

## SAGE OAK CHARTER SCHOOLS

Regular Meeting of the Board of Directors - May 14, 2026

BUS Consent Items - Human Resources

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

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

**Background:**

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

**New:**

- [Director I, Business Services](#)
- [Senior Administrator, IT Support Services](#)
- [Department Chair](#)

**Recommendation:**

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

4. **Item:** Approval of [2026-27 Certificated Employee Work Year Calendars](#)

**Background:**

Sage Oak Charter Schools requests the Board approve the 2026-27 certificated employee work calendars. The 2026-27 work calendars for all certificated employees have been created to clearly articulate school closures, non-work days, and total work days for certificated employees.

**Recommendation:**

It is recommended the Board approve the 2026-27 Certificated Employee Work Year Calendars as presented.

5. **Item:** Approval of [2026-27 Classified Employee Work Year Calendars](#)

**Background:**

Sage Oak Charter Schools requests the Board approve the 2026-27 classified employee work calendars. The 2026-27 work calendars for all classified employees have been created to clearly articulate paid holidays when appropriate, school closures, non-work days, and total work days for classified employees.

**Recommendation:**

It is recommended the Board approve the 2026-27 Classified Employee Work Year Calendars as presented.

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

**Background:**

Employees will continue to have access to group medical, dental, vision, and life insurance coverage. Beginning with the 2026–27 school year, MetLife Dental HMO and MetLife Vision plans will remain the same, with no change to premiums. MetLife Dental PPO plans will increase by 7 percent, Kaiser HMO rates will increase by 7.11 percent, and Cigna rates will increase by 3.7 percent for both HMO and PPO plans. As part of the 2026–27 plan year, Cigna will also contribute \$10,000 toward wellness initiatives.

At the March 12, 2026, Regular Board of Directors Meeting, the Board approved a 10 percent increase in Sage Oak Charter Schools' employer contribution toward employee benefits as part of the 2026–27 Strategic Plan.

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

Exempt (FTE)	Non-Exempt (Hours per Week)	Eligible employees will have the option to choose one of the following offerings:	
		CONTRIBUTION TOWARD KAISER PLANS	CONTRIBUTION TOWARD CIGNA PLANS
		Tiered Benefit Stipends (for Health, Dental, and/or Vision)	
.75+ FTE	30+ hours	<del>\$1,430</del> \$1,573/month	<del>\$1,705</del> \$1,876/month
.50 - .74 FTE	20-29 hours	<del>\$858</del> \$944/month	<del>\$1,023</del> \$1,126/month
.49 FTE or less	19 hours or less	not eligible	not eligible

**Recommendation:**

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

**7. Item: Ratification of [UKG, Inc. Order Form \(Renewal\)](#)**

**Background:**

Sage Oak Charter Schools requests the Board ratify the renewal contract with UKG, Inc. for May 1, 2026, through April 30, 2027. This annual subscription supports our human resources information system, which manages payroll, benefits, and hiring, and provides staff with centralized access to their personnel and payroll information.

**Recommendation:**

It is recommended the Board ratify the UKG, Inc. Order Form as presented.

**8. Item: Ratification of [Leonard and Company, Inc. Invoice #19051405](#)**

**Background:**

Sage Oak Charter Schools requests the Board ratify the invoice with Leonard and Company, Inc. for the 2025-26 school year. The invoice is to extend the current billboard advertisement on the I-10

freeway through June 2026 to support recruitment efforts during the peak hiring season for current open positions. This expense was approved on June 18, 2025, as part of the 2025–26 July Budget.

**Recommendation:**

It is recommended the Board ratify the Leonard and Company, Inc. Invoice #19051405 as presented.