



SEQUOIA GROVE CHARTER ALLIANCE

Sequoia Grove Charter Alliance

Regular Board Meeting

Date and Time:

**September 16, 2021
6:00 pm**

Join Zoom Meeting

<https://sequoiagrove-org.zoom.us/j/83467836195?pwd=ZlJ4cVN2TmJuTW9YQ1kwV3dVaWpHZz09>

Meeting ID: 834 6783 6195

Passcode: 39b13rgs

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. Update: Tech - Andrew Lane
- B. Update: Finance - Cory Cavanaugh
- C. Update: Ordering/ Library/ Community Partners - Stephanie Terrell
- D. Update: Staffing - Royce
- E. Update: Compliance Projects - Royce

IV. Closing items

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

October 7, 2021
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 02, 2021
6:00 pm**

Agenda:**I. Opening items**

- A. Record Attendance:
Present: Jason Baldwin, Robert McGuire
- B. Call the Meeting to Order:
6:01 - Jason Baldwin called the meeting to order
- C. Approval of the Agenda:
6:03 Robert McGuire moved to approve the agenda, Jason 2nd - 2 ayes
- D. Public Comments: none
- E. Approval of Minutes:
6:04 Approval of Regular Meeting - Jason Moved, Robert 2nd

II. Action Items

- A. Update: Staffing - Royce
6:05 - Royce reported that since the last meeting we have added 2 ordering specialists, one accounts processor, and one Library Specialist for the Clarksville Library.
- B. Update: Tech - Royce
6:08 - Royce reported that due to the pre-buy strategy, Tech Department has both hotspots and laptops on hand to turn around to families very quickly, in some cases shipping the same day of request. Current orders are generally being received by families within the week ordered. He also reported that the Tech Department has made good progress with the procurement and replacement of hotspots for families that need access.

- C. Update: Ordering - Stephanie Terrell
6:14 - Stephanie reported that the Ordering Team had processed over 8,500 orders to date and is currently working on a 2.5 week turnaround which is very fast for this time of the year. Robert McGuire inquired about communication with Vendors, and if they know the timeframe for ordering. Stephanie indicated that Vendors do get confirmation when they are approved and orders are placed. Royce thanked her for her great work with her team.
- D. Update: Library Services - Stephanie Terrell
6:18 - Stephanie reported that the library has been very busy preparing for the October launch. They have applied 10,000 item labels, and are awaiting more this week. Stephanie reported that They have been able to add more bookcases to the Sequoia South facility, which have been delayed due to shipping and supply. She also reported that they are excited for the new library specialist beginning Sept 13 at the Clarksville Lending Library.
- E. Update: Personnel and Handbook - Brian Spears
6:24 - Brian reported that he has had a handful of conversations with legal counsel regarding clarification for some of the issues within the new handbook. He indicated that there are several policy questions that are forthcoming to the Board after their first read. Jason thanked Brian for all of his work on this project and was “amazed” that he was able to turn around this handbook in such a short amount of time.
- F. Update: Facilities
6:31 - Royce gave a brief update on the current state of the three facilities. CVLL has been put together and is decorated and stocked with materials, SG North is still awaiting a few furniture pieces, but is currently being used regularly for meetings and as a workspace. SG South is complete and in full use by full time staff and for meeting groups. Royce Indicate the electronics access system is installed in both North and South buildings and is fully functional.
- G. Update: Logo Use
6:38 - Royce brought back the Logo use policy discussion. He reported that he was awaiting further direction from Counsel. Jason interjected that the need was not immediate, but that we want to make sure we have something in place down the road.

IV. Closing items

- A. Board of Director’s Comments & Requests
6:41 - Jason thanked everyone who is working hard despite the fires, and specifically those that support families and Teachers affected by the local fires. Robert added his thanks to the staff and indicated that he is pleased with how smoothly the transition has taken place. Jason indicated that the Board felt comfortable moving to monthly meetings after the Library is up and running.
- B. Announcement of Next Regular Scheduled Board Meeting

September 16, 2021
6:00 pm
- C. Adjourn Meeting - Jason adjourned the meeting at 6:45pm

Prepared By: Royce Gough

Noted By: Board Secretary _____