identify the math power standards which will be used to improve instruction and student support	<u>Increase Direct Instruction in Math: Power Standards</u> Oakschool: Expand the number of Oakschool courses, incorporating power standards, providing targeted instruction, and reinforcing essential math skills. Virtual Learning Academy: Integrate power standards along with MasteryConnect assessments to increase student math achievement in math. Expand the use of power standards school-wide by providing comprehensive training on power standards, common assessments, and instructional strategies to ensure consistency and alignment in teaching and learning.	<u>Math Power Standards</u> Develop and implement data-driven Professional Learning Community (PLC) practices by using Power Standards, formative assessment data, and the four PLC questions to guide instructional decisions, reinforce essential math skills, and improve student achievement. Implement data-driven Professional Learning Community (PLC) practices by using Power Standards, formative assessment data, and the four PLC questions to guide instructional decisions, reinforce essential math skills, and improve student achievement. Increase usage of the Sage Oak math app and implement the new math companion books
N/A	N/A	<u>Honors Math Pathway</u> Implement a new Sage Oak-specific Honors Math Pathway.
N/A	N/A	<u>Math Performance Tasks</u> Integrate math performance tasks into all math classes.
N/A	N/A	<u>Power Standards</u> Implement a reteach and reassess model in small groups, focusing on the top five Power Standards.
N/A	N/A	<u>Honors Pathway</u> Implement a new Honors Pathway.

<u>Reduce Number of Students Using Below-Grade-Level Curriculum</u> Revisit and refine the plan. Consider requiring specific curriculum for special education students to ensure grade-level exposure with built-in scaffolding Continue to discuss with the regional mentor for approval for all curriculum below grade level. Consider collaborating with the curriculum coordinator on this task The regional mentor will consult with the assigned program specialist regarding students using curriculum more than two grade levels below	<u>Reduce Number of Students Using Below-Grade-Level Curriculum</u> Evaluate the effectiveness of the 24/25 plan to reduce below-grade-level curriculum use, identifying successes and areas for improvement to refine the 25/26 strategy.	<u>English Language Arts (ELA) Curriculum Analysis</u> In conjunction with the Director of Student Learning and Innovation, use the findings from the English Language Arts (ELA) curriculum analysis to establish K-8 ELA priorities. Work with Assistant Principals and facilitators to collaborate with teachers on targeted plans that increase grade-level curriculum usage and decrease the use of below-grade-level ELA materials. Provide the findings from the ELA curriculum analysis and support the development of the K-8 ELA priorities with the Director/Principal of the Personalized Learning Academy (PLA)
<u>Students with Disabilities</u> Monitor % Students with disabilities participating in math interventions Research evidence-based math practices to use during SAI sessions Mild/Moderate teachers will attend professional development regarding evidence-based math practices	<u>Students with Disabilities</u> Based on math professional development, the special education teacher on assignment (TOSA) will support staff in using evidence-based math practices. If an appropriate book is able to be found, mild/moderate (M/M) teachers will participate in a book study related to math instruction.	<u>Students with Disabilities</u> Based on math professional development, the special education teacher on assignment (TOSA) will support staff in using evidence-based math practices; for example, Cognitive Guided Instruction (CGI) Teacher Training to our K-8 M/M and ESN teachers.
<u>Program for Advanced and Gifted Education (PAGE)</u> Add PAGE coordinator full-time position Oakschool: Improve and increase classes and program offerings. Refine and improve PAGE identification process.	<u>Program for Advanced and Gifted Education (PAGE)</u> Enhance and standardize middle school honors courses to ensure alignment across programs. Establish and implement project-based learning supplemental assignments for PAGE students. Align project-based learning with field trips and guest speakers to enhance student learning. Increase the number of PAGE students to 200 or more	<u>Program for Advanced and Gifted Education (PAGE)</u> Enhance the middle school honors program by selecting and implementing an aligned curriculum that supports instructional coherence, consistency, and clear pathways across all school programs. Establish and implement project-based learning (PBL) supplemental assignments for students in the Program for Advanced and Gifted Education (PAGE). Align PBL with field trips and guest speakers to enhance student learning.

<u>Data-Informed Articulation Process</u> Collaborate to develop a comprehensive plan to create a unified, data-informed articulation process that smoothly transitions students through each grade band while integrating critical feedback from graduates. Improve the 8th-grade to high school transition process by including a special course for 8th graders and adding office hours with the middle school coordinator. Develop a cohesive plan to connect with our graduates and gather valuable data on their post-graduation experiences. Focus on understanding how the Sage Oak program supported them and identify areas for improvement. Use this data to drive program improvements.	<u>Data-Informed Articulation Process</u> Develop a process to collect and provide teachers with targeted, actionable data to support student transitions between grade bands, ensuring alignment with school-wide initiatives like power standards and instructional strategies. Disaggregate state and local assessment data by school, program, grade level, CA Dashboard student group, and provide insights and information to all appropriate stakeholders Refine and disaggregate student achievement data further allowing for a deeper micro-level analysis of student performance and program effectiveness.	<u>Data-Informed Articulation Process</u> Equip teachers to use Student Learning Outcomes to support student readiness and successful transitions between grade levels and grade bands. Disaggregate state and local assessment data by Personalized Learning Academy (PLA) regional group and further refine the data to support deeper micro-level analysis of student performance and program effectiveness. Provide PLA leadership and other stakeholders with clear, actionable insights that inform instructional decisions, identify trends, and guide targeted support strategies within each regional group.
<u>Multilingual/English Learner Support</u> Add additional teachers/classes, as needed, based on enrollment. Support multilingual student access to synchronous instruction by implementing an equity tracker to monitor participation in school-wide virtual classes. Provide professional development for all teachers relating to ELPAC testing and understanding the multilingual student.	<u>Multilingual/English Learner</u> Continue professional development for relevant staff relating to ELPAC testing and understanding the multilingual student. Support multilingual student access to synchronous instruction by increasing parent communication, increasing teacher professional development and training on best practices for multilingual learners, and monitoring the equity tracker to ensure their participation in schoolwide virtual classes.	<u>English Learners (ELs)</u> Support multilingual student access to synchronous instruction through parent communication, teacher professional development and training on best practices for multilingual learners, and monitoring the equity tracker to ensure participation in schoolwide virtual classes.

Action Steps

Goal 2: ENGAGEMENT

In order to enhance student, parent, and staff engagement, we will establish an environment that fosters connectedness and professional growth.

Strategy A: Increase opportunities for parents, students, and staff to connect with each other and with school leadership, fostering a sense of community and alignment with the school's mission and vision.

Strategy B: Develop purposeful pathways for growth and opportunities for professional development.

Strategy C: Increase professional development for live instruction.

Strategy D: Develop a system to increase access and consistency for social and emotional resources and interventions.



Goal 2: Engagement		
2024-25	2025-26	2026-27
<u>Parent Engagement</u> Leverage events, such as socials and hangouts, to intentionally create spaces where parents and students can engage with one another and school leadership	<u>Parent Engagement</u> Continue to leverage events, such as socials and hangouts, to intentionally create spaces where parents and students can engage with one another and school leadership Increase parent involvement in the Parent Advisory Council, English Learner Advisory Committee (ELAC), and Student Technology Advisory Committee (STAC) through targeted marketing and advertising. Create social media posts and email campaigns to raise awareness about upcoming socials and hangouts	<u>Parent Engagement</u> Refine the community engagement approach by developing a small cohort of parent leaders to facilitate informal family hangouts that strengthen peer-to-peer connections and foster a cohesive school community. Strengthen parent and staff engagement during Parent Advisory Committee (PAC), English Learner Advisory Committee (ELAC), Student Advisory Committee (STAC), and Teacher Advisory Committee (TAC) meetings by fostering meaningful dialogue and increasing purposeful participation. Implement strategies to increase parent participation on the English Learner Advisory Committee (ELAC).
N/A	<u>Professional Development (PD) Passport</u> Provide staff with personalized professional development opportunities through the Professional Development (PD) Passport. The opportunities are aligned with our strategic goals and include <i>True Colors</i> for self-awareness and AI training for innovation.	<u>PD Passport</u> Refine the Professional Development (PD) Passport to provide staff with a menu of learning opportunities aligned to each strategic goal. Structure the PD Passport to capture meaningful data and generate reports that show how it is being used, which learning opportunities are selected, and how the program is impacting teachers and students.
<u>Work Anniversary Program</u> Develop a work anniversary program, honoring the longevity of staff serving Sage Oak, such as 1 Year, 5 Year, 10 Year. Survey staff on how to celebrate longevity through the work anniversary program.	<u>Work Anniversary Program</u> Strengthen the Sage Milestone Program, recognizing staff longevity, through personalized offerings, clear communication, and a sustainable annual process.	<u>Work Anniversary Program</u> Strengthen the Sage Milestone Program, recognizing staff longevity through personalized offerings, clear communication, and a sustainable annual process.

<u>Wellness Initiative</u> Implement a wellness stipend for all staff through a Flexible Spending Account. Survey staff on how to promote wellness and utilize health provider wellness stipend(s).	<u>Wellness Initiative</u> Promote staff wellness by increasing access to resources, events, and clear communication.	<u>Staff Engagement</u> Promote staff wellness by increasing access to resources, events, and clear communication.
<u>Professional Development – Live Instruction</u> Implement evidence-based professional development for synchronous instructors; topics will be determined based on student needs as well as teacher feedback	<u>Professional Development – Live Instruction</u> Continue to offer evidence-based professional development opportunities for synchronous instructors and integrate action steps or goals into follow-up meetings with supervisors.	<u>Professional Development – Live Instruction</u> Enhance professional development for synchronous instructors by aligning learning opportunities with program goals and team needs. Refine professional development for synchronous instructors by working with each program to align learning opportunities with program goals and team needs.
N/A	N/A	<u>Marketing & Podcasts</u> Leverage podcasts, video content, and social media platforms, including Instagram, Facebook, and LinkedIn, to showcase and communicate the work, progress, impact, and success stories connected to Strategic Plan initiatives, including (but not limited to) college and career pathways, CTE courses, student success stories, organizational accomplishments, wellness initiatives, and student digital citizenship.

Action Steps

Goal 3: SMART LEARNING SYSTEMS

Leverage technologies, specifically Artificial Intelligence, to enhance data-driven decision-making, automate routine operational processes, and provide personalized learning pathways for students, thereby establishing scalable systems that ensure long-term sustainability, promote academic growth, and increase operational efficiency.

Strategy A: Evaluate, integrate, and optimize technology to streamline and automate operational processes and procedures.

Strategy B: Implement AI-driven personalized learning strategies to maximize student learning.



Goal 3: Smart Learning Systems

2024-25	2025-26	2026-27
<u>Systems Audit</u> Ensure effective cross-platform communication, enabling different systems to interact seamlessly to fill in gaps discovered by the audit Identify all data bridges between platforms Evaluate reducing systems used Train staff on elements of systems underutilized	<u>Systems Audit & Optimization</u> Train subject matter experts in each department to partner with IT and serve as the first point of contact for system-related issues. Identify underutilized systems and determine if issues stem from system limitations or training gaps. Phase out ineffective systems and provide training where needed. List all organizational and educational platforms, categorize users (All School, Department, Role), and survey them on effectiveness, pain points, and improvement needs. Use survey results to refine system usage, address training gaps, and determine if platforms should be improved or replaced.	<u>Systems Audit – Technology (non-Educational Technology)</u> Assess and improve organizational systems, excluding instructional technology, by analyzing usage data and stakeholder feedback to determine whether challenges stem from system limitations or training gaps. Use the findings to provide targeted training, optimize system configuration and use, or recommend replacement of systems that no longer effectively support organizational operations. <u>Systems Audit – Education Technology</u> Assess and improve educational technology systems by analyzing usage data and stakeholder feedback to determine whether challenges stem from system limitations or training gaps. Use the findings to provide targeted training, optimize system configuration and use, or recommend replacement of tools that no longer effectively support teaching and learning.
<u>Centralized Management System with Data Lake Integration</u> Develop and deploy a centralized management system (user portal) that provides a single dashboard linking documents and applications based on users' roles and departments. The dashboard will include organization-wide links to systems and applications, serving as a document hub with access to school-wide and departmental manuals and resources.	<u>Centralized Management & Data Lake Integration</u> Enhance the central management system by gathering user feedback, improving the user portal, and refining shortcuts based on departmental needs. Provide targeted training to boost user adoption and address knowledge gaps. Expand the Sage Oak data lake with additional system integrations.	<u>Data Lake</u> Define the purpose and value of the Sage Oak data lake. Identify the highest-value use cases for the organization, including board and leadership reporting, student achievement trends, and program effectiveness, and evaluate visualization tools such as PowerBI to make that data accessible and easy to interpret. Clarify roles between the data analyst, who owns queries and report definitions, and IT, who owns infrastructure and integrations. Produce a data lake roadmap by the end of the year that defines priority use cases, reporting standards, and a plan for future integrations.

N/A	N/A	<u>Sage Central – Staff Hub</u> Develop Sage Central as Sage Oak's staff hub and single source of truth by creating a scalable solution that streamlines access to systems, tools, resources, and information. Configure the solution around staff workflows to improve efficiency, simplify navigation, and create a consistent experience for all staff.
<u>Custom Tool Development</u> Design various data integration tools to increase staff efficiency and support data-driven decision-making, accessed through the centralized management system: • Student information portal • Teacher-student rostering assistance tool • Special education assessment management system (AMS) • Internal OPS purchase order (PO) data interchange • Budget-to-actual system • Secondary course alias search tool • CalSTRS reporting automation • Community provider (CP) parent and student rating and review page, similar to Yelp Develop a plan for the future development of various tools: • Inventory integration/virtual library • Custom purchasing system to realize savings versus our existing annual subscription, integrating with a virtual library tool.	<u>Priority Projects for 25-26</u> Develop a plan to design a future custom purchasing system. Develop and deploy a cloud-based library platform to replace the current Lending Library. The system will be integrated via an Application Program Interface (API) to purchasing and IT ticketing systems to serve as the system of record for student inventory of materials.	<u>Priority Projects for 26-27</u> Finalize and adopt the Sage Oak Technology Project Process and Technology Project Intake Form, establishing a structured, two-window annual review process that requires a documented problem statement, researched solution options, defined scope, cost estimate, timeline, and implementation commitment before any project is considered for approval. Collaborate with the Executive Team and department leaders during the review windows to evaluate proposals, align them to Strategic Plan Goal 3 and organizational capacity, and develop a final approved project list each cycle. This process replaces ad hoc project requests with a predictable rhythm the technology team and requesting departments can plan around.
N/A	N/A	<u>AI Digital Citizenship</u> Equip parents and students with the knowledge and skills to practice digital citizenship and use AI responsibly.
N/A	N/A	<u>Claude Foundation</u> Build the foundation for Sage Oak's use of Claude by establishing governance and guardrails, providing staff training, piloting high-impact use cases such as documentation and file management, and developing a roadmap for broader implementation.

N/A	N/A	<u>Student and Data Security</u> Develop clear written procedures for privacy compliance and security incident response so the organization can act rapidly and consistently when issues occur. Establish a disaster recovery plan that defines backup practices, recovery time expectations, and roles and responsibilities in the event of a system outage or data loss incident. Conduct a security-focused vendor evaluation process for Ed Tech and organizational platforms, ensuring new and existing vendors meet data privacy and security standards before systems are adopted or renewed. Conduct regular internal audits to verify these practices are being followed and identify gaps before they become incidents.
N/A	N/A	<u>Automated Identity & Access Provisioning</u> Establish automated provisioning and deprovisioning of system access based on a student's enrollment and course data in the Student Information System (SIS) and an employee's status and position in the Human Resources Information System (HRIS). As a student enrolls, changes courses, or exits, and as an employee is hired, changes roles, or separates, their access across relevant systems should update automatically and immediately rather than depending on manual account creation and cleanup. This ensures students and staff have the access they need exactly when they need it, reduces the administrative burden of manual account management, and strengthens security by ensuring access is always current and closing the gap where accounts remain active longer than they should.
N/A	N/A	<u>LCAP Budget & Expenditure Awareness</u> Strengthen LCAP and budget integration by incorporating discussions of LCAP-aligned budget line items into budget owner meetings, increasing understanding of how expenditures support strategic priorities and planned outcomes.

N/A	N/A	<u>Budget & LCAP Expenditure Awareness</u> Develop a fiscal dashboard and deliver professional development following the First and Second Interim budget cycles that summarizes the overall budget and LCAP budget, compares budgeted amounts to actual expenditures through the most recently closed month using the latest approved budget, and supports leadership awareness, informed planning, and alignment with strategic and LCAP goals.
N/A	N/A	<u>Marketing & Podcasts</u> Leverage podcasts, video content, and social media platforms, including Instagram, Facebook, and LinkedIn, to showcase and communicate the work, progress, impact, and success stories connected to Strategic Plan initiatives, including (but not limited to) college and career pathways, CTE courses, student success stories, organizational accomplishments, wellness initiatives, and student digital citizenship.

Conclusion

As we enter the third and final year of this strategic plan, Sage Oak remains committed to providing a personalized, student-centered education that prepares every student to lead a purposeful and productive life. Guided by our values of Service, Accountability, Growth Mindset, and Excellence, we will continue building on the progress of the past two years while remaining focused on what matters most: student success.

The priorities outlined in this plan strengthen the work already underway by advancing instructional excellence, expanding college and career readiness, increasing meaningful opportunities for connection, and refining the systems that support our staff. Together, these priorities strengthen our school community and create the conditions for students, families, and employees to thrive.

Although this is the final year of our current strategic plan, it is not the end of our strategic work. Even as we implement this year's priorities, we are already engaging educational partners, evaluating emerging opportunities, and identifying the priorities that will shape Sage Oak's next three-year strategic plan. As education continues to evolve, Sage Oak will continue learning, adapting, and innovating so we remain well positioned to serve students and families for years to come.



Coversheet

Consent Items - Business Services

Section:	XI. Consent Agenda
Item:	A. Consent Items - Business Services
Purpose:	
Submitted by:	
Related Material:	Consent Items - Business Services.pdf

SAGE OAK CHARTER SCHOOLS

Regular Meeting of the Board of Directors - August 13, 2026

Consent Items - Business Services

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

1. Item: Check Register - [June 2026](#)
2. Item: Check Register - [July 2026](#)
3. Item: Report of Investment Activity - [May 2026](#)
4. Item: Report of Investment Activity - [June 2026](#)
5. Item: Ratification of [Instructure, Inc. Order Form Q-585049-2](#) (Renewal)

Background:

Sage Oak Charter Schools requests the Board ratify the order form for Instructure for the 2026-27 school year. The services outlined in the Instructure order form are Canvas and Mastery Connect. Canvas is the learning management system used by Sage Oak Charter Schools for students and staff. Mastery Connect is used to assess student progress against academic standards, providing educators with data to identify learning gaps and drive targeted, evidence-based instruction. This expense was approved on June 18, 2026, as part of the 2026-27 July Budget.

Recommendation:

It is recommended the Board ratify the Instructure, Inc. Order Form Q-585049-2, as presented.

6. Item: Ratification of [Nth Generation Computing, Inc. Quote #177734](#)

Background:

Sage Oak Charter Schools requests the Board ratify the Nth Generation Computing, Inc. quote for Arctic Wolf MDR Gold cybersecurity services for a three-year term. This agreement provides 24/7 cybersecurity monitoring, threat detection, and incident response to help protect Sage Oak's systems, staff, and student data. The expense was approved per Sage Oak Charter Schools' Fiscal Policy.

Recommendation:

It is recommended that the Board ratify the Nth Generation Computing, Inc. Quote #177734, as presented.

7. Item: Ratification of [T-Mobile Quote CLM #4784944](#) (Renewal)

Background:

Sage Oak Charter Schools requests the board ratify the T-Mobile quote for the 2026-27 school year. This quote covers service for new, upgraded 5G hotspots for Sage Oak staff and students. This expense was approved on June 18, 2026, as part of the 2026-27 July Budget.

Recommendation:

It is recommended that the Board ratify the T-Mobile Quote CLM# 4784944, as presented.

8. Item: Ratification of [School Pathways Quote Forms with Sage Oak Charter Schools](#) (Renewal)

Background:

Sage Oak Charter Schools requests the Board ratify the quote forms with School Pathways for the 2026-27 school year. Sage Oak uses School Pathways as its cloud-based student information system. This expense was approved on June 18, 2026, as part of the 2026-27 July Budget.

Recommendation:

It is recommended the Board ratify the School Pathways Quote Forms with Sage Oak Charter Schools, as presented.

9. Item: Ratification of [Online Purchasing System & Library Resources \(OPS\) Service Agreement SOCS-OPS2627](#) (Renewal)

Background:

Sage Oak Charter Schools requests the Board ratify the service agreement with Online Purchasing Systems (OPS) for the 2026-27 school year. The annual services provided under this agreement give access to and support the OPS purchase order system used by staff and students who receive instructional funds (via their teachers) to place, track, and manage orders for all school-related materials and services. This expense was approved on June 18, 2026, as part of the 2026-27 July Budget.

Recommendation:

It is recommended that the Board ratify the Online Purchasing System & Library Resources (OPS) Service Agreement SOCS-OPS2627 as presented.

Coversheet

Consent Items - Human Resources

Section:	XI. Consent Agenda
Item:	B. Consent Items - Human Resources
Purpose:	
Submitted by:	
Related Material:	Consent Items - Human Resources.pdf

SAGE OAK CHARTER SCHOOLS

Regular Meeting of the Board of Directors - August 13, 2026

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:

- [Senior Administrative Assistant, Outreach & Development](#)

Recommendation:

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

4. Item: Approval of [2026 Revised IRS Mileage Reimbursement Rate](#)

Background:

Each year, the IRS approves a standard per-mile rate for reimbursement. Sage Oak Charter Schools reimburses its employees for mileage at the IRS rate, as stated in the 4140-SO, Mileage Reimbursement Policy. The reimbursement rate should align with the IRS-established rate for 2026.

Recommendation:

It is recommended the Board approve the 2026 Revised IRS Mileage Reimbursement Rate as presented.

5. Item: Approval of [Revised Sage Oak Charter Schools Employee Handbook](#)

Background:

[Summary of Revisions](#)

Sage Oak Charter Schools requests Board approval of the revisions to the Employee Handbook. The handbook has been updated to reflect revisions to the meal reimbursement process for conferences and summits, as well as to clarify the rules governing personal necessity leave, including leave usage increments and annual rollover provisions.

Recommendation:

It is recommended that the Board approve the revisions to the Sage Oak Charter Schools Employee Handbook as presented.

Coversheet

(Action) Approval of Harbottle Law Group Retainer Agreement

Section:	XII. Business Services
Item:	A. (Action) Approval of Harbottle Law Group Retainer Agreement
Purpose:	Vote
Submitted by:	
Related Material:	Harbottle Law Group Retainer Agreement.pdf

RETAINER AGREEMENT BETWEEN HARBOTTLE LAW GROUP AND

SAGE OAK CHARTER SCHOOLS

FISCAL YEAR, JULY 1, 2026 - JUNE 30, 2027

This attorney retainer agreement is entered into by and between Harbottle Law Group ("HLG") on one hand, and Sage Oak Charter Schools ("Client") on the other for the period between August 3, 2026 and extending through June 30, 2027.

1. Scope of Work and Duties. Client hires HLG to advise Client and perform legal services for Client and such other and further matters as Client and HLG from time to time agree upon. HLG will perform these services, will keep Client informed of progress, and will respond to Client's inquiries.

2. Client's Duties. Client agrees to provide HLG such information, assistance and cooperation as is necessary for HLG to effectively perform its services under this Agreement. Client shall timely pay HLG's bills for fees and costs.

Client shall keep HLG advised of Client's address, telephone numbers, and other pertinent contact information during the pendency of this Agreement.

3. Legal Fees, Billing Practices, and Personnel. HLG's fees will be charged on an hourly basis for all time actually expended and are generally billed monthly. The payment of such bills will be due within 30 days from the date of the invoice. HLG will utilize those attorneys and staff it determines to be best suited to the task, consistent with the competent and efficient rendering of legal services. The services to be performed by HLG hereunder shall be provided at a rate not to exceed Three-Hundred Eighty Five Dollars (\$385.00) per hour for Senior Counsel/Senior Of Counsel, Three-Hundred Seventy Dollars (\$370.00) per hour for Partners/Of Counsel, Three-Hundred Fifty Five Dollars (\$355.00) per hour for Senior Associates, Three-Hundred Thirty Five Dollars (\$335.00) per hour for Associates, Two-Hundred Twenty Dollars (\$225.00) per hour for Senior Paralegals, Two-Hundred Twenty Dollars (\$220.00) per hour for Law Clerks, Paralegals, and Education Consultants.

4. Costs and Other Charges. HLG will incur various costs and expenses in performing legal services under this Agreement. Client agrees to pay for those costs and expenses in addition to the hourly fees. Costs and expenses commonly include fees fixed by law or assessed by public agencies, expert witness fees and expenses, deposition transcripts, long distance telephone calls, messenger and other delivery fees, postage, parking and other local travel expenses, photocopying and other reproduction costs, clerical staff overtime, and computer assisted research fees.

5. Statements. HLG shall send Client one or more statements for fees and costs incurred on a periodic basis, generally monthly. These statements shall indicate the basis of the fees, including the amount of time spent and a description of the work performed. Payment of the statements is due thirty days after the statements are rendered.

6. Concurrent Representation of Other Entities and Individuals. HLG is currently acting as legal counsel to a number of school districts, other public agencies in several counties,

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as well as private clients. HLG's representation of such public and private entities in such other matters is unrelated to its representation of Client. HLG therefore reserves the right to continue to represent such parties in these unrelated matters, and any other parties in the future which may be adverse to Client, but which are unrelated to our representation of Client. Your signature below will confirm this understanding and your waiver on behalf of Client of any such potential conflicts. If, in the future, Client wishes to retain HLG to represent its interests in matters that may relate to a matter or matters in which HLG is also representing other parties, HLG will present Client with a separate document for its consideration, and possible informed written consent, to such concurrent representation.

7. Disclaimer of Guarantee. HLG has made no representations, promises or guarantees to Client regarding the outcome of Client's matter(s). Furthermore HLG cannot make any guarantee as to the amount which Client will incur for attorneys' fees and costs in this matter, as those figures will wholly depend on the time and effort required to be devoted to the matter.

8. Discharge and Withdrawal. Client may discharge HLG at any time. HLG may withdraw from Client's representation at any time to the extent permitted by law and the Rules of Professional Conduct, upon reasonable notice to the Client. In the event of such discharge or withdrawal, Client shall pay HLG's fees and costs legally owed in accordance with this Agreement for all work done (and costs incurred) through the termination of HLG's representation of Client.

9. No Waivers. A waiver by either party of a breach of any of the conditions, terms, or time requirements under this Agreement shall not be construed as a waiver of any succeeding breach of the same or other conditions, terms or time requirements.

10. Errors and Omissions Insurance. HLG maintains errors and omissions insurance coverage applicable to the services mentioned in this Agreement.

11. Integration. This Agreement constitutes the entire Agreement between HLG and Client with respect to this matter.

12. Arbitration of Disputes. If any dispute arises between Client and HLG regarding services or billings or any other matter relating to the provisions or duties under this Agreement, such dispute shall be submitted to binding arbitration. Fee disputes shall be arbitrated according to the guidelines and standards adopted by the State Bar of California, if any, then in effect. Any other dispute shall be arbitrated according to the arbitration rules of the Orange County Bar Association, if any, then in effect; and if there are no such rules in effect then in accordance with the rules of the American Arbitration Association.

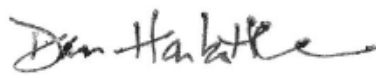
The decision of the arbitrator(s) shall be final and binding. The arbitrator(s) shall have the discretion to order the losing party to reimburse the prevailing party for all costs and fees incurred in connection with the arbitration, including attorneys' fees and the arbitrators' fees.

13. Fees and Costs to Enforce Agreement. In the event attorneys' fees and related costs are incurred to enforce this agreement or to resolve a dispute under this agreement, the prevailing party shall be entitled to recover, in addition to damages allowed by law, reasonable attorneys' fees and costs.

14. Right to Consult Independent Counsel. HLG advises that Client has the right to consult independent counsel in connection with its decision to enter into this Agreement and recommends that it do so.

Dated: July 31, 2026

Harbottle Law Group

By: 
S. Daniel Harbottle, Director

I have read and understood the foregoing terms and agree to them.

Dated: _____, 2026

By: _____
Krista Woodgrift, Chief Executive Officer
Sage Oak Charter Schools

Coversheet

(Action) Approval of Scout Edu, Inc. Quote

Section:	XIII. Operations & Accountability
Item:	A. (Action) Approval of Scout Edu, Inc. Quote
Purpose:	Vote
Submitted by:	
Related Material:	Scout Edu, Inc. Quote.pdf Scout Edu, Inc. Presentation.pdf

QUOTE

Valid until Jul 25, 2026

\$382,500.00

Scout Edu, Inc.

132 Bowery
Floor 4
New York, New York 10013
United States
support@scoutforschools.com

QUOTE NUMBER QT-GDKY8EO7-0002-1

ISSUE DATE Jun 25, 2026

EXPIRATION DATE	Jul 25, 2026
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QUOTE FOR
Sage Oak Charter Schools

Service period: July 1st, 2026 - June 30th, 2027. Payment of \$382,500 due by August 1st, 2026.

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Scout - 1 year license	6,000	\$85.00	\$510,000.00
	Subtotal		\$510,000.00
	25% off (25% off)		-\$127,500.00
	Total		\$382,500.00

Questions? Contact Scout Edu, Inc. at support@scoutforschools.com or call at +1 917-825-7129.

QT-GDKY8EO7-0002-1 - Page 1 of 1

QUOTE

Valid until Jul 25, 2026

\$382,500.00

Scout Edu, Inc.

132 Bowery
Floor 4
New York, New York 10013
United States
support@scoutforschools.com

QUOTE NUMBER QT-GDKY8EO7-0003-1
ISSUE DATE Jun 25, 2026
EXPIRATION DATE Jul 25, 2026

QUOTE FOR Service period: July 1st, 2027 - June 30th, 2028. Payment of \$382,500 due
Sage Oak Charter Schools by August 1st, 2027.

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Scout - 1 year license	6,000	\$85.00	\$510,000.00
Subtotal			\$510,000.00
25% off (25% off)			-\$127,500.00
Total			\$382,500.00

QUOTE

Valid until Jul 25, 2026

\$382,500.00

Scout Edu, Inc.

132 Bowery
Floor 4
New York, New York 10013
United States
support@scoutforschools.com

QUOTE NUMBER QT-GDKY8EO7-0004-1
ISSUE DATE Jun 25, 2026
EXPIRATION DATE Jul 25, 2026

QUOTE FOR Service period: July 1st, 2028 - June 30th, 2029. Payment of \$382,500 due
Sage Oak Charter Schools by August 1st, 2028.

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Scout - 1 year license	6,000	\$85.00	\$510,000.00
Subtotal			\$510,000.00
25% off (25% off)			-\$127,500.00
Total			\$382,500.00

This Quote is governed by and incorporates by reference the terms and conditions of the Scout Edu, Inc. Main Services Agreement (the “MSA”) as executed between Scout Edu, Inc. and Sage Oak Charter Schools. By signing this Quote or issuing a corresponding purchase order, Customer agrees to be bound by the terms of the MSA. If Customer and Scout have executed a separate agreement that explicitly supersedes the MSA, the terms of that separate agreement shall apply instead.

Signature	
Name	Tim O'Brien
Title	CFO, Dir. of Business Services
Date	



Sage Oak SIS Transition

Scout for Schools

August 13, 2026

2025–2026 Pilot



Teachers



Staff



Students



Families

Implementation Plan

2025–26



Pilot complete

2026–27



Integration year

Spring 2027



Enrollment moves to Scout

2027–28



Full transition



Strategic Plan Goal 3 · Smart Learning Systems

Optimize systems to increase efficiency and support positive school outcomes.

ACTION REQUESTED

Recommendation & Questions