



# SEQUOIA GROVE CHARTER ALLIANCE

## Sequoia Grove Charter Alliance

### Regular Board Meeting

---

**Date and Time:**

**March 18, 2021  
6:00 pm**

---

Zoom Link: <https://zoom.us/j/93430771355>

Meeting ID: 934 3077 1355

Join by Phone: (669) 900-6833

---

**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. Discussion - Board Roles and Responsibilities
- B. Discussion - Communication Between the CSO and Member Schools
- C. Discussion and Potential Action on the Salary Schedule Revision:
  - a. Schedule A Column Change: Administrator

- D. Discussion and Potential Action - Updated Organization Chart
- E. Discussion and Potential Action on Staffing List
- F. Discussion and Potential Action on Staff Calendar 2021-2022
- G. Discussion and Potential Action on the Timeline for the Shared Services Agreement
- H. Discussion and Potential Action on the Working Committee - CEO Compensation

### **III. Closing items**

- A. Board of Director's Comments & Requests
- B. Announcement of Next Regular Scheduled Board Meeting
- 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 (562) 584-0427 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

### Special Board Meeting Minutes

---

Date and Time:

**March 4, 2021**

**6:00 p.m.**

#### **I. Opening items**

##### **A. Record Attendance**

Director's Present:

- Jason Baldwin, Sara Rose Bonetti, Robert McGuire

Directors Absent:

- None

Guests Present:

- Royce Gough

##### **B. Call the Meeting to Order**

Jason called the meeting to order at 6:08pm.

##### **C. Approval of the Agenda**

The Board motioned to approve the agenda.

Motion: Jason Baldwin

Second: Robert McGuire

Ayes: 3 Nays: 0

##### **D. Public Comments**

None

## **E. Welcome and Introductions**

The Board Members introduced themselves to each other.

## **II. Action Items**

### **A. Discussion and Potential Action on Board Resolution to approve the following:**

- a. Ratification of Actions of Incorporation
- b. Certification and Filing of Articles of Incorporation (filed January 4, 2021)
- c. Adoption of Bylaws
- d. Election of Officers:
  - President: Jason Baldwin
  - Secretary: Robert McGuire
  - Treasurer: Sara Rose Bonetti
- e. Agent for Service of Process (Royce Gough)
- f. Adoption of Conflict of Interest Policy
- g. Authorize Opening Bank Accounts:
  - Signers appointed: Sara Rose Bonetti, Jason Baldwin, Royce Gough
- h. Establish Accounting Year
- i. Payment of Expenses
- j. Authorize Application for Tax Exemptions
- k. Authorize Application for Employer Identification Number
- l. Direct Statement of Information to be Filed with Secretary of State  
Direct Initial Registration to be Filed with Registry of Charitable Trust
- m. Authorize Transition of Employees
- n. Direct Negotiation of Services Agreement and Establish Annual Dues
- o. General Authorization of Officers

The Board discussed and approved the Board Resolution.

Motion: Jason Baldwin

Second: Robert McGuire

Ayes: 3 Nays: 0

The Board discussed and approved the Election of Officers in the Resolution:

- President: Jason Baldwin
- Secretary: Robert McGuire
- Treasurer: Sara Rose Bonetti

Motion: Jason Baldwin

Second: Robert McGuire

Ayes: 3 Nays: 0

The Board discussed and approved the Authorized Signers on the Bank

Account in the Resolution:

- Sara Rose Bonetti
- Jason Baldwin
- Royce Gough

Motion: Sara Rose Bonetti

Second: Jason Baldwin

Ayes: 3 Nays: 0

**B. Discussion - Board Roles and Responsibilities:**

The Board of Directors discussed the Board's Roles and Responsibilities as a Board overseeing a non-profit in the state of California.

**C. Discussion - CSO Objectives and Timeline:**

The Board was presented with Objectives and Timelines for the 2020-2021 school year.

**D. Discussion and Potential Action on Appointment / Offer of Employment for the Chief Executive Officer:**

The Board discussed the appointment and offer of employment process for the Chief Executive Officer.

**E. Discussion and Potential Action on the Organization Chart:**

The Board discussed and approved the current Organization chart for use in the hiring process.

Motion: Jason Baldwin

Second: Sara Rose Bonetti

Ayes: 3 Nays: 0

**F. Discussion and Potential Action on the Shared Services Agreement:**

The Board discussed the forthcoming Shared Services Agreement .

**G. Discussion and Potential Action on the 2021-2022 Budget**

The Board discussed the 2021-2022 budget format and initial projections.

**H. Discussion and Potential Action on the Staff Leasing Policy**

The Board discussed the possible need for staff leasing from the schools.

**I. Discussion and Potential Action on the Pay Scales**

The Board discussed and approved the current Salary Schedules.

Motion: Jason Baldwin

Second: Robert McGuire

Ayes: 3 Nays: 0

**J. Discussion and Potential Action on the Hiring Letter Format:**

The Board discussed and approved the hiring letter format.

Motion: Jason Baldwin

Second: Robert McGuire

Ayes: 3 Nays: 0

**K. Discussion and Potential Action on Vendor Contracts for the CSO:**

The Board discussed possible vendor contracts for the CSO including:

- a. Financial Services
- b. Tech Services
- c. 403b

**L. Discussion and Potential Action on the Board Meeting Calendar:**

The Board discussed and approved the Board Meeting Calendar to be the 1st and 3rd Thursdays of every month.

Motion: Jason Baldwin

Second: Sara Rose Bonetti

Ayes: 3 Nays: 0

**III. Closing items**

- A. Board of Director's Comments & Requests**  
None

- B. Announcement of Next Regular Scheduled Board Meeting:**  
The Board announced the next Regular Scheduled Board Meeting on march 18, 2021 at 6:00 p.m.

- C. Adjourn Meeting**  
The Board Meeting was adjourned at 8:12 p.m.

Prepared By:  
Royce Gough

Noted By:

Board Secretary

## **Role and Responsibilities of the Board of Directors**

### **Role of the Board:**

The role of the Board of Directors is to ensure that the Charter Service Organization is responsive to the values, beliefs, and priorities of their community. The Board fulfills this role by performing five major responsibilities. These are setting the mission, vision, and strategic plan of the organization; establishing an effective and efficient structure; providing support; ensuring accountability; and providing community leadership as advocates for children.

The Board of Directors has legal and fiduciary responsibility for the organization. The fiduciary duties to the corporation consist of:

- **Duty of Care:** Board members owe a duty of care to the non-profit corporation. It is the duty of the director to see that a corporation keeps within its corporate powers and obeys the laws. Performance of this duty has been codified in the Corporations Code. A board member is required to perform his/her board duties (including serving on any committees) in good faith, in a manner that is in the best interests of the corporation and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.  
In performing the duties, a board member shall be entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, prepared or presented by: 1) One or more officers or employees of the corporation whom the member believes to be reliable and competent in the matters presented; 2) Counsel, independent accountants or other persons as to matters that the board member believes to be within the person's professional or expert competence; or 3) A committee of the board upon which the director does not serve, as to matters within its designated authority, which the committee the board member believes to merit confidence, so long as, in any such case, the board member acts in good faith, after reasonable inquiry when the need therefor is indicated by the circumstances and without knowledge that would cause such reliance to be unwarranted.
- **Duty of Loyalty:** Under California law, the duty of loyalty restricts board members from acting in their own self-interest when the interest of their corporation will be damaged thereby. This duty usually falls within the conflict of interest area (for a full discussion of the rules pertaining to conflicts of interest, see the policy relating to conflict of interest elsewhere in this publication.) In short, in some circumstances, transactions impacting interested board members are prohibited; in most circumstances, transactions impacting interested members must be fully disclosed to the board and the director must abstain from voting.
- **Duty of Obedience:** Under California law, the duty of obedience requires that board members ensure that the mission of the nonprofit is carried out by being faithful to the purposes and goals of the organization. It also requires that the board members are following the organization's rules and policies as identified in its bylaws, articles of incorporation and charter. Board members are prohibited from acting outside of the scope of corporate powers and must ensure the organization's compliance with state and federal laws.

The Board Approves and Oversees the following (not a comprehensive list):

- Annual Budget
- Major operational policies
- Major contracts (leases, loans)

- Reviews and monitors financial policies and procedures, budget, and finances to inform and evaluate resource allocation
- Hires and evaluates the CEO
- Performance monitoring, including

When it comes to the role of the governing board, the Corporations Code provides wide latitude for the board to delegate the management of the corporation's activities to individuals, management companies or committees, provided that the activities and affairs of the corporation are managed and all corporate powers are exercised under the ultimate direction of the board. Therefore, it is important that the powers delegated to the school's administration be clearly identified and identification of the board's role be clear.

### **Officer Roles:**

#### **[Officer Roles – California Corporations Code CHAPTER 3. Directors and Management \[300 – 318\]](#)**

A corporation shall have (1) a chairperson of the board, who may be given the title of chair of the board, chairperson of the board, chairman of the board, or chairwoman of the board, or a president or both, (2) a secretary, (3) a chief financial officer, and (4) such other officers with such titles and duties as shall be stated in the bylaws or determined by the board and as may be necessary to enable it to sign instruments and share certificates. The president, or if there is no president the chairperson of the board, is the general manager and chief executive officer of the corporation, unless otherwise provided in the articles or bylaws. Any number of offices may be held by the same person unless the articles or bylaws provide otherwise.

(b) Except as otherwise provided by the articles or bylaws, officers shall be chosen by the board and serve at the pleasure of the board, subject to the rights, if any, of an officer under any contract of employment. Any officer may resign at any time upon written notice to the corporation without prejudice to the rights, if any, of the corporation under any contract to which the officer is a party.

### **Officer's Job Descriptions:**

- **President of the Board:**  
President of the Board. The Board may elect one Director to serve as Chair of the President. He or she shall preside as Chairperson at the Board of Directors' meetings and shall exercise and perform such other powers and duties as the Board may assign from time to time.
- **Secretary:**  
The Secretary shall supervise the keeping of a full and complete record of the proceedings of the members, the Board and its committees, shall supervise the giving of such notices as may be proper and necessary, shall supervise the keeping of the minute books of this Corporation, and shall have such other powers and duties as may be prescribed by the Board or these Bylaws.
- **Treasurer:**

The Treasurer (who may be referred to as the Chief Financial Officer) shall be the chief financial officer of this Corporation and shall supervise the charge and custody of all funds of this Corporation, the deposit of such funds in the manner prescribed by the Board, and the keeping and maintaining of adequate and correct accounts of this Corporation's properties and business transactions, shall render reports and accountings as required, and shall have such other powers and duties as may be prescribed by the Board or these Bylaws.



# SEQUOIA GROVE

Salary Schedule  
260 Days

## Pay Scale Level

	OFFICE TECH 1		OFFICE TECH 2		OFFICE TECH 3		OFFICE TECH 4		MANAGER/ COORD.		ADMINISTRATOR	
Steps	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly
1	\$31,250	\$15.03	\$37,502	\$18.03	\$40,019	\$19.24	\$50,003	\$24.04	\$54,163	\$26.04	\$66,560	\$32.00
2	\$32,200	\$15.48	\$38,627	\$18.57	\$41,220	\$19.82	\$51,503	\$24.76	\$55,788	\$26.82	\$68,557	\$32.96
3	\$33,166	\$15.95	\$39,786	\$19.13	\$42,456	\$20.41	\$53,048	\$25.50	\$57,462	\$27.63	\$70,614	\$33.95
4	\$34,161	\$16.42	\$40,980	\$19.70	\$43,730	\$21.02	\$54,640	\$26.27	\$59,186	\$28.45	\$72,732	\$34.97
5	\$35,186	\$16.92	\$42,209	\$20.29	\$45,042	\$21.65	\$56,279	\$27.06	\$60,961	\$29.31	\$74,914	\$36.02
6	\$36,242	\$17.42	\$43,476	\$20.90	\$46,393	\$22.30	\$57,967	\$27.87	\$62,790	\$30.19	\$77,161	\$37.10
7	\$37,329	\$17.95	\$44,780	\$21.53	\$47,785	\$22.97	\$59,706	\$28.71	\$64,674	\$31.09	\$79,476	\$38.21
8	\$38,449	\$18.49	\$46,123	\$22.17	\$49,219	\$23.66	\$61,498	\$29.57	\$66,614	\$32.03	\$81,860	\$39.36
9	\$39,602	\$19.04	\$47,507	\$22.84	\$50,695	\$24.37	\$63,343	\$30.45	\$68,612	\$32.99	\$84,316	\$40.54
10	\$40,790	\$19.61	\$48,932	\$23.53	\$52,216	\$25.10	\$65,243	\$31.37	\$70,671	\$33.98	\$86,846	\$41.75
11	\$42,014	\$20.20	\$50,400	\$24.23	\$53,782	\$25.86	\$67,200	\$32.31	\$72,791	\$35.00	\$89,451	\$43.01
12	\$43,274	\$20.81	\$51,912	\$24.96	\$55,396	\$26.63	\$69,216	\$33.28	\$74,975	\$36.05	\$92,135	\$44.30
13	\$44,573	\$21.43	\$53,469	\$25.71	\$57,058	\$27.43	\$71,293	\$34.28	\$77,224	\$37.13	\$94,899	\$45.62
14	\$45,910	\$22.07	\$55,074	\$26.48	\$58,770	\$28.25	\$73,431	\$35.30	\$79,540	\$38.24	\$97,746	\$46.99
15	\$47,287	\$22.73	\$56,726	\$27.27	\$60,533	\$29.10	\$75,634	\$36.36	\$81,927	\$39.39	\$100,678	\$48.40

\* Non-Exempt position

Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the CSO Board

Presented 3.18.21

Governing Board

CEO / Operations

ADMIN ASST/  
OFFICE MANAGER

Business/HR/  
MOU  
ADMINISTRATOR

Instructional  
Materials  
ADMINISTRATOR

SCHOOL  
ACCOUNTABILITY  
ADMINISTRATOR

INFORMATION  
TECHNOLOGY  
ADMINISTRATOR

ACCOUNTS  
PAYABLE  
DIVVY

COMMUNITY  
PARTNERS  
COORDINATOR

ORDERING  
COORDINATOR

ENROLLMENT  
COORDINATOR

SIS  
COORDINATOR

RECORDS  
COORDINATOR

AP  
Audit Specialist

Community  
Partners  
INVOICING

ORDERING  
SPECIALIST

LIBRARY  
SPECIALIST

ENROLLMENT  
SPECIALIST

RECORDS  
SPECIALIST

PAYROLL/Benefits  
ASSISTANT

ORDERING  
SPECIALIST

ORDERING  
SPECIALIST

LIBRARY  
DRIVER

CALPADS  
SPECIALIST

SAA

ORDERING  
SPECIALIST

CURRICULUM  
SPECIALIST

LIBRARY  
FACILITY

GUIDANCE  
TECH

SAA

COMPLIANCE  
COORDINATOR/  
DATA ANALYST



# SEQUOIA GROVE CHARTER ALLIANCE

## Staffing List Update 3.18.21

### **Transfer (5)**

Business/HR Administrator  
Library Facility  
Payroll & Benefits Technician  
Guidance Tech  
Data Analyst

### **Posting (19/24)**

#### **Office**

Office Manager

#### **Business**

Accounts Payable Specialist/Divvy  
Accounts Payable Specialist/Audits

#### **Instructional Materials and Community Partners**

Instructional Materials Administrator  
Community Partners (Vendor) Coordinator  
Community Partners (Vendors) Invoicing Specialist  
Ordering Coordinator  
Ordering Specialist  
Ordering Specialist  
Ordering Specialist/Field Trips  
Ordering Specialist/Restitutions  
Curriculum Specialist (online programs, classes)  
Library Specialist

Library Driver

**School Support and Compliance**

School Accountability Administrator

Enrollment Coordinator

Enrollment Specialist

SIS Coordinator

Calpads Specialist

SAA

SAA

Records Coordinator

Records Specialist

Curriculum & Assessment Support

# CLASSIFIED 2021-2022 School Calendar



July 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

  

August 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

  

September 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

  

October 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

  

November 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

  

December 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**School Year Dates**

Aug 2	Teachers Back to Work
Aug 16	First Day of School
May 25	Last Day of School
Jun 2	Last Teacher Day

**Holidays**

July 5	Independence Day
Sep 6	Labor Day
Nov 11	Veteran's Day
Nov 19-26	Thanksgiving Break
Dec 20-Jan 3	Winter Break
Jan 17	Martin Luther King, Jr. Day
Feb 11	Lincoln Day
Feb 21	Washington Day
May 30	Memorial Day

January 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

  

February 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

  

March 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

  

April 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

  

May 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

  

June 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

School Closed Holidays

Teacher In Service Days

Last Day of Semester 1

First & Last Day of School