



SEQUOIA GROVE CHARTER ALLIANCE

Sequoia Grove Charter Alliance

Regular Board Meeting

Date and Time:

**March 14, 2022
6:00 pm**

Location:

Join Zoom Meeting

<https://sequoiagrove-org.zoom.us/j/84499285510?pwd=WkdTTVRKMnhZcU5qYkZOT3ppb0diQT09>

Meeting ID: 844 9928 5510

Passcode: 152287

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: Job Descriptions
- C. Discussion and Possible Action: Salary Schedule
- D. Discussion and Possible Action: PAN Form
- E. Update: Services Agreement

IV. Closing items

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

April 25, 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:

**February 9, 2022
6:00 pm**

Agenda:

I. Opening items

A. Record Attendance:

Jason Baldwin, Robert McGuire, Sara-Rose Bonetti

B. Call the Meeting to Order: 6:02 Jason Baldwin called the meeting to order

C. Approval of the Agenda: 6:03 Jason Baldwin motioned to approve/ Sara-Rose Bonetti 2nd

Vote: 3 Ayes/ 0 Nays

D. Public Comments: None

E. Approval of Minutes:6:04 Sara Rose Bonetti motioned to approve / Robert McGuire 2nd

Vote: 3 Ayes/ 0 Nays

II. Action Items

A. Director's Report: 6:05 Royce

Royce presented that the Records Department has continued to respond to Records requests within one day, and they are currently working on the intake of Records for our new Students. Other schools are averaging 6-8 weeks response. They have expanded their efforts by calling Schools immediately following the second request.

Royce also commented on the continued uptick of the enrollment numbers, which hit 98, 98,99 and 100% this week. He commended the Enrollment team for their excellent work.

Jason Baldwin thanks the Enrollment Team for a "great job."

Royce noted that all employee Job Descriptions have been reviewed by the respective employees and are currently being consolidated and evaluated for legal compliance. The Job Descriptions will be uploaded into a Drive for Board review, and brought for approval at the next Board Meeting.

Royce stated that he had been working with a specialist in workflow technology, and exploring CRM platforms to make our work more efficient and allow for more clear and concise reporting. He suggested that this may be an area to expand into next year.

Royce discussed the current Websites and the evaluation process SGCA has started, by exploring the current use and areas of need. Royce has met with school stakeholders and the FinalSite team to plan the necessary work. Royce stated that this is an area of expansion for next year.

Royce shared that the schools had received a tech equipment Grant, and SGCA has secured additional storage space for incoming shipments. We will store the equipment with tech department access, until it is distributed by the schools. This storage space replaces the current storage in the Northgate area.

Jason Baldwin asked for clarification about the Grant. Royce responded that this grant was found and applied for by the Tech Department on behalf of the member schools. The Grant was based on a dollar amount per qualified student count, and had to be used "per device." For our member schools this was used to purchase additional chromebooks.

Sara-Rose Baonetti asked about the use of the Chromebooks, Royce responded that the schools had earmarked many for testing, but we are still awaiting direction from the schools for the remaining devices.

Royce reported that he and Becky have been meeting regularly throughout the week to discuss budget planning for next year, and have begun reviewing the Shared Services Agreement. He anticipates bringing a draft Agreement to the Board for approval in March, and then, upon Board Approval, taking that to the Schools for negotiation. Once the SSA is settled he will be able to provide a recommended budget.

Royce showed the current Organization chart, and discussed the three possible positions that have come up in recent budget discussions at SGCA, and with the schools.

B. Finance Update - 6:36 Cory Cavanaugh

Cory provided the Board with an overview of cash on hand and the Budget vs Actuals. Cory noted spending was progressing as anticipated, and identified an ending balance of \$10,390. Cory suggested the ability of SGCA to maintain a stronger reserve would be a strong recommendation moving forward.

Jason Baldwin thanked Cory and stated "Cory always gives a straight forward presentation"

C. State of the Schools Report - 6:48 Julie Haycock & Jenell Sherman

Jenell Sherman and Amanda Johnson (presenting for Julie Haycock) presented the "State of the Schools" update. They shared with the Board a full overview of the extensive work the schools have done this past school year including staff development, learning opportunities for families and students, and the many community partner relationships that have provided educational services to families this school year.

Bob McGuire thanked them for the presentation that hit "all of my questions well" and asked if there was a way to also share this information with families. Jenell Sherman stated she was working with Sara Greco to get this information out to families.

Sara-Rose Bonetti asked if there was anything else "we should be aware of for upcoming charter renewals." Jenell Sherman stated that the only changes coming down the pipe have to do with Vendor approvals, and maybe adjustments to COVID synchronous learning requirements.

IV. Closing items

A. Board of Director's Comments & Requests 7:32

Bob McGuire asked if we could address any rumors out in the community about possible changes to the ordering system. Royce stated that he did not have any specific information about this change, but he would look into this and report back.

B. Announcement of Next Regular Scheduled Board Meeting 7:34

Jason Baldwin announced the next Board meeting to be held:
March 14, 2022 at 6:00 pm

C. Adjourn Meeting: 7:35 Jason Baldwin adjourned the meeting.

Prepared By: Royce Gough

Noted By: Board Secretary _____



SEQUOIA GROVE

Salary Schedule
260 Days

Pay Scale Level

	OFFICE TECH 1		OFFICE TECH 2		OFFICE TECH 3		OFFICE TECH 4	
Steps	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly
1	\$31,250	\$16.03	\$39,582	\$19.03	\$42,099	\$20.24	\$52,083	\$25.04
2	\$34,343	\$16.51	\$40,770	\$19.60	\$43,362	\$20.85	\$53,646	\$25.79
3	\$35,373	\$17.01	\$41,993	\$20.19	\$44,663	\$21.47	\$55,255	\$26.56
4	\$36,434	\$17.52	\$43,253	\$20.79	\$46,003	\$22.12	\$56,913	\$27.36
5	\$37,527	\$18.04	\$44,550	\$21.42	\$47,383	\$22.78	\$58,620	\$28.18
6	\$38,653	\$18.58	\$45,887	\$22.06	\$48,805	\$23.46	\$60,379	\$29.03
7	\$39,813	\$19.14	\$47,263	\$22.72	\$50,269	\$24.17	\$62,190	\$29.90
8	\$41,007	\$19.71	\$48,681	\$23.40	\$51,777	\$24.89	\$64,056	\$30.80
9	\$42,237	\$20.31	\$50,142	\$24.11	\$53,330	\$25.64	\$65,977	\$31.72
10	\$43,504	\$20.92	\$51,646	\$24.83	\$54,930	\$26.41	\$67,957	\$32.67
11	\$44,809	\$21.54	\$53,195	\$25.57	\$56,578	\$27.20	\$69,995	\$33.65
12	\$46,154	\$22.19	\$54,791	\$26.34	\$58,275	\$28.02	\$72,095	\$34.66
13	\$47,538	\$22.85	\$56,435	\$27.13	\$60,023	\$28.86	\$74,258	\$35.70
14	\$48,964	\$23.54	\$58,128	\$27.95	\$61,824	\$29.72	\$76,486	\$36.77
15	\$50,433	\$24.25	\$59,872	\$28.78	\$63,679	\$30.61	\$78,781	\$37.88

* 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



SEQUOIA GROVE

Salary Schedule

260 Days

Pay Scale Level

	MANAGER/ COORD.		DIRECTOR**		SENIOR DIRECTOR**	
Steps	Annual	Hourly	Annual	Hourly	Annual	Hourly
1	\$57,138	\$26.69	\$78,321	\$37.65	\$90,781	\$43.64
2	\$57,183	\$27.49	\$80,671	\$38.78	\$93,504	\$44.95
3	\$58,898	\$28.32	\$83,091	\$39.95	\$96,309	\$46.30
4	\$60,665	\$29.17	\$85,584	\$41.15	\$99,198	\$47.69
5	\$62,485	\$30.04	\$88,151	\$42.38	\$102,174	\$49.12
6	\$64,360	\$30.94	\$90,796	\$43.65	\$105,240	\$50.60
7	\$66,291	\$31.87	\$93,520	\$44.96	\$108,397	\$52.11
8	\$68,279	\$32.83	\$96,325	\$46.31	\$111,649	\$53.68
9	\$70,328	\$33.81	\$99,215	\$47.70	\$114,998	\$55.29
10	\$72,437	\$34.83	\$102,191	\$49.13	\$118,448	\$56.95
11	\$74,611	\$35.87	\$105,257	\$50.60	\$122,001	\$58.65
12	\$76,849	\$36.95	\$108,415	\$52.12	\$125,662	\$60.41
13	\$79,154	\$38.05	\$111,667	\$53.69	\$129,431	\$62.23
14	\$81,529	\$39.20	\$115,017	\$55.30	\$133,314	\$64.09
15	\$83,975	\$40.37	\$118,468	\$56.96	\$137,314	\$66.02

** Director and Senior Director positions are exempt

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



PERSONNEL ACTION NOTIFICATION (PAN)

EMPLOYEE: Last Name First Name Staff ID#

ADDRESS: Street City State Zip

CONTACT PHONE NUMBER:

STATUS (Check all boxes that apply):

At-Will New Position Effective Date
Classified Replacement
Management Stipend

TYPE OF CHANGE:

Assignment/Position only Leave of Absence
Layoff Resignation Date:
Termination Date:

CHANGE IN BENEFIT STATUS: No Change: Change: If yes, Add or Drop (circle one)

ASSIGNMENT CHANGE: NEW ASSIGNMENT: NEW HIRE:

Current Position: New Position:
Work Location: Supervisor:
Hours (daily): Days (Annually) Salary Schedule:
Salary Placement Step: Column: Hourly Rate:
Stipend: Yes/No (circle one) Stipend Rate: \$ Date Stipend Service/s end:

Approval section with fields for Director of Business Services, Director of Human Resource, and Chief Executive Officer, including 'Approved: Yes/No' and 'Date:' fields.