



# SEQUOIA GROVE CHARTER ALLIANCE

## Sequoia Grove Charter Alliance

### Regular Board Meeting

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**Date and Time:**

**December 6, 2021  
6:00 pm**

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**Location:**

**Join Zoom Meeting**

<https://sequoiagrove-org.zoom.us/j/87433865192?pwd=VmQzNVJla1dub3puWmRjSFZLTGEzZz09>

**Meeting ID: 874 3386 5192  
Passcode: 035368**

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**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: Tech - Andrew Lane
- C. Discussion and Possible Action Item: Adding one additional staff member: Compliance

**IV. Closing items**

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

January 12, 2021

6:00 pm

C. Adjourn Meeting

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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 Sequoia Grove Office at (916) 526-3794 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

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**Date and Time:**

**November 15, 2021  
6:00 pm**

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**Agenda:**

**I. Opening items**

- A. 6:00 Record Attendance: Jason Baldwin, Robert McGuire, Sara Rose Bonetti
- B. 6:03 Call the Meeting to Order: Jason Baldwin called the meeting to order
- C. 6:04 Approval of the Agenda: Robert McGuire moved, Sara Rose Bonetti 2nd  
Motion approved: 3 ayes / 0 nays
- D. 6:05 Public Comments: No public comments
- E. 6:06 Approval of Minutes: Jason Baldwin motioned, Robert McGuire 2nd  
Motion approved: 3 ayes / 0 nays

**II. Action Items**

- A. 6:07 Director's Report: Royce reported that the Records Team is currently busy following up with records requests and preparing the global audit of all files, the Compliance Team has been working through several thousand work samples. The increased number of work sample collections has added a considerable workload to the Compliance Team. Compliance has also been working with the schools on their current Audit requests. The Accounts Payable team has had a good experience with the Amazon punchout rollout and the change in order accounting to Purchase Order use. They are also preparing for the second "funds drop" which will happen in the first week in December. The Enrollment Team has been diligently working through the application process to continue to add students, working against a few withdrawals each week. Royce also reported that the Roseville office has a new office manager.

*Sara Rose commented that she appreciated the Team being Covid aware, and inclusive with their holiday language.*

- B. 6:18 Update: Finance - Cory Cavanaugh: Cory reviewed the current financials and walked through the current expenditures with no major issues. He referred to this time

as the “quiet period” as there are no current major expenses. Cory reported that he and Royce have begun working on a preliminary budget for next year.

- C. 6:28 Update: Tech: Royce made a brief presentation on the current Tech trends. He reported that the Tech Team continues to be shipping Tech orders out the same week. He noted that help tickets were up slightly this last month. To date: Help Desk tickets submitted: 3,427, Shipped TechStore items: 547, new staff items handed out: 186. He also shared the Helpdesk tickets and Helpdesk calls graphics to show the trends since July 1.

*Jason Baldwin commented: Please thank the Tech Guys for us for all of their hard work.*

- D. 6:34 Update: Ordering/ Library/ Community Partners - Stephanie Terrell: Stephanie reported that the Ordering Team is currently processing at a rate of “same day to next day.” She also noted that the Library system currently houses 15,274 items in inventory with 1,737 currently checked out, adding that hundreds of items are being added each day. She reported that the library van service is currently serving 14 mobile locations and is in the process of adding 2 additional sites in Mendocino and Lake counties.

*Sara Rose Bonetti asked if there are specific item requests for Library additions. Stephanie stated that the Library system is generally for non-consumable items returned to the schools and the schools typically don't add additional items.*

*Sara Rose Bonetti asked about check-out averages, and asked if we might need to do more outreach about checking-out vs. buying. Stephanie thanked her for this suggestion.*

*Jason Baldwin asked if it was possible to create a crossover between ordering and the library system. Stephanie agreed that this would be very helpful, but noted that these are two separate and external systems that don't have any crossover.*

*Jason Baldwin thanked Stephanie for all of her “excellent work” with the Library.*

- E. 6:42 Discussion and Possible action item: Meeting Calendar: Royce presented a Calendar overview with the previously requested date changes to closely align the CSO Board meetings with the school meetings. Royce noted two date exceptions in January and February. There was no discussion.

Jason Baldwin moved, Robert McGuire 2nd

Motion approved 3 ayes / 0 nays

#### **IV. Closing items**

- A. 6:44 Board of Director's Comments & Requests

*Jason Baldwin requested that we schedule the work on the Vision/ Mission statement to be complete by June.*

*Sara Rose Bonetti thanked Royce for the non-specific holiday language used in the current calendar, and suggested that we look further at this as we adopt our new calendars.*

- B. 6:50 Jason Baldwin announced the next Regular Scheduled Board Meeting to be held on December 6, 2021 at 6:00 pm
- C. 6:51 Jason Baldwin adjourned the meeting