Sage Oak Charter Schools

Special Meeting of the Board of Directors

Published on August 18, 2026 at 2:06 PM PDT

Date and Time

Thursday August 20, 2026 at 9:50 AM PDT

Location

Sage Oak Charter Schools
1455 Ford Street, Suite #104
Redlands, CA 92346

Link to Join Zoom Meeting
ID: 96879857291
Passcode: 756427

Dial In: (US) +1 309-205-3325
Passcode: 756427

Teleconference Locations
1185 Calle Dulce, Chula Vista, CA 91910
39251 Camino Las Hoyas, Indio, CA 92203
16222 Quail Rock Road, Ramona, CA 92065
25 Kingston Court E., Coronado, CA 92118

MISSION STATEMENT

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

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY
Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Sage Oak Charter Schools.

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**9:50 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

		Purpose	Presenter	Time
II.	**Approve Agenda**			**9:52 AM**
A.	(Action) Approval of Agenda for August 20, 2026 Special Meeting of the Board of Directors	Vote	Board President	1 m

It is recommended the Board approve the agenda for the August 20, 2026, Special 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 _____

III. Point of Order

	Purpose	Presenter	Time

Parliamentary procedure requires motions to be made and seconded by voting members of the Board. To approve a motion, the Board President must call for a vote. Sage Oak Charter Schools customarily conducts Board votes by roll call, with each voting member stating "aye" or "nay". A member's motion or second cannot be inferred as an affirmative vote. Each voting member must separately cast their vote when called upon.

IV. Public Comment - Open Session

At a Special Meeting, public comments are limited to matters listed on the agenda.

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 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.

V. Consent Agenda — 9:53 AM

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

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)

	Purpose	Presenter	Time

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)
10. Approval of Harbottle Law Group Retainer Agreement

B. Consent Items - Human Resources — 1 m

1. Approval of Certificated Personnel Report
2. Approval of Classified Personnel Report
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. Consent Items - Operations & Accountability — 1 m

1. Approval of Scout Edu, Inc. Quote

D. Consent Items - Minutes — 1 m

1. Approval of Minutes for June 11, 2026, Regular Meeting of the Board of Directors
2. Approval of Minutes for June 18, 2026, Regular Meeting of the Board of Directors

E. (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 _____

		Purpose	Presenter	Time
VI.	**Calendar**			

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

		Purpose	Presenter	Time
VII.	**Closing Items**			**9:58 AM**
A.	Adjourn Meeting	Vote	Board President	1 m

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

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

Coversheet

Consent Items - Business Services

Section:	V. 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 20, 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 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 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 the Board ratify the Online Purchasing System & Library Resources (OPS) Service Agreement SOCS-OPS2627 as presented.

10. Item: Approval of Harbottle Law Group Retainer Agreement

Background:
Sage Oak Charter Schools requests the Board approve the Harbottle Law Group Retainer Agreement. 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.

Recommendation:
It is recommended the Board approve the Harbottle Law Group Retainer Agreement as presented.

Coversheet

Consent Items - Human Resources

Section:	V. 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 20, 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 the Board approve 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 the Board approve the revisions to the Sage Oak Charter Schools Employee Handbook as presented.

Coversheet

Consent Items - Operations & Accountability

Section:	V. Consent Agenda
Item:	C. Consent Items - Operations & Accountability
Purpose:	
Submitted by:	
Related Material:	Consent Items - Operations & Accountability.pdf

SAGE OAK CHARTER SCHOOLS
Regular Meeting of the Board of Directors - August 20, 2026
Consent Items - Operations & Accountability

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

1. **Item:** **Approval of Scout Edu, Inc. Quote**

   Background:
   Sage Oak Charter Schools requests 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

   Recommendation:
   It is recommended the Board approve the Scout Edu, Inc. quote as presented.

Coversheet

Consent Items - Minutes

Section:	V. Consent Agenda
Item:	D. Consent Items - Minutes
Purpose:	
Submitted by:	
Related Material:	Consent Items - Board Meeting Minutes.pdf

SAGE OAK CHARTER SCHOOLS
Regular Meeting of the Board of Directors - August 20, 2026
Consent Items - Board Meeting Minutes

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

1. **Item: Approval of Minutes for June 11, 2026, Regular Meeting of the Board of Directors**

2. **Item: Approval of Minutes for June 18, 2026, Regular Meeting of the Board of Directors**