



SEQUOIA GROVE CHARTER ALLIANCE

Sequoia Grove Charter Alliance

Regular Board Meeting

Date and Time:

**January 12, 2022
6:00 pm**

Location:

Join Zoom Meeting

<https://sequoiagrove-org.zoom.us/j/88018572115?pwd=N0VKUEhMSjFjcW5jZlh3c3ZVbndGZz09>

Meeting ID: 880 1857 2115
Passcode: 873930

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. Discussion and Possible Action: Fleet Fuel Card
- C. Update: Employee Engagement Survey Results

IV. Closing items

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

February 9, 2022
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 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

Date and Time:

December 6, 2021

6:00 pm

Agenda:

I. Opening items

- A. 6:00 Record Attendance: Jason Baldwin, Robert McGuire, Sara Rose Bonetti
- B. 6:00 Call the Meeting to Order: Jason Baldwin called the meeting to order
- C. 6:01 Approval of the Agenda: Jason Baldwin moved, Robert McGuire 2nd

Motion approved: 3 ayes / 0 naves

- D. 6:02 Public Comments: No public comments
- E. 6:02 Approval of Minutes: Jason Baldwin motioned, Sara Rose Bonetti 2nd

Motion approved: 3 ayes / 0 naves

II. Action Items

- A. Director's Report: Royce

6:03: Royce reported that the Records Department has been bus with follow up, adding 50 extra hours this past month on following up on SPED and Gen Ed Records requests that have been unanswered. They cleared most of the outstanding SPED records requests, and produced second requests for outstanding Gen Ed Records. He also reported that the Compliance team has been working with the schools this month providing data for the annual audits, as well and working through the verification of 10k + work samples. Royce noted that the Records department is currently completing all Amazon orders as they prepare for the second semester funds "drop" as they anticipate a busy ordering season heading into the second semester. Royce thanked the board for their support hiring the new office staff member who begins supporting the Roseville office full time in December. Finally Royce invited the Board to stop in to the virtual Staff Holiday Party to be held December 17. Jason Baldwin and Sara Rose Bonetti thanked the Compliance for their extra efforts on the large number of work samples they worked through this month.

B. Update: Tech - Andrew Lane

6:17: Andrew provided a brief update on the status of the Tech Department's work this month. He noted that the Tech Department is currently sending out Tech Orders "same day." Andrew reported that the helpdesk tickets and calls were slightly up over the previous few weeks, but were generally stable. To date 3,427 Helpdesk tickets have been submitted, 547 devices have been shipped out, and 186 staff devices have been distributed.

6:23 Robert McGuire noted that the demand has been relatively high for Chromebooks this year, asking if we will be stocking up on Chromebooks? Andrew responded that as we get closer to April we will have a good idea of where our inventory will end this year, and they will be able to project their device stock order moving into summer.

C. Discussion and Possible Action Item: Adding one additional staff member: Compliance

6:36 Royce presented the current workload for the Compliance team and discussed the monumental task they have undertaken this year with increased work sample collection and Audit work. Royce reported that he had worked with Cory to ensure the budget can absorb an additional staff member, and recommended adding one additional Compliance Specialist to the team.

Jason Baldwin moved to approve the addition, Robert McGuire 2nd: 3 ayes / 0 nays

IV. Closing items

A. Board of Director's Comments & Requests

6:28 Jason Baldwin suggested that SGCA consider a gas card service such as "Fuel Man" to help control costs around our fleet fuel and provide service tracking, he also recommended that Royce be issued a fuel card to help offset the increased fuel costs driving between buildings throughout the week. Sara Rose Bonetti expressed concern about school staff who also need to drive. Robert McGuire asked for clarification about use, indicating that staff use should be supplemental. The Board directed Royce to explore options and return with a recommendation at the next meeting.

B. Announcement of Next Regular Scheduled Board Meeting: 6:45 Jason Baldwin announced the next Board meeting to be on January 12, 2021 6:00 pm

C. Adjourn Meeting 6:46 Jason Bladwin adjourned the meeting.



SEQUOIA GROVE CHARTER ALLIANCE

Sequoia Grove Charter Alliance

SPECIAL Board Meeting MINUTES

Date and Time:

**December 16, 2021
5:00 pm**

Agenda:**I. Opening items**

- A. Record Attendance: 6:15 - All members in attendance.
Jason Baldwin, Robert McGuire, Sara Rose Bonetti
- B. Call the Meeting to Order: 6:15 Jason Baldwin Called the meeting to order.
- C. Approval of the Agenda: 6:16
Jason Baldwin motioned, Robert McGuire 2nd: 3 ayes 0 naves
- D. Public Comments: No public comments

II. Action Items

- A. Closed Session: Conference with Legal Counsel--Anticipated Litigation (§ 54956.9)
6:17: The Board entered Closed Session: Stephenie Alexander (Procopio) present.
Jason Baldwin motioned, Robert McGuire 2nd: 3 ayes 0 naves

6:50: The Board reconvened from closed session
Bob McGuire motioned to leave closed session, Sara Rose Bonetti 2nd:
3 ayes/ 0 naves

6:52: Jason Bladwin stated that there was nothing to report out from closed session

IV. Closing items

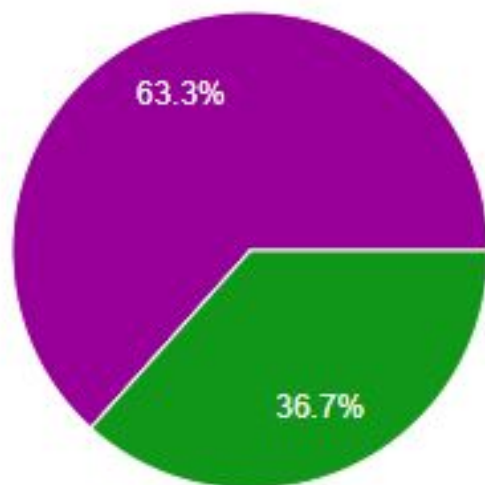
- A. Adjourn Meeting: 6:53 Jason Baldwin Adjourned the meeting.

Staff Engagement Survey

12.3.2021

1. I'm inspired by what's occurring in the organization.

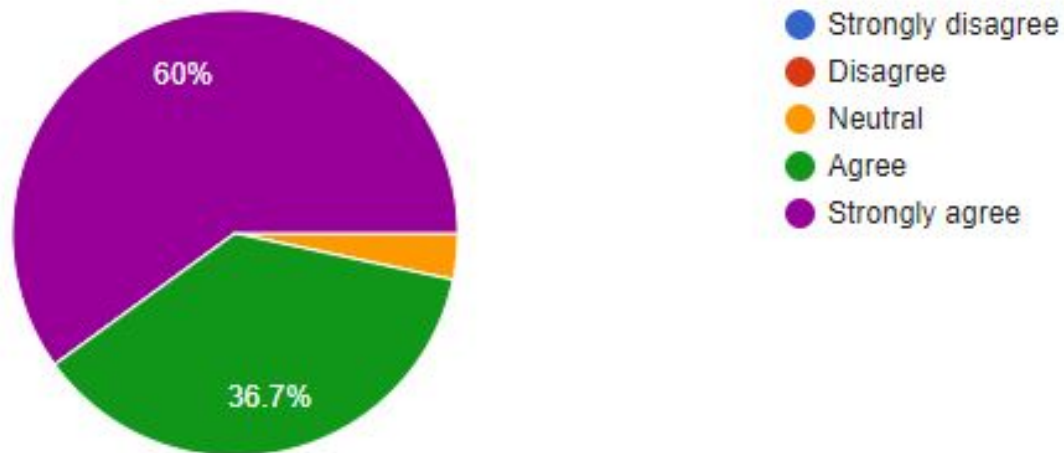
30 responses



- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree

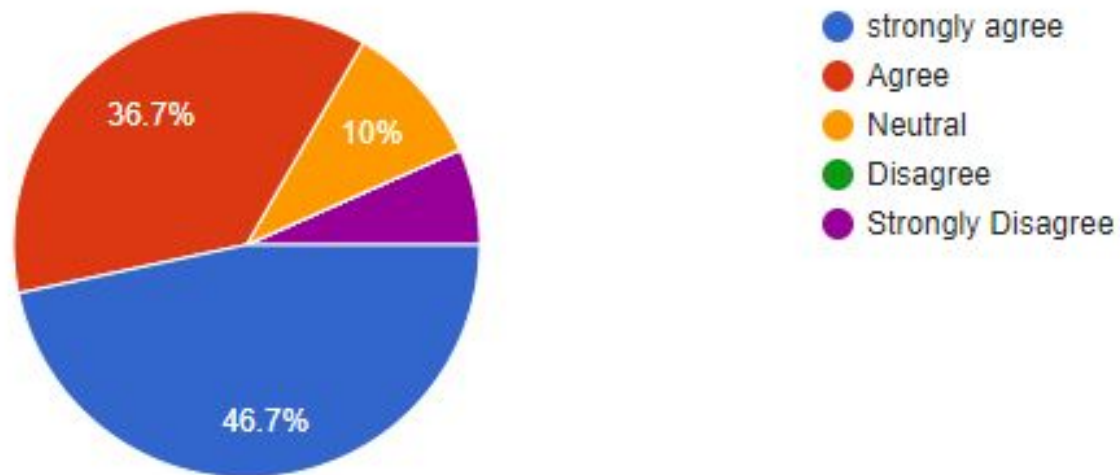
2. I have sufficient opportunities to address any concerns I may have with the management team.

30 responses



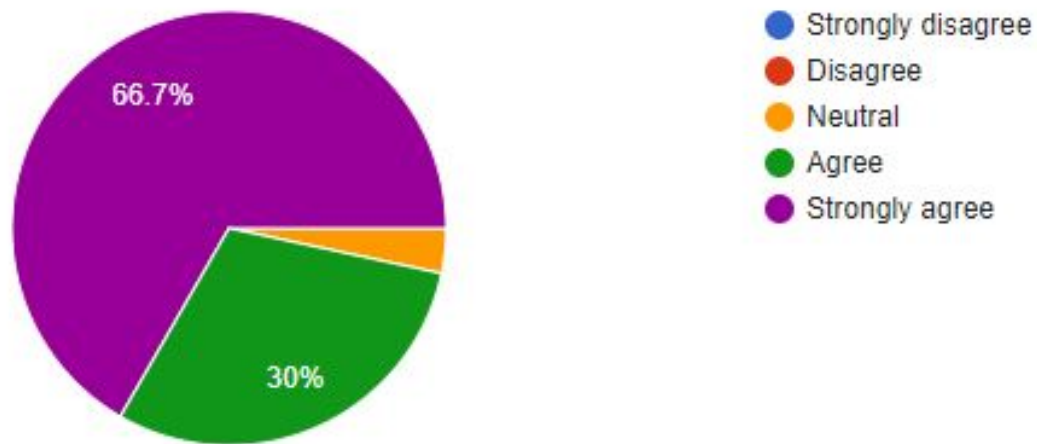
3. I have a good understanding of our organization's procedures for serving member schools.

30 responses



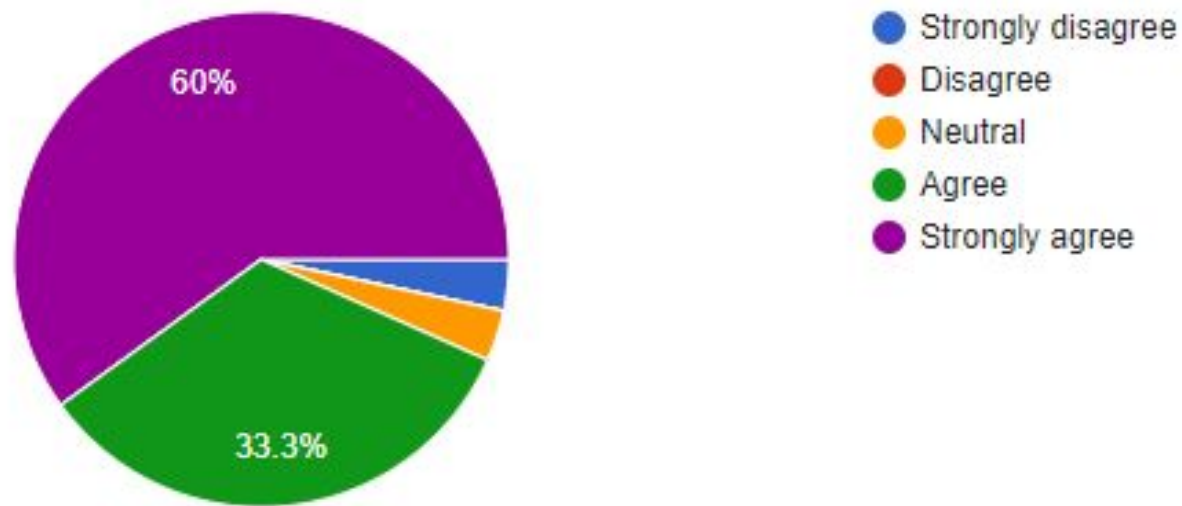
4. I feel department meetings have been productive and supportive in my efforts to perform my duties.

30 responses



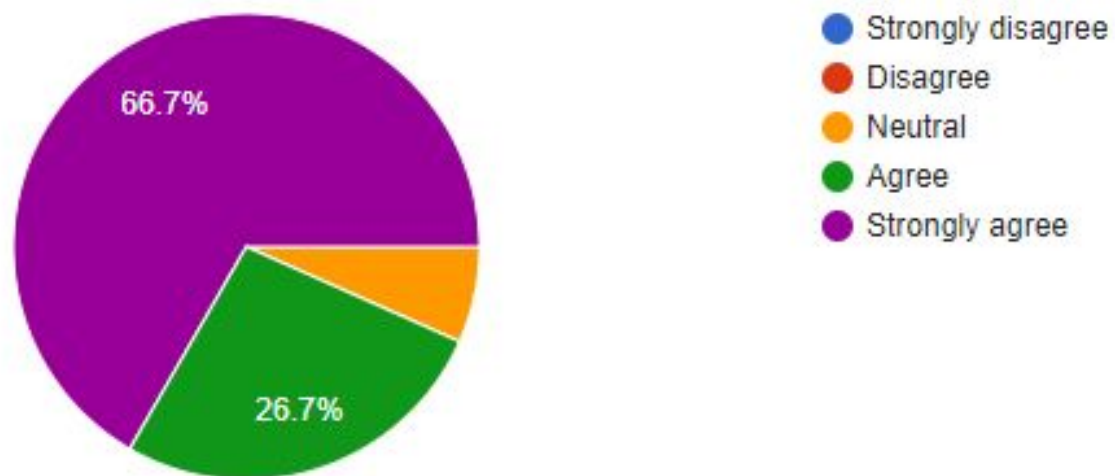
5. Our management team recognizes my contributions to the organization.

30 responses



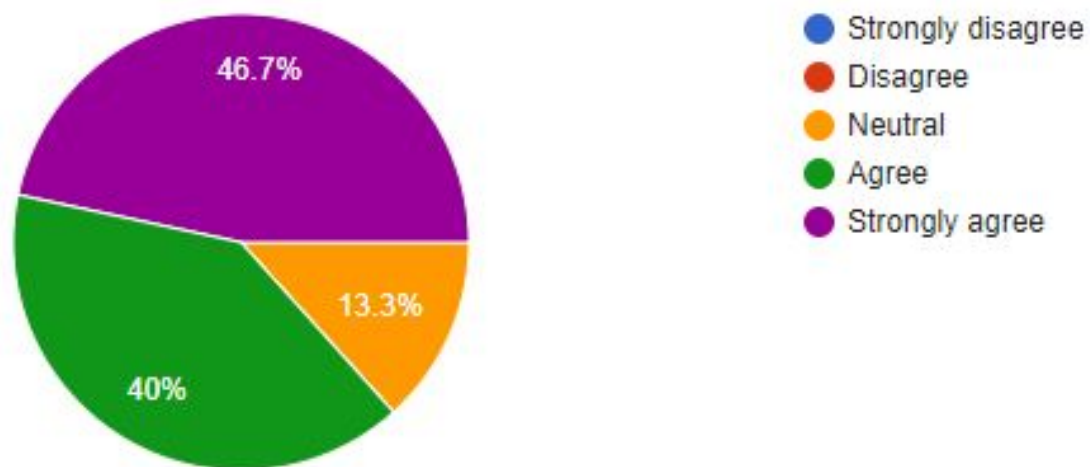
6. I feel the onboarding process was informative and productive at the time I was hired.

30 responses



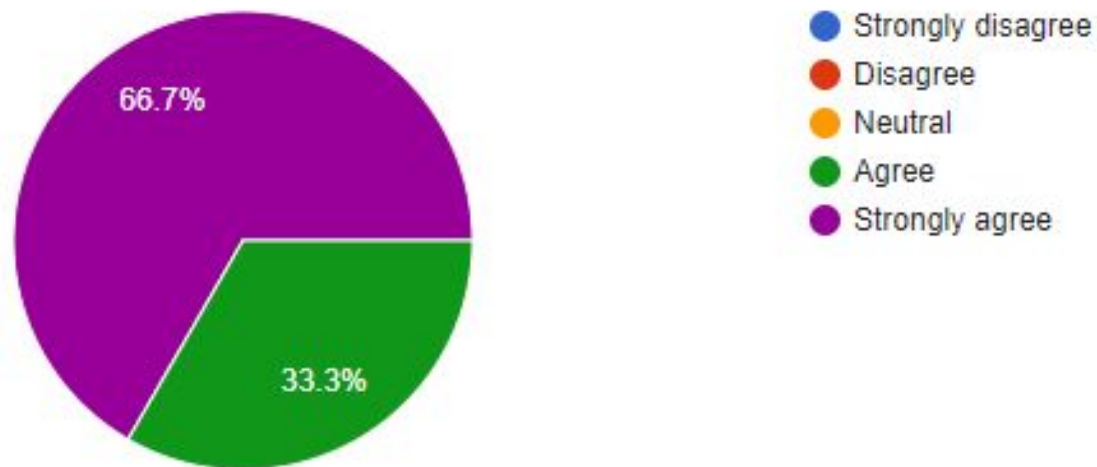
7. I feel connected with other employees in the organization.

30 responses



8. Our management team promotes a positive culture (shared assumptions, beliefs and values) and it's one of our greatest strengths.

30 responses



9. Areas for Professional Development I'd like to see this year are:

30 responses

None yet. Just starting out but I love there seems to be an opportunity for growth.

-

Interpersonal skills training
Management training

Continue to keep the high level of integrity and transparency that has been established

Cross Training (Learn how other departments function), Management Training (Conflict Resolution)

I am satisfied so far with the professional development I have seen in this organization.

Cross training.

more cross training

Management courses

9. Areas for Professional Development I'd like to see this year are:

30 responses

Reading materials (articles) that promote success, inspire others, etc.
Continue to develop relationships with others through meaningful interactions (projects)

No comment

How to effectively collaborate since we're all working from home now and have different types of stress

Time management skills and spreadsheet training

I feel that our organization is already the best it can be. I am sure there could be minor changes here and there, but from my perspective I think everything is running very smoothly. I love the work environment, I really enjoy the folks I work with and I feel incredibly supported by my supervisors. I am so glad to be working with this company :)

Accounting training, or cross training in other departments, volunteer days

9. Areas for Professional Development I'd like to see this year are:

30 responses

Accounting training, or cross training in other departments, volunteer days

I think that knowledge of the yearly workflows of the different departments that all employees could have access to would be beneficial to everyone at SGCA, not only for cross-training/awareness purposes but also so departments would have a better sense of when other departments are especially busy.

Developing marketing skills. Deepening of time-management and project prioritizing/organization skills.

Leadership Growth

cross-training

I guess I'm not really sure yet since I just started and I'm not sure what the job will look like in a year. I feel very strong in what I'm doing so far!

Educational opportunities for classified employees. Incentive to build skills to make us better assets to the organization. Maybe tuition assistance, courses in google suite, etc.

9. Areas for Professional Development I'd like to see this year are:

30 responses

Educational opportunities for classified employees. Incentive to build skills to make us better assets to the organization. Maybe tuition assistance, courses in google suite, etc.

Leadership training (Dare to Lead by Brene Brown is a great book)

not sure

To thrive within this company

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None specific.

Coordinator/Supervisor, and Leadership development trainings

access to continuing education classes, roadmap for advancement within the organization

Information about semi-annual reviews for increased wages. When do those occur?

10. Any other comments or feedback for or management team as we go forward?

13 responses

It has been an absolute pleasure being a part of the team, and I am very excited for the future of the organization

More inter-department meetings. I think understanding at least part of what other departments do will help improve efficiency.

Group stats give in writing IE enrollment #s or orders processed or compliance finished

Thank you so much for creating such a positive place to work. Everyone is kind and genuinely helps each other when the need presents itself. We appreciate you the management team.

Management team is doing great! I'm happy working for SGCA.

YOU'RE AMAZING!!

I would say keep doing what you're doing. The management team is fantastic :) I don't have any complaints or issues, just positive feedback to the more than excellent management team :)

10. Any other comments or feedback for or management team as we go forward?

13 responses

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I would say keep doing what you're doing. The management team is fantastic :) I don't have any complaints or issues, just positive feedback to the more than excellent management team :)

Fantastic team!

I am so grateful for the training I'm getting from Melinda. She is so patient and calm and that is so nice for a newbie! I'm also grateful to be on a team with Annette! One of the things I have missed in the past few years was being on a team where we collaborate! I'm so grateful for both of them!

My experience has been wonderful, everyone is extremely happy to help!

None. Thank you!

More opportunities to meet in person for fun team building activities

Keep up the great work! Love the company culture and dynamic!