



SEQUOIA GROVE CHARTER ALLIANCE

Sequoia Grove Charter Alliance

Regular Board Meeting

Date and Time:

**October 7, 2021
6:00 pm**

Join Zoom Meeting

<https://sequoiagrove-org.zoom.us/j/89250746055?pwd=aVcxRFdrNERMTktiU0dlajA0QVZHQT09>

Meeting ID: 892 5074 6055

Passcode: rXm97Up4

Agenda:

I. Opening items

- A. Record Attendance
- B. Call the Meeting to Order
- C. Approval of the Agenda
- D. Public Comments
- E. Approval of Minutes

II. Action Items

- A. Director's Report: Royce
- B. Update: Information request from schools: Royce
- C. Update: Finance - Cory Cavanaugh
- D. Update: Ordering/ Library/ Community Partners - Stephanie Terrell
- E. Discussion/ Action item: Employee Handbook

IV. Closing items

- A. Board of Director's Comments & Requests
- B. Announcement of Next Regular Scheduled Board Meeting

October
6:00 pm
- C. Adjourn Meeting

Public Comment Rules: Members of the public may address the Board on agenda or non-agenda items through the teleconference platform, Zoom. Zoom does not require the members of the public to have an account or login. Please either utilize the chat option to communicate to the administrative team of your desire to address the Board or simply communicate orally your desire to address the Board when the Board asks for public comments. Speakers may be called in the order requests are received. Comments are limited to 2 minutes each, with no more than 16 minutes per single topic. If a member of the public utilizes a translator to address the Board, those individuals are allotted 4 minutes each. If the Board utilizes simultaneous translation equipment in a manner that allows the Board to hear the translated public testimony simultaneously, those individuals are allotted 2 minutes each. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to school staff or calendar the issue for future discussion.

Note: The Governing Board encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Governing Board Office at (530) 903-4893 at least 48 hours before the scheduled board meeting so every reasonable effort can be made to accommodate you. (Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)).



SEQUOIA GROVE CHARTER ALLIANCE

Sequoia Grove Charter Alliance

Regular Board Meeting MINUTES

Date and Time:

September 16, 2021

6:00 pm

Agenda:**I. Opening items**

- A. Record Attendance:
Present: Jason Baldwin, Robert McGuire
- B. Call the Meeting to Order:
6:24 - Jason Baldwin called the meeting to order
- C. Approval of the Agenda:
6:25 Robert McGuire moved to approve the agenda, Jason 2nd - 2 ayes
- D. Public Comments: none
- E. Approval of Minutes:
6:27 Approval of Regular Meeting - Jason Moved, Robert 2nd

II. Action Items**A. Update: Tech**

Royce presented the Tech update with a brief overview of the current department structure with 2 onsite staff, 2 offsite, and 2 managers assigned to SGCA. The tech department has processed 2,126 tickets, 282 orders to date, and distributed 168 staff devices. He noted a slight uptick this month in tech support calls, but a continuing down-trend in tech support tickets submitted.

Robert McGuire asked about the status of logins and universal unlocking of the surplus inventory that SGCA received. Royce indicated that he was able to connect with the controller of that account and procure universal unlock. We have found only a handful of devices that are still locked since that unlock.

B. Update: Finance - Cory Cavanaugh

Cory presented the current financials for SGCA. He noted no significant changes in the spending or budget since the last Board meeting. Cory indicated that the addition of four new staff members had consumed some of the reserve, but that was an anticipated expense. Cory pointed out the large expense on the books for non-capitalized equipment and furniture, and explained that this is planned start-up costs and not an ongoing expense.

Bob McGuire indicated that the start-up costs were very reasonable.

C. Update: Ordering/ Library/ Community Partners - Stephanie Terrell

Stephanie reported that the Ordering team has processed 10,323 orders to date and has 3,213 in the queue currently. She indicated that the orders are being processed in just under 2 weeks. She noted that this is significantly less than previously ordering times and "industry standard" of 3-4 weeks.

Stephanie reported that all new vendor requests to date have been sent a new application, and contracts are being sent to all approved vendors.

Library inventory is well underway, and the library is on-track for an October 1 open date. Stephanie indicated that the new organization system, based on the Dewey Decimal System, should increase our ability to serve families faster.

Jason Baldwin restated his challenge to have the library open by October 1.

D. Update: Staffing - Royce

Royce reported that SGCA had added 2 additional ordering personnel, 1 additional AP specialist, and a new Library Manager for the Clarksville Library.

E. Update: Compliance Projects - Royce

Royce reported that the Compliance Team had just completed a monumental task of reviewing all Master Agreements for the schools. Due to significant legislative changes, all MAs had to be resubmitted and reviewed in a very short time frame. The Compliance team was helped by 6 cross-trained staff members to review approx 1000 agreements per day.

Royce reported that the Compliance Team has now turned their attention to the review of Birth Certificates, Grade Level Household Data Collection, and Attendance verification.

Bob McGuire expressed his appreciation for the Compliance Team's hard work.

IV. Closing items

A. Board of Director's Comments & Requests

Jason asked about the ongoing Handbook project. Brian Spears indicated that the Handbook will be complete and out for editing by the SGCA team within 1 day, and out to the Board the Friday before our next Board meeting.

Royce thanked Braind for his tireless efforts on the Handbook.

Jason Baldwin told Brian that we were glad to have you.

Bob McGuire stated he appreciated Brian, and he feels that he compliments the team well.

B. Announcement of Next Regular Scheduled Board Meeting

October 7, 2021
6:00 pm

C. Adjourn Meeting

Prepared By: Royce Gough

Noted By: Board Secretary _____