



SEQUOIA GROVE CHARTER ALLIANCE

Sequoia Grove Charter Alliance

SPECIAL Board Meeting

Date and Time:

**July 28, 2021
5:00 pm**

Join Zoom Meeting:

<https://sequoiagrove-org.zoom.us/j/91823919687?pwd=RDFOVWcyQnBYMzRTRFFaaU9hYjJCUT09>

Meeting ID: 918 2391 9687

Passcode: 703098

Call in:

(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 and possible action: Addendum to CEO Contract
- B. Discussion and possible action: Contract: Senior Director of Human Resources
- C. Closed Session: Personnel Actions—Appointment, Employment, Evaluation, Discipline/Dismissal/Release (§ 54957)

IV. Closing items

A. 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)).

ADDENDUM TO EMPLOYMENT AGREEMENT
*By and Between Sequoia Grove Charter Alliance and
Royce Gough*

This Addendum to Employment Agreement (“Addendum”) is entered into by and between Sequoia Grove Charter Alliance (“Employer”), a California nonprofit public benefit corporation, and Royce Gough (“Employee”). Employee and Employer are collectively referred to as the “Parties.” This Addendum shall go into effect on August 1, 2021 (“Effective Date”).

RECITALS

WHEREAS, the Parties entered into that certain Employment Agreement dated July 1, 2021 (“Agreement”) regarding Employee’s employment as Chief Executive Officer (CEO) for Employer, the term of which commenced on July 1, 2021.

WHEREAS, the Parties now desire to modify the Agreement with respect to Employee’s compensation and benefits as set forth in Sections 5, 5.a., 6.d. and 6.e. of the Agreement, as described in this Addendum; and

WHEREAS, pursuant to Section 13 of the Agreement, any amendment or modification of the Agreement must be with the written consent of Employer. This Addendum, once approved by the Employer’s governing board shall amend the Agreement as of the Effective Date of this Addendum.

AGREEMENT

NOW THEREFORE, based on the above recitals and in consideration of the promises and mutual agreements set forth herein, the receipt and sufficiency of which is hereby acknowledged, the Parties agree to amend the Agreement as follows:

1. Section 5 of the Agreement is hereby amended to read as follows:

Compensation; Annual Increase: *In consideration for the services rendered under this Agreement, Employer will pay Employee a gross annual salary of \$184,807.32, less all applicable withholdings and deductions. Salary will be paid on a semi-monthly basis over a 12-month period beginning with the first pay period following the Effective Date of this Agreement (on July 1, 2021) and in accordance with Employer’s regular payroll practices. If Employee works less than the applicable 12-month period under this Agreement (July 1 to June 30), Employee’s salary will be pro-rated accordingly. Employee is an exempt employee and therefore not eligible for overtime pay.*

2. The \$2,500 salary increase described in Section 5.a. of the Agreement would result in a base salary of \$187,307.32 for the period of July 1, 2022 to June 30, 2023.

3. In the event that Employee elects to participate in any of the health or other benefits

programs described in Section 6.d. of the Agreement (Medical, Dental, and Vision Insurance), Employee shall be responsible to pay for any costs for Employee or Employee's family to participate in such programs.

4. In light of the contributions made, or planned to be made, for Employer's other regular full-time employees, the Parties agree that Employer shall contribute to Employee's 403(b) retirement plan described in Section 6.e. of the Agreement (Retirement Benefits) an amount equal to ten percent (10%) of Employee's annual base salary.

5. The Parties acknowledge and agree that the Effective Date of this Addendum is one month (i.e., two semi-monthly pay periods) after the Effective Date set forth in the Agreement. Employee's compensation for the remaining 11 months (i.e., 22 semi-monthly pay periods) of the initial 12-month period set forth in the Agreement shall therefore be adjusted to account for the actual compensation, the medical, dental and vision insurance costs, and the retirement benefits, that were paid by Employer pursuant to Sections 5, 6.d. and 6.e. of the Agreement for the period of July 1, 2021 through July 31, 2021 and are now adjusted by this Addendum.

6. This Addendum may be executed in identical, original or electronic, counterparts, each of which shall be deemed an original, and both of which together shall be deemed to be one and the same instrument.

7. The Agreement, hereby reaffirmed by the Parties, is and remains in full force and effect on the terms and conditions set forth therein, as amended by this Addendum. In the event of a conflict between the terms of this Addendum and the Agreement, the Addendum shall prevail.

IN WITNESS WHEREOF, the Parties have executed this Addendum as of the Effective Date.

EMPLOYEE

Royce Gough Date

EMPLOYER

Board Chair Date
Sequoia Grove Charter Alliance



Human Resources Senior Director Job Description

Job Title	Senior Director of Human Resources
Direct Report	Executive Director
FLSA Status	Exempt
Salary Schedule	
Posting	External
Classification	Certificated Management

*NOTE: Part-time positions are subject to an increase or decrease in hours according to school needs. Salary is prorated depending upon % of contract

SUMMARY OF POSITION:

Under the general supervision and direction of the Executive Director, the Senior Director of Human Resources provides leadership and management of the daily operations in the Human Resources Department; assists in leading the planning, organizing, assigning, supervising, directing and evaluating the work of all aspects of the Department which includes employee recruitment, selection and evaluation of all Charter personnel; if applicable, assists with collective bargaining and contract management with all bargaining units; oversees administration of the health and welfare benefits and Workers' Compensation; and supervises and evaluates personnel administrators. As an employee of the CSO, the Senior Director of Human Resources will adhere to and implement the policies and procedures as delineated in the Charter Schools' employee handbooks.

Under the direction of the Executive Director(s) the Human Resources Director will oversee all aspects of Human Resources, and Compliance. As an employee of the CSO, the Senior Director of Human Resources will adhere to and implement procedures as delineated in the Charter School Personnel Handbook.

Duties and Responsibilities:

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address needs and changing practices.

- Manages and oversees the day-to-day operations and activities of the Human Resources Department.
- Provides direction for all personnel programs within the policies of the Board of Education in accordance with State statutes and regulations.
- Assists in leading and coordinating the recruitment, selection, placement, evaluation, promotion and discipline of all personnel, implementing relevant bargaining unit contracts if applicable, State laws, and Charter policies.
- Assists with and provides leadership for employee contract management for certificated and classified bargaining units (if applicable), development of contractual agreements; interpretation and clarification of employee agreements, rules, policies and procedures; development of job descriptions, classification and reclassification considerations; employee grievances; communication with management and bargaining unit employees.
- Assists in establishing departmental goals and objectives which are consistent with company and Charter policies; provides consultant services on departmental matters; may convene Charter administrators and staff to discuss Charter-wide human resources issues; actively promotes and encourages a customer-friendly environment within the Human Resources Department to provide customer service to internal and external clients.
- Attends conferences and workshops, and reads relevant legal updates and articles to remain current on state statutes and regulations affecting District personnel practices.
- Assists in the coordination of professional development training programs for charter administrators and staff to ensure the maximum effectiveness of employees, including leadership training, supervisory training, labor contract interpretation and application, and new employee training in collaboration with member school leadership; assists in leading professional development plans for ongoing training in areas impacting employees within Human Resources and district orientation programs for new employees in collaboration with Educational Services.
- Assists in leading and coordinating Sequoia Grove Charter Alliance's discrimination, harassment, employee ADA accommodation, and misconduct investigatory processes; helps ensure resolution of allegations and complaints are timely; helps ensure disciplinary actions are implemented in a fair and consistent manner; helps ensure compliance for background checks and outcome of background checks in accordance with legal mandates.
- Ensures ongoing communication with Executive Directors, CSO office staff, legal staff, other district staff, and the community to strengthen the effectiveness of labor and staff relations, employment services, and reward/recognition system.
- Provides direction and assistance for all management personnel regarding personnel matters.
- Assists in coordinating collaborative staff and labor relations activities; coordinates and disseminates labor relations information; may assist in resolving disputes and grievances in accordance with Sequoia Grove Charter Alliance policies/procedures, bargaining unit contracts and past practices.
- Examines and develops personnel procedures and makes recommendations for improvement.
- Assists in overseeing the development and maintenance of employee records including personnel files, employee attendance, credentials, criminal background checks, and tuberculosis clearance.
- Represents the Sequoia Grove Charter Alliance in meetings with administrators, professional staff, business leaders, governmental representatives and the public concerning personnel and employee contract management as requested.
- In conjunction with the Business Department, assists in ensuring accurate and timely position control and budget information on all aspects of certificated and classified staffing.
- Effectively communicates with the member schools, offices, the Board of Education and the community.
- Performs other responsibilities and duties as assigned.

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

Training, Education and Experience:

Any combination equivalent to: Master's degree in Human Resources, educational leadership, public administration or related field; five years increasingly responsible management experience including work in labor relations and negotiations. K-12 Administration or Human Resources certification desirable. Experience in California charter schools preferred.

Licenses and Other Requirements: Valid Driver's License

Technology, Equipment, and Tool Skills:

Proficient ability to use a personal computer; software and databases specific to the District including but not limited to Microsoft Office (word, excel, powerpoint, etc) and Google platforms (google drive, docs, sheets, slides, calendar, forms, etc.), Internet, and Microsoft Outlook. Ability to use telephone, cellular telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, word processing, spreadsheets, scheduling, data management and complex calculations.

- General knowledge of principles and practices of personnel administration; ability to establish and maintain effective relationships with peers and employees; and make recommendations effectively in oral and written form.
- Proficiency and in-depth experience with Microsoft Office (word, excel, powerpoint, etc) and Google platforms (google drive, docs, sheets, slides, calendar, forms, etc)
- Demonstrates ability to work under pressure and deadlines.
- Demonstrates good judgement, is approachable, and a professional attitude and demeanor.
- Experience working in a hybrid environment (in-person and virtual)
- Strong organizing, planning, and customer service skills
- Resident of Northern California
- TB Test Clearance
- Criminal Justice Fingerprint Clearance

Knowledge and Abilities: The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Current principles and methods of charter school personnel management.

Charter school law and charter school organization.

Relevant State and Federal laws, regulations and procedures.

Staff supervision, staff development and effective management techniques.

Elements of collective bargaining in the public sector.

Budget and position control personnel accounting.

Selection, transfer, reassignment, demotion, promotion, evaluation, and due process in personnel practices.

Use of computerized personnel management information systems.

Ability to:

Manage a large division of an organization.

Demonstrate effective skills in organizational and educational leadership.

Analyze different personnel problems and develop and implement practical solutions.

Plan, organize, and coordinate a variety of projects.

Make use of computers for information and data gathering.

Collect, interpret and analyze complex technical data, as well as identify potential problems and prepare sound recommendations.

Interpret current laws and regulations related to certificated personnel.

Implement effective selection, hiring and evaluation practices.

Establish and maintain effective working relationships with others.

Supervise and evaluate the effectiveness of others.

LANGUAGE SKILLS:

Ability to read, write and speak in English. Ability to read and interpret documents such as safety rules and regulations, operating and maintenance instructions and procedure manuals, including policies and procedures and equipment manuals; to write complex and detailed instructions, reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.

Physical Demands and Work Environment:

The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential function of this job and must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. *Work is generally performed in the staff home for the remainder of the school year, but may require travel to the office in near future.

Working Conditions:

Office environment; moderate noise level; frequent interruptions, must be able to drive a vehicle to conduct work. The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical Abilities:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view computer monitors; sit or stand for extended period of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

Vision: See in the normal visual range with or without correction, read printed materials and tell differences among colors.

Hearing: Hear in the normal audio range with or without correction.

Speech: Speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and in addressing groups.

Hazards: Potential exposure to emotional individuals.

Other Qualifications:

DOJ Fingerprint Clearance, valid California Driver's License/proof of insurance, TB testing, and mandated training.