



SEQUOIA GROVE CHARTER ALLIANCE

Sequoia Grove Charter Alliance

Special Board Meeting

Date and Time:

March 4, 2021
6:00 pm

Zoom Link: <https://zoom.us/j/9343077135>

Meeting ID: 934 3077 1355

Join by Phone: (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. Welcome and Introductions

II. Action Items

- A. Discussion and Potential Action on Board Resolution to approve the following:
 - a. Ratification of Actions of Incorporation

- b. Certification and Filing of Articles of Incorporation (filed January 4, 2021)
 - c. Adoption of Bylaws
 - d. Election of Officers (the Board will appoint the President, Secretary, and Treasurer)
 - e. Agent for Service of Process (Royce Gough)
 - f. Adoption of Conflict of Interest Policy
 - g. Authorize Opening Bank Accounts
 - h. Establish Accounting Year
 - i. Payment of Expenses
 - j. Authorize Application for Tax Exemptions
 - k. Authorize Application for Employer Identification Number
 - l. Direct Statement of Information to be Filed with Secretary of State
Direct Initial Registration to be Filed with Registry of Charitable Trust
 - m. Authorize Transition of Employees
 - n. Direct Negotiation of Services Agreement and Establish Annual Dues
 - o. General Authorization of Officers
- B. Discussion - Board Roles and Responsibilities
 - C. Discussion - CSO Objectives and Timeline
 - D. Discussion and Potential Action on Appointment / Offer of Employment for the Chief Executive Officer
 - E. Discussion and Potential Action on the Organization Chart
 - F. Discussion and Potential Action on the Shared Services Agreement
 - G. Discussion and Potential Action on the 2021-2022 Budget
 - H. Discussion and Potential Action on the Staff Leasing Policy
 - I. Discussion and Potential Action on the Pay Scales
 - J. Discussion and Potential Action on the Hiring Letter Format

- K. Discussion and Potential Action on Vendor Contracts for the CSO
 - a. Financial Services
 - b. Tech Services
 - c. 403b
- L. Discussion and Potential Action on the Board Meeting Calendar

III. Closing items

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

BOARD OF DIRECTORS ORGANIZATIONAL RESOLUTIONS
OF
SEQUOIA GROVE CHARTER ALLIANCE
(A California Nonprofit Public Benefit Corporation)

The Board of Directors of Sequoia Grove Charter Alliance, a California nonprofit public benefit corporation (“Corporation”), adopts the following resolutions:

Ratification of Actions of Incorporator

RESOLVED, all actions of the incorporator, Kevin M. Davis, in incorporating the Corporation and as were appropriate to establish the Corporation, whether before or after incorporation, are ratified and approved in all respects.

Certification and Filing of Articles of Incorporation

RESOLVED, the Secretary of the Corporation is authorized and instructed to insert in the Corporations’ minute book a copy of the Articles of Incorporation as filed in the Office of the California Secretary of State on January 4, 2021 and certified by the Secretary of State.

Adoption of Bylaws

RESOLVED, the Bylaws of Sequoia Grove Charter Alliance, attached to these resolutions as Exhibit A, are adopted as the Corporation’s Bylaws.

RESOLVED FURTHER, the Secretary of the Corporation is authorized and directed to execute a certificate of adoption for the Bylaws, insert the certified Bylaws in the Corporation’s minute book, and see that a copy of the Bylaws is kept at the Corporation’s principal office.

Election of Officers

RESOLVED, the individuals listed below are elected to the following offices (a director may hold more than one office so long as the President does not also serve as Secretary or Treasurer):

<u>NAME:</u>	<u>TITLE:</u>
	President
	Secretary
	Treasurer

FURTHER RESOLVED, the Corporation’s officers shall endeavor to recruit, hire and appoint a Chief Executive Officer (which position may also be referred to as the Executive Director) to serve as the general manager and chief executive officer of the Corporation and who shall supervise, direct, and control the activities, affairs, and employees of the Corporation, subject to the limitations set forth in the Bylaws of the Corporation, his/her employment contract, and applicable law.

Agent for Service of Process

RESOLVED, Royce Gough shall continue to serve as the agent of this Corporation for the purpose

of accepting service of process on the Corporation, and shall serve as such agent until resignation or a new agent for service of process is designated by the Board.

Adoption of Conflict of Interest Policy

WHEREAS, the Board has determined that it is in the best interest of this Corporation to adopt a Conflict of Interest Policy, as preferred by the Internal Revenue Service for purposes of obtaining a tax exemption under Internal Revenue Code Section 501(c)(3), and in order to protect its interests when it contemplates entering into a transaction that has the potential to benefit the private interest of any officer, director or employee of the Corporation.

RESOLVED, the Conflict of Interest Policy of Sequoia Grove Charter Alliance, attached to these resolutions as Exhibit B, is approved and adopted as the Corporation's Conflict of Interest Policy.

RESOLVED FURTHER, the Secretary of the Corporation is authorized and directed to execute a certificate of adoption for the Conflict of Interest Policy, and insert the certified policy in the Corporation's minute book.

Authorize Opening Bank Accounts

RESOLVED, the Corporation's officers, or a designee, are authorized and directed to open one or more accounts on behalf of the Corporation at one or more federally insured banks or financial institutions as they deem necessary or desirable as set forth in the separate resolution attached to these resolutions as Exhibit C.

RESOLVED FURTHER, the Secretary of the Corporation is authorized and directed to execute a certificate of adoption for the resolution, and insert the certified resolution in the Corporation's minute book.

RESOLVED FURTHER, such officers, or a designee, are also authorized to execute and deliver any other standard form resolutions that may be required by such bank(s) or financial institution(s) for opening corporate bank accounts.

RESOLVED FURTHER, the Secretary of this Corporation is directed to insert a copy of any standard form resolution requested by the bank(s) or financial institution(s) for opening corporate bank account and related certificate of adoption in the Corporation's minute book.

Establish Accounting Year

RESOLVED, the Corporation's accounting year shall end on June 30 of each year.

Payment of Expenses

RESOLVED, the Corporation's officers, or a designee, are authorized and directed to pay, from the Corporation's funds, the expenses of the incorporation and organization of this Corporation, and to reimburse, from the Corporation's funds, those persons who may have advanced the cost of such expenses on behalf of this Corporation.

Authorize Application for Tax Exemptions

RESOLVED, the Corporation's officers, or a designee, are authorized and directed to make or cause to be made applications for federal and California tax-exempt status for the Corporation, including the filing of such forms and documents as the officers deem necessary or appropriate to obtain such tax exemptions for the Corporation.

Authorize Application for Federal Employer Identification Number

RESOLVED, the Corporation's officers, or a designee, are authorized and directed to make such filings and applications as are necessary to secure for the Corporation a federal employer identification number.

RESOLVED FURTHER, all actions of the third-party designee, Kevin M. Davis of Procopio, Cory, Hargreaves & Savitch LLP, to secure the Corporation's employer identification number are ratified and approved in all respects.

Filing of Statement of Information with the California Secretary of State

RESOLVED, the Corporation's officers, or a designee, are authorized and directed to make, or cause to be made, a Statement of Information on behalf of the Corporation, and to file such statement with the California Secretary of State.

Filing of Initial Registration with the California Registry of Charitable Trusts

RESOLVED, the Corporation's officers are authorized and instructed to make, or cause to be made, an initial registration with the California Registry of Charitable Trusts on behalf of the Corporation, and to file such registration with the California Attorney General.

Transition of Employees to the Corporation

WHEREAS, the Board seeks to transition certain employees from the Corporation's members to the Corporation to perform its charitable activities.

RESOLVED, the Corporation's officers, or a designee, are authorized and directed to offer employment, and to negotiate and execute employment contracts, on behalf of the Corporation. The employment contract for the Chief Executive Officer (which position may also be referred to as the Executive Director) shall be presented to the Board for review and approval.

Offer of Services Agreement and Establishment of Annual Dues

WHEREAS, the Corporation has been established to provide task-related administrative support services to its members and needs to recoup organizational expenses incurred and to be incurred.

RESOLVED, the Corporation shall offer membership to the "Supported Organizations" identified in its Articles of Incorporation upon condition that the members adopt a resolution seeking membership in the Corporation, approve the negotiation of an agreement for the Corporation to provide task-related administrative support services to commence July 1, 2020 and satisfactory to the Corporation, and pay annual dues of \$5,000 to the Corporation for the 2020-2021 fiscal year.

General Authorization

RESOLVED, the Corporation's officers, or their designee, are authorized and directed to execute and deliver all such documents and to take all such actions on behalf of the Corporation as they deem necessary or appropriate to carry out and accomplish the purposes of these resolutions and to commence the Corporation's operations, including the negotiation and execution of contracts with insurance carriers, employee benefits providers, and vendors and other service providers.

RESOLVED FURTHER, any actions taken by the Corporation's officers, or their designee, prior to the date of these resolutions to accomplish the purposes of these resolutions or to commence the Corporation's operations are ratified and confirmed.

The Secretary of this Corporation is directed to file these resolutions with the minutes of the proceedings of the Board of Directors.

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CERTIFICATE OF ADOPTION

I certify that I am the Secretary of Sequoia Grove Charter Alliance, a California nonprofit public benefit corporation, and that the foregoing resolutions were duly adopted by the corporation's Board of Directors on March 4, 2021.

IN WITNESS WHEREOF, I have signed my name and affixed the seal of the corporation to this certificate on March 4, 2021.

Secretary, Sequoia Grove Charter Alliance

EXHIBIT A
BYLAWS
OF
SEQUOIA GROVE CHARTER ALLIANCE

[See Attached]

**BYLAWS
OF
SEQUOIA GROVE CHARTER ALLIANCE**
(A California Nonprofit Public Benefit Corporation)

ARTICLE I. NAME

Section 1.01 Corporate Name. The name of this corporation is Sequoia Grove Charter Alliance (hereinafter the "Corporation").

ARTICLE II. OFFICES

Section 2.01 Principal Office. The Corporation's principal office is located at 4305 South Meridian Road, Meridian, CA 95957. The Board of Directors ("Board") may change the principal office from one location to another within the State of California.

Section 2.02 Other Offices. The Board may at any time establish branch or subordinate offices at any place or places where this Corporation is qualified to conduct its activities.

ARTICLE III. PURPOSES

Section 3.01 Description in Articles. The Corporation's general and specific purposes are described in its Articles of Incorporation.

ARTICLE IV. DEDICATION OF ASSETS

Section 4.01 Dedication of Assets. This Corporation's assets are irrevocably dedicated to charitable and educational purposes. No part of the net earnings, properties, or assets of the Corporation, on dissolution or otherwise, shall inure to the benefit of any private person or individual, or to any Director or officer of the Corporation. Upon dissolution of the Corporation, all properties and assets remaining after payment, or provision for payment, of all debts and liabilities of the Corporation shall be distributed as set forth in its Articles of Incorporation.

ARTICLE V. MEMBERS

Section 5.01 Identification of Members. The Corporation shall have one class of members that are identified in **Attachment 1**, which may be amended from time to time to reflect changes in membership pursuant to Sections 5.03 or 5.04 without amending these Bylaws. The Corporation may use the term "member" to refer to other persons or entities associated with it, but such persons or entities shall not be members within the meaning of Section 5056 of the California Nonprofit Corporation Law or these Bylaws unless or until they are elected pursuant to Section 5.03.

Section 5.02 Rights of Members. The members shall have the rights provided by Section 5056 of the California Nonprofit Corporation Law and as set forth in these Bylaws. Membership in this Corporation is not transferable.

Section 5.03 Election and Qualification of Members. With the exception of the initial four (4) members, new members shall be elected by a majority vote of the existing members. Each member shall be a California nonprofit public benefit corporation that operates one or more public charter schools and

qualifies for tax exemption pursuant to Internal Revenue Code Section 501(c)(3) and California Revenue & Taxation Code Section 23701d. All members shall pay any annual dues set by the Corporation and shall contract with the Corporation for task-related administrative support services as a condition of membership for the entirety of its membership in the Corporation.

Section 5.04 Resignation or Termination of Membership. A member may resign at any time upon written notice to the CEO or to the Board, or to each of the other members of the Corporation, and such resignation shall be effective immediately unless the notice specifies a later effective date of such resignation. Membership shall be terminated in a fair and reasonable manner as required by Section 5341 of the California Nonprofit Corporation Law and as follows:

(a) the member shall be given at least sixty (60) days' prior notice of the proposed termination and the reasons therefor;

(b) the member shall have an opportunity to be heard, orally or in writing, by the other members not less than fifteen (15) days before the effective date of the proposed termination; and

(c) the decision whether to terminate the membership shall be made by a majority vote of the other members.

A member who resigns or is terminated may continue to contract with the Corporation for task-related administrative support services, and shall remain liable for any charges incurred, services or benefits actually rendered, dues, assessments or fees incurred before the resignation or termination, whether arising from contract or otherwise, if approved by the Corporation.

Section 5.05 Meetings of the Members. The members shall meet at least annually for purposes of appointing representatives to the Board, and any other actions that require approval of the members. Meetings of the members may be called by the CEO or by the Board, or by a majority of the members. Notice of meetings shall be given to all current members, as of the date of the notice, at least fifteen (15) days before the meeting in order to give each member's representative sufficient time to consult with its board of directors, if necessary. The notice shall state the place, date and time of the meeting, and shall describe the general nature of the business to be transacted at the meeting, including those matters which the Board intends to present for action by the members. The CEO shall preside as chair during meetings of the members.

Section 5.06 Quorum and Voting. Quorum for meetings of the members shall be a majority of the existing members. All current members, as of the date of the meeting, shall be entitled to vote at the meeting. Each member shall designate in writing one (1) representative to vote on behalf of the member and shall have one (1) vote on each matter submitted for a vote of the members. A member may authorize in writing for another member to act as its proxy at the meeting, subject to the limitations set forth in Section 5613 of the California Nonprofit Corporation Law.

Section 5.07 Participation by Teleconference and Electronic Meetings; and Board Meetings. Members may participate in meetings of the members through teleconference, electronic video communication, or other similar electronic communications or electronic transmission, so long as the following apply:

(a) All members participating in the meeting can communicate with each other concurrently; and,

(b) Each member is provided with the means of participating in all matters before the members, including the capacity to propose, or to interpose an objection to, a specific action to be taken by the members.

(c) Member representatives shall also have the right to attend meetings of the Board of the Corporation, subject to any limitations imposed by law.

ARTICLE VI. BOARD OF DIRECTORS

Section 6.01 General Powers. Subject to the powers of the members as provided by law and as set forth in these Bylaws, and limitations on the Board or this Corporation set forth in the Articles of Incorporation, these Bylaws, or the California Nonprofit Corporation Law and other applicable laws, the Corporation's activities and affairs shall be conducted, and all corporate powers shall be exercised, by or under the direction of the Board. The Board may delegate the management of the Corporation's activities to any person(s), management company, or committees, however composed, provided that the Corporation's activities and affairs shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board.

Section 6.02 Specific Powers. Without prejudice to such general powers, but subject to the same limitations, the Board shall have the following powers:

(a) To approve personnel policies and monitor their implementation; to select and remove certain officers, agents, and employees of the Corporation, and to prescribe such powers and duties for them as are compatible with law, the Articles of Incorporation, or these Bylaws; to fix their compensation;

(b) To conduct, manage, and control the affairs and activities of the Corporation and to make such rules and regulations therefor which are not inconsistent with law, the Corporation's Articles of Incorporation, or these Bylaws;

(c) To change the principal office or the principal business office in California from one location to another; cause the Corporation to be qualified to conduct its activities in any other state, territory, dependency, or country; and conduct its activities in or outside California;

(d) To borrow money and incur indebtedness for the Corporation's purposes, and to cause to be executed and delivered therefore, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, and other evidences of debt and security therefore;

(e) To carry on a business and apply any revenues in excess of expenses that result from the business activity to any activity that it may lawfully engage in;

(f) To acquire by purchase, exchange, lease, gift, devise, bequest, or otherwise, and to hold, improve, lease, sublease, mortgage, transfer in trust, encumber, convey, or otherwise dispose of real and personal property;

(g) To act as trustee under any trust incidental to the principal object of the Corporation, and to receive, hold, administer, exchange, and expend funds and property subject to such trust; and

(h) To establish annual dues to be paid by members, in addition to fees to be paid under any service agreements, for capital or other non-recurring purposes;

(i) To enter into any contracts or other instruments, and do any and all other things incidental to or expedient for attainment of the Corporation's purposes.

Section 6.03 Number and Appointment of Directors. The Board shall be comprised of five (5) Directors, which number may be modified from time to time by resolution of the Board to reflect changes in membership pursuant to Sections 5.03 or 5.04 without amending these Bylaws. Each member of the Corporation shall appoint one (1) Director to serve on the Board. For so long as there are four (4) members of the Corporation, the fifth (5th) Director shall be appointed by the four (4) members together or through a policy or process agreed upon by the four (4) members. All Directors shall have full voting rights. The members shall endeavor to appoint persons not currently serving as directors of the members.

Section 6.04 Terms of Office. Each Director shall hold office for a two (2) year term, and until a successor has been appointed by the member represented by such office. The members may stagger the terms of the Directors. There shall be no limitation on the number of consecutive terms to which a Director may be reappointed.

Section 6.05 Vacancies. A vacancy on the Board shall be deemed to exist if a Director dies, resigns, is removed, or if the number of Directors is increased to reflect new members. The Board or a majority of the members may declare vacant the office of a Director who has been declared of unsound mind by a final order of court, convicted of a felony, or found by a final order or judgment of any court to have breached any duty arising under Article 3 of Chapter 2 of the California Nonprofit Public Benefit Corporation Law. Vacancies on the Board shall be filled by the member represented by such Director; provided that if the member fails to do so within 60 days, the Board may appoint a Director to fill the vacancy until such time as the member approves a replacement.

Section 6.06 Removal. A Director may be removed by a majority vote of the entire Board, by the member that appointed such Director, or by a majority vote of all members. Any vacancy caused by the removal of a Director shall be filled as provided in Section 6.05.

Section 6.07 Resignation. Subject to the provisions of Section 5226 of the California Nonprofit Public Benefit Corporation Law, any Director may resign effective upon giving written notice to the CEO, or the Board as a whole, unless the notice specifies a later time for the effectiveness of such resignation. The Corporation shall notify the member that appointed the resigning Director, and such member shall appoint a new Director to fill the vacancy. If the resignation is effective at a future time, a successor may be appointed by such member to take office when the resignation becomes effective. No Director may resign when the Corporation would then be left without at least one (1) Director in charge of its affairs.

Section 6.08 Brown Act. In an effort to be transparent to its members and stakeholders at the members' public charter schools, the Corporation voluntarily agrees to comply with the notice and public participation requirements of the Ralph M. Brown Act (Government Code Sections 54950, *et seq.*) ("Brown Act") for meetings of the Board, in addition to rights of members pursuant to the provisions of Section 5.07(c).

Section 6.09 Place of Meetings. Meetings of the Board may be held at the Corporation's principal office, or at any other place within or without the State of California that has been designated in

the notice of the meeting, or if there is no notice, at such place as has been designated from time to time by resolution of the Board.

Section 6.10 Annual Meetings. The Board shall meet annually for the purpose of organization, election of officers, approving the regular meeting schedule, and the transaction of such other business as may properly be brought before the meeting. The Secretary shall provide the current members a copy of the regular meeting schedule upon approval at the annual meeting.

Section 6.11 Regular Meetings. Regular meetings of the Board, including the annual meetings, shall be held at such times and places as may be fixed by the Board and the agendas for such meetings will be posted seventy-two (72) hours prior to the meeting in a location that is freely accessible to the public, on the Corporation's website, if it has one, and a copy of the agenda shall be sent to each of the Corporation's members representatives. The notice shall contain a brief general description of each item of business to be transacted or discussed at the meeting.

Section 6.12 Special Meetings. Special meetings of the Board for any purpose may be called at any time by the CEO, the Secretary, or any two Directors. Notice of the time and place of special meetings shall be delivered to each Director personally or by telephone or email at least twenty-four (24) hours prior to the meeting, and shall be posted in a location that is freely accessible to the public, on the Corporation's website, if it has one, and a copy sent to each of the Corporation's members representatives at the same time such notice is given to the Directors. The notice shall contain a brief general description of each item of business to be transacted or discussed at the meeting.

Section 6.13 Quorum. A majority of the actual number of Directors then in office shall constitute a quorum. Every action taken or decision made by a majority of the Directors present at a meeting duly held at which a quorum is present is an act of the Board, subject to the more stringent provisions of the California Nonprofit Public Benefit Corporation Law, including, without limitation, those provisions relating to (a) approval of contracts or transactions in which a Director has a direct or indirect material financial interest, (b) approval of certain transactions between corporations having common directors, (c) creation of and appointments to committees of the Board, and (d) indemnification of Directors. A meeting at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of Directors, but no action can be taken unless and until a quorum is restored. Directors may not vote by proxy.

Section 6.14 Participation by Teleconference and Electronic Meetings. Directors may participate in a meeting of the Board through teleconference, electronic video communication, or other similar electronic communications or electronic transmission, so long as the following apply:

- (a) All Directors participating in the meeting can communicate with each other concurrently; and,
- (b) Each Director is provided with the means of participating in all matters before the Board, including the capacity to propose, or to interpose an objection to, a specific action to be taken by the Corporation.

Section 6.15 Waiver of Notice. Notice of a meeting need not be given to any Director who signs a waiver of notice or a written consent to holding the meeting or an approval of the minutes thereof, whether before or after the meeting, or who attends the meeting without protesting the lack of notice to

such Director prior thereto or at its commencement. All such waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meetings.

Section 6.16 Adjournment. A majority of the Directors present, whether or not a quorum is present, may adjourn any Board meeting to another time and place. If the meeting is adjourned for more than twenty-four (24) hours, notice of any adjournment to another time or place shall be given prior to the time of the adjourned meeting to the Directors who were not present at the time of the adjournment.

Section 6.17 Action Without Meeting. Notwithstanding Section 6.08 of these Bylaws, any action required or permitted to be taken by the Board may be taken without a meeting if all Directors shall individually or collectively consent in writing to such action, provided that either: (1) the member representatives are given seven (7) days' notice of any such proposed action, or (2) such actions do not relate directly to the provision of services to the members' charter schools. Such consent(s) shall have the same effect as a unanimous vote of the Board and shall be filed with the minutes of the proceedings of the Board. For purposes of this Section only, the phrase "all Directors" shall not include any "interested persons" as defined in Section 6.19 herein.

Section 6.18 Fees and Compensation. The Directors shall receive no compensation for their service on the Board. The Board may approve the reimbursement of a Director's actual and necessary expenses incurred when conducting the Corporation's business. Subject to Section 6.19 herein and the California Nonprofit Public Benefit Corporation Law, nothing herein shall preclude a Director from serving the Corporation in any other capacity, including, but not limited to, as an officer, agent, or employee of the Corporation, and receiving compensation for such service.

Section 6.19 Restriction on Interested Directors. Not more than forty-nine percent (49%) of the persons serving on the Board at any time may be interested persons. An interested person is (a) any person being compensated by the Corporation for services rendered to it within the previous twelve (12) months, whether as a full-time or part-time employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a Director for service on the Board; and (b) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of any such person. However, any violation of the provisions of this Section shall not affect the validity or enforceability of any transaction entered into by the Corporation.

Section 6.20 Standard of Care.

(a) A Director shall perform the duties of a Director, including duties as committee-member of any committee of the Board on which the Director may serve, in good faith, in a manner such Director believes to be in the Corporation's best interests and with such care, including reasonable inquiry, as an ordinarily prudent person in a like situation would use under similar circumstances.

(b) In performing the duties of a Director, a Director shall be entitled to rely on information, opinions, reports, or statements, including financial statements and other financial data, in each case prepared or presented by: (i) one or more of the Corporation's officers or employees whom the Director believes to be reliable and competent in the matters presented; (ii) legal counsel, independent accountants, or other persons as to matters that the Director believes to be within such person's professional or expert competence; or (iii) a committee of the Board upon which the Director does not serve, as to matters within its designated authority, which committee the Director believes to merit confidence, so long as, in any such case, the Director acts in good faith, after reasonable inquiry when the

need therefor is indicated by the circumstances and without knowledge that would cause such reliance to be unwarranted.

Section 6.21 Non-Liability of Directors. No Director shall be personally liable for the Corporation's debts, liabilities, or other obligations.

Section 6.22 Common Directorships. Pursuant to Section 5234 of the California Nonprofit Public Benefit Corporation Law, the Corporation shall not be a party to a transaction with another corporation, firm or association in which one or more of its Directors is also a director or directors ("Overlapping Director(s)") unless, 1) prior to entering into the transaction, the material facts of the transaction and the Overlapping Director's other directorship are fully disclosed or known to the Board and the Board authorizes, approves or ratifies the contract or transaction in good faith by a vote sufficient without counting the vote of the Overlapping Director, or 2) the contract or transaction is just and reasonable to the Corporation at the time it is authorized, approved or ratified. This provision does not apply to transactions covered by Section 5233(b) of the California Nonprofit Public Benefit Corporation Law.

Section 6.23 Executive Compensation Review. In any year in which this Corporation is legally required to do so pursuant to Section 5213 of the California Nonprofit Public Benefit Corporation Law, the Board (or a Board Committee) shall review any compensation packages (including all benefits) of the CEO, the President and the Treasurer or Chief Financial Officer, regardless of job title, and shall approve such compensation only after determining that the compensation is just and reasonable. This review and approval shall occur when such officer is hired, when the term of employment of such officer is renewed or extended, and when the compensation of such officer is modified, unless the modification applies to substantially all of the employees of this Corporation.

ARTICLE VII. OFFICERS

Section 7.01 Required Officers. The officers of this Corporation shall be a Chief Executive Officer (who may be referred to as the Executive Director), a President (who may be referred to as the Board Chair), a Secretary, and a Treasurer (who may be referred to as the Chief Financial Officer). Any number of offices may be held by the same person, except that the Secretary, the Treasurer, or the Chief Financial Officer, if any, may not serve concurrently as the President of the Board.

Section 7.02 Permitted Officers. The Board of Directors may elect one or more Vice Presidents, and such other Board officers as the business of the Corporation may require, such as a Chief Financial Officer who will serve the Board and who may be separate from the Treasurer, each of whom shall be elected to hold office, have such authority and perform such duties as the Board at its pleasure from time to time may determine.

Section 7.03 Election. Except for initial officers appointed by Board resolution and the CEO who may serve by employment contract, the officers of this Corporation shall be elected annually by the Board, and each shall serve at the pleasure of the Board, subject to the rights, if any, of an officer under contract of employment and subject to approval by the members.

Section 7.04 Removal. Any officer may be removed, with or without cause, by the Board at any time, or by a majority vote of the members. Any removal shall be without prejudice to the rights, if any, of an officer under any contract of employment.

Section 7.05 Resignation. Any officer may resign at any time by giving written notice to the Board. Any such resignation shall take effect upon receipt of that notice or at any later time specified by that notice and, unless otherwise specified in that notice, the acceptance of such resignation shall not be necessary to make it effective. Any resignation is without prejudice to the rights, if any, of this Corporation under any contract to which the officer is a party.

Section 7.06 Vacancies. A vacancy in any office for any reason shall be filled in the same manner as these Bylaws provide for election to that office, provided that such vacancies shall be filled as they occur.

Section 7.07 Chief Executive Officer. The Corporation shall have a CEO (who may be referred to as the Executive Director) who shall be the general manager and chief executive officer of the Corporation, and, subject to the control of the Board and his or her contract of employment, shall generally supervise, direct, and control the activities, affairs, and employees of the Corporation; and shall see that all resolutions of the Board are carried into effect, and shall perform any and all other duties assigned by the Board, these Bylaws or his or her employment contract.

Section 7.08 President of the Board. The Board may elect one Director to serve as Chair of the President. He or she shall preside as Chairperson at the Board of Directors' meetings and shall exercise and perform such other powers and duties as the Board may assign from time to time.

Section 7.09 Secretary. The Secretary shall supervise the keeping of a full and complete record of the proceedings of the members, the Board and its committees, shall supervise the giving of such notices as may be proper and necessary, shall supervise the keeping of the minute books of this Corporation, and shall have such other powers and duties as may be prescribed by the Board or these Bylaws.

Section 7.10 Treasurer. The Treasurer (who may be referred to as the Chief Financial Officer) shall be the chief financial officer of this Corporation and shall supervise the charge and custody of all funds of this Corporation, the deposit of such funds in the manner prescribed by the Board, and the keeping and maintaining of adequate and correct accounts of this Corporation's properties and business transactions, shall render reports and accountings as required, and shall have such other powers and duties as may be prescribed by the Board or these Bylaws.

Section 7.11 Compensation of Officers. The salaries of officers, if any, shall be fixed from time to time by resolution of the Board, or in the case subordinate officers appointed by the CEO, the CEO shall also have the authority to fix such officers' salaries, if any. In all cases, any salaries received by officers of the Corporation shall be fair and reasonable and given in return for services actually rendered for the Corporation which relate to the performance of the charitable purposes of the Corporation, and subject to Section 6.23 above, as applicable.

ARTICLE VIII. COMMITTEES

Section 8.01 Board Committees. The Board may create one or more committees, each consisting of two (2) or more Directors to serve at the pleasure of the Board, and may delegate to such committee any of the authority of the Board, except with respect to:

(a) Final action on any matter that, by law, requires approval of all of the Directors or a majority of all of the Directors;

- (b) The filling of vacancies on the Board or on any committee which has the authority of the Board;
- (c) The fixing of compensation, if any, of the Directors for serving on the Board or on any committee;
- (d) The amendment or repeal of the Corporation's Bylaws or the adoption of new Bylaws;
- (e) The amendment or repeal of any resolution of the Board which by its express terms is not so amendable or repealable;
- (f) The appointment of other committees having the authority of the Board;
- (g) The expenditure of corporate funds to support a nominee for Director; or
- (h) The approval of any self-dealing transaction as such transactions are defined in Section 5233(a) of the California Nonprofit Public Benefit Corporation Law, except as permitted under Section 5233.

Committees must be created, and the committee-members thereof appointed, by resolution adopted by a majority of the actual number of Directors then in office. The Board may appoint, in the same manner, alternate committee-members who may replace an absent committee-member at any meeting of the committee.

Section 8.02 Meetings and Action of Board Committees. Meetings and actions of Board committees shall be governed generally by, held and taken in accordance with the provisions of these Bylaws concerning meetings of the Board, including Section 5.07, but other than Section 6.08, except that special meetings of committees may also be called by resolution of the Board. The Board may prescribe the manner in which proceedings of any such committee shall be conducted, so long as such rules are consistent with these Bylaws. In the absence of any such rules by the Board, each committee shall have the power to prescribe the manner in which its proceedings shall be conducted. Minutes shall be kept of each meeting of each committee and shall be filed with the corporate records.

Section 8.03 Revocation of Delegated Authority to Board Committees. The Board may, at any time, revoke or modify any or all of the authority so delegated to a committee, increase or decrease, but not below two (2), the numbers of its committee-members, and may fill vacancies therein from the Directors of the Board.

Section 8.04 Advisory Committees. The Board or the CEO, subject to any limitations imposed by the Board, may establish one or more Advisory Committees to the Board. The Advisory Committee may consist of Directors or non-Directors and may be appointed as the Board determines. Advisory committees may not exercise the authority of the Board to make decisions on behalf of this Corporation, but shall be restricted to making recommendations to the Board or Board Committees, and implementing Board or Board Committee decisions and policies under the supervision and control of the Board or Board Committee.

Section 8.05 Audit Committee. For any tax year in which this Corporation has gross revenues of \$2 million or more, and if required by law, this Corporation shall have an Audit Committee whose

committee-members shall be appointed by the Board, and who may include both Directors and non-Directors, subject to the following limitations: (a) members of the Finance Committee, if any, shall constitute less than one-half of the membership of the Audit Committee; (b) the Chair of the Audit Committee may not be a member of the Finance Committee, if any; (c) the Audit Committee may not include any of the Corporation's staff, including the CEO, the President, or the Treasurer or Chief Financial Officer; (d) the Audit Committee may not include any person who has a material financial interest in any entity doing business with this Corporation; and (e) Audit Committee-members who are not Directors may not receive compensation greater than the compensation paid to Directors for their Board service.

The Audit Committee shall: (1) recommend to the full Board for approval the retention and, when appropriate, the termination of an independent certified public accountant to serve as auditor; (2) subject to the supervision of the full Board, negotiate the compensation of the auditor on behalf of the Board; (3) confer with the auditor to satisfy the Audit Committee-members that the financial affairs of this Corporation are in order; (4) review and determine whether to accept the audit; and (5) approve performance of any non-audit services provided to this Corporation by the auditor's firm.

Section 8.06 Other Committees.

(a) The President of the Board or the CEO, subject to any limitations imposed by the Board, may create other committees, either standing or special, permanent or temporary, to serve the Board which do not have the powers of the Board, and shall appoint committee-members to serve on such committees, and shall designate the Chair of the committee. If a Director is on such committee, he or she shall be the Chair of the committee.

(b) Meetings of a committee may be called by the President of the Board, the CEO, the Chair of the committee or a majority of the committee-members. Each committee shall meet as often as is necessary to perform its duties. Notice of a meeting of a committee may be given at any time and in any manner reasonably designed to inform the committee-members of the time and place of the meeting. A majority of the committee-members shall constitute a quorum for the transaction of business at any meeting of the committee, and a committee may take action by majority vote. Each committee may keep minutes of its proceedings and shall report periodically to the Board.

(c) Committee-members shall serve until resignation or removal. Any committee-member may resign at any time by giving written notice to the President of the Board or the CEO. Such resignation, which may or may not be made contingent upon formal acceptance, shall take effect upon the date of receipt or at any later time specified in the notice. The President of the Board or the CEO, with prior approval of the Board if the Board so requires, or the Board, may remove any committee-member, and shall appoint a member to fill a vacancy in any committee or any position created by an increase in the committee-membership.

ARTICLE IX. INDEMNIFICATION AND INSURANCE

Section 9.01 Indemnification. To the fullest extent permitted by law, the Corporation shall indemnify its Directors, officers, employees, and other persons described in Corporations Code Section 5238(a), including persons formerly occupying any such positions, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in that section, and including an action by or in the right of the Corporation by reason of the fact that the person is or was a person described in that section. "Expenses" shall have the same meaning herein as in Section 5238(a) of the Corporations Code. On written request

to the Board of Directors by any person seeking indemnification under Corporations Code Section 5238(b) or Section 5238(c), the Board of Directors shall promptly decide under Corporations Code Section 5238(e) whether the applicable standard of conduct set forth in Corporations Code Section 5238(b) or Section 5238(c) has been met and, if so, the Board of Directors shall authorize indemnification.

Section 9.02 Other Indemnification. No provision made by the Corporation to indemnify its Directors or officers for the defense of any proceeding, whether contained in the Articles of Incorporation, Bylaws, a resolution of Directors, an agreement, or otherwise, shall be valid unless consistent with this Article. Nothing contained in this Article IX shall affect any right to indemnification to which persons other than such Directors and officers may be entitled by contract or otherwise.

Section 9.03 Insurance. The Corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its officers, Directors, employees, and other agents, to cover any liability asserted against or incurred by any officer, Director, employee, or agent in such capacity or arising from the officer's, Director's, employee's, or agent's status as such.

ARTICLE X. OTHER PROVISIONS

Section 10.01 Maintenance of Corporate Records. The Corporation shall keep (a) adequate and correct books and records of account; (b) written minutes of the proceedings of the Board and committees of the Board; (c) the original or a copy of its Articles of Incorporation and Bylaws, as amended to date; and (d) such reports and records as required by law. All such records shall be kept at the Corporation's principal office, or if its principal office is outside the State of California, at its principal office in this state.

Section 10.02 Inspection. Every Director and member of the Corporation shall have the right at any reasonable time, and from time to time, to inspect all books, records, and documents of every kind and the physical properties of the Corporation, subject to applicable law. Such inspection by a Director or member may be made in person or by agent or attorney and the right of inspection includes the right to copy and make extracts.

Section 10.03 Annual Report. Pursuant to Corporations Code Section 6321, within 120 days after the close of its fiscal year the Corporation shall send each Director, each member, and any other persons designated by the Board, a report containing the following information in reasonable detail:

(a) The assets and liabilities, including the trust funds, of the Corporation as of the end of the fiscal year.

(b) The principal changes in the assets and liabilities, including trust funds, during the fiscal year.

(c) The revenue or receipts of the Corporation, both unrestricted and restricted to particular purposes, for the fiscal year.

(d) The expenses or disbursements of the Corporation, for both general and restricted purposes, during the fiscal year.

The annual report shall be accompanied by any report thereon of independent accountants or, if there is no such report, by the certificate of an authorized officer of the Corporation that such statements were prepared without audit from the books and records of the Corporation.

Section 10.04 Annual Statement of Certain Transactions and Indemnifications. As part of the annual report to all Directors and members, or as a separate document if no annual report is issued, the Corporation shall, within 120 days after the end of the Corporation's fiscal year, annually prepare and deliver to each Director and member of the Corporation any information required by Corporations Code Section 6322 with respect to the preceding year.

Section 10.05 Public Inspection and Disclosure. The Corporation shall have available for public inspection at its principal office a copy of each of its annual exempt organization information returns for each of the last three years and a copy of its state and federal applications for recognition of exemption.

Section 10.06 Construction and Definitions. Unless the context otherwise requires, the general provisions, rules of construction, and definitions contained in the California Nonprofit Public Benefit Corporation Law shall govern the construction of these Bylaws.

Section 10.07 Fiscal Year. The fiscal year of the Corporation shall end on June 30 each year.

ARTICLE XI. AMENDMENTS

Section 11.01 Bylaw Amendments. Subject to Section 5.02 above, the Board may adopt, amend, or repeal these Bylaws unless doing so would be a prohibited amendment under the California Corporations Code. Any amendment to these Bylaws requires a majority vote of the actual number of Directors, and is not effective until approved by the members. Any amendment to the Articles of Incorporation or these Bylaws which would terminate memberships or affect the rights of the members shall comply with the notice and approval requirements in Section 5342 of the California Nonprofit Corporation Law.

#

CERTIFICATE OF ADOPTION

I certify that I am the Secretary of Sequoia Grove Charter Alliance, a California nonprofit public benefit corporation, and that the foregoing Bylaws of such corporation was duly adopted by the corporation's Board of Directors on March 4, 2021.

IN WITNESS WHEREOF, I have signed my name and affixed the seal of the corporation to this certificate on March____,2021.

Secretary, Sequoia Grove Charter Alliance

Attachment 1
Identification of Members
(Updated March 4, 2021.)

As of the date indicated above, the members of Sequoia Grove Charter Alliance are the following nonprofit public benefit corporations:

1. Winship Community School;
2. Feather River Charter School;
3. Clarksville Charter School; and
4. Lake View Charter School.

EXHIBIT B

**CONFLICT OF INTEREST POLICY
OF
SEQUOIA GROVE CHARTER ALLIANCE**

[See Attached]

CONFLICT OF INTEREST POLICY
OF
SEQUOIA GROVE CHARTER ALLIANCE
(A California Nonprofit Public Benefit Corporation)

ARTICLE I. PURPOSE

Section 1.01. Purpose. The purpose of this Conflict of Interest Policy (“Policy”) is to protect Sequoia Grove Charter Alliance, a California nonprofit public benefit corporation (the “Corporation”), when it contemplates entering into a transaction or arrangement that might benefit the private interests of an officer, director, or any other person in a position of authority within the Corporation or might result in a possible excess benefit transaction as defined by Internal Revenue Code Section 4958.

Section 1.02. This Policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest applicable to nonprofit organizations. In the event of any inconsistency with California law, California law shall prevail.

ARTICLE II. DEFINITIONS

Section 2.01 Interested Person. Any director, principal officer, or member of a committee with board-delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

Section 2.02 Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- (a) An ownership or investment interest in any entity with which the Corporation has entered into or proposes to enter into any transaction or arrangement;
- (b) A compensation arrangement with the Corporation or with any entity or individual with which the Corporation has entered or proposes to enter into any transaction or arrangement; or
- (c) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation entered into or proposes to enter into any transaction or arrangement.

However, notwithstanding the above and consistent with California Corporations Code Section 5233 regarding self-dealing transactions, a financial interest shall not include: (1) the compensation, typically in the form of director and officer stipends, per meeting fees and reimbursement of expenses, of a director as a director or officer of the Corporation; (2) a transaction which is part of a public or charitable program of the Corporation if it: (i) is approved or authorized by the Corporation in good faith and without unjustified favoritism; and (ii) results in a benefit to one or more directors or their families because they are in the class of persons intended to be benefited by the public or charitable program; or (3) a transaction, of which the interested director or directors have no actual knowledge, and which does not exceed the lesser of 1 percent (1%) of the gross receipts of the Corporation for the preceding fiscal year or one hundred thousand dollars (\$100,000).

Compensation includes direct and indirect remuneration as well as gifts or favors that are not

insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 3.02, a person who has a financial interest may have a conflict of interest only if the appropriate board or committee decides that a conflict of interest exists.

ARTICLE III. PROCEDURES

Section 3.01 Duty to Disclose. In connection with any transaction or arrangement to which the Corporation is a party where there is an actual or possible conflict of interest, the interested person must disclose the existence and nature of his or her financial interest to the directors and members of committees with board-delegated powers who are considering the proposed transaction or arrangement.

Section 3.02 Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the potentially interested person, a determination must be made about whether an actual conflict of interest exists. The disinterested board or committee members shall determine on a case-by-case basis whether the disclosed interest constitutes an actual conflict of interest.

Section 3.03 Procedures for Addressing the Conflict of Interest.

(a) If it is determined that there is a conflict of interest, the interested person may make a presentation at the board or committee meeting and may answer questions regarding factual information related to the transaction or arrangement. The interested person shall abstain from otherwise participating in any discussions and votes concerning the transaction or arrangement.

(b) The chairperson of the board or committee may, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

(c) After exercising due diligence, the board or committee shall determine whether the Corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

(d) If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would give rise to a conflict of interest, the board or committee shall determine by a majority vote of the disinterested members whether the transaction or arrangement is in the Corporation's best interest, for the Corporation's own benefit, and whether the transaction or arrangement is fair and reasonable to the Corporation. In conformity with the above determination, the board or committee shall make its decision as to whether to enter into the transaction or arrangement.

Notwithstanding the foregoing, compliance with the any of the approval procedures set forth in California Corporations Code Section 5233 regarding self-dealing transactions shall constitute compliance with this Policy.

Section 3.04 Violations of the Conflict of Interest Policy.

(a) If the board or committee has reasonable cause to believe a director or officer has failed to disclose actual or possible conflicts of interest, it shall inform the director or officer of the

basis for such belief and afford the director or officer an opportunity to explain the alleged failure to disclose.

(b) If, after hearing the director's or officer's response and after making further investigation as warranted by the circumstances, the board or committee determines that the director or officer has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

ARTICLE IV. RECORDS OF PROCEEDINGS

Section 4.01 The minutes of meetings of the board and all committees with board-delegated powers shall contain:

(a) The names of the person(s) who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board's or committee's decision as to whether a conflict of interest in fact existed.

(b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any proposed alternatives, and a record of any votes taken in connection with the transaction or arrangement.

ARTICLE V. COMPENSATION

Section 5.01 A director who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that director's compensation, except for compensation of a director as a director or officer of the Corporation (typically director and officer stipends, per meeting fees and reimbursement of expenses).

Section 5.02 A member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that director's compensation, except for compensation as a director as a director or officer of the Corporation (typically director and officer stipends, per meeting fees and reimbursement of expenses).

Section 5.03 No director or committee member whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

ARTICLE VI. ANNUAL STATEMENTS

Section 6.01 Each director, officer and member of a committee with board delegated powers shall annually or upon taking office sign a statement that affirms such person:

- (a) Has received a copy of the Policy;
- (b) Has read and understands the Policy;
- (c) Has agreed to comply with the Policy; and

(d) Understands the Corporation is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish its tax-exempt purposes.

The Corporation may utilize for this purpose the "Annual Conflict of Interest Statement" attached to this Policy.

ARTICLE VII. PERIODIC REVIEWS

Section 7.01 To ensure that the Corporation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

(a) Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining where applicable.

(b) Whether partnerships, joint ventures, and arrangements with management organizations conform to the Corporation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

ARTICLE VIII. USE OF OUTSIDE EXPERTS

Section 8.01 When conducting the periodic reviews as provided for in Article VII, the Corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the board of its responsibility for ensuring periodic reviews are conducted.

#

CERTIFICATE OF ADOPTION

I certify that I am the Secretary of Sequoia Grove Charter Alliance, a California nonprofit public benefit corporation, and that the foregoing Conflict of Interest Policy of such corporation was duly adopted by the corporation's Board of Directors on January __, 2021.

IN WITNESS WHEREOF, I have signed my name and affixed the seal of the corporation to this certificate on January __, 2021.

Secretary, Sequoia Grove Charter Alliance

**SEQUOIA GROVE CHARTER ALLIANCE
ANNUAL CONFLICT OF INTEREST STATEMENT**

1. Name: _____ Date: _____

2. Position with Sequoia Grove Charter Alliance: _____

Are you a Director? Yes No

Are you an Officer? Yes No If yes, which position do you hold: _____

3. I affirm the following:

I received a copy of Sequoia Grove Charter Alliance's
Conflict of Interest Policy ("Policy"). _____ (initial)

I read and understand the Policy. _____ (initial)

I agree to comply with the Policy. _____ (initial)

4. Disclosures:

a. Do you have a financial interest (current or potential) regarding Sequoia Grove Charter Alliance, including a compensation arrangement, as defined in the Policy? Yes No

i. If yes, please describe it. If you need more space, please attach additional pages: _____

ii. If yes, has the financial interest been disclosed, as provided in the Policy? Yes No

b. In the past, have you had a financial interest regarding Sequoia Grove Charter Alliance, including a compensation arrangement, as defined in the Policy? Yes No

i. If yes, please describe it, including when (approximately). If you need more space, please attach additional pages: _____

ii. If yes, has the financial interest been disclosed, as provided in the Policy? Yes No

Signature of Officer/Director

Date

EXHIBIT C

**RESOLUTION OF THE BOARD OF DIRECTORS OF
SEQUOIA GROVE CHARTER ALLIANCE TO
AUTHORIZE OPENING AND BANK ACCOUNT AND TO
DESIGNATE CHECK SIGNING AUTHORITY**

[See Attached]

**RESOLUTION OF THE BOARD OF DIRECTORS OF
SEQUOIA GROVE CHARTER ALLIANCE
TO AUTHORIZE OPENING A BANK ACCOUNT AND TO DESIGNATE
CHECK SIGNING AUTHORITY**

WHEREAS, Sequoia Grove Charter Alliance is a California nonprofit public benefit corporation (the "Corporation") that formed on January 4, 2021 and qualifies for income tax exemption pursuant to Internal Revenue Code Section 501(c)(3); and,

WHEREAS, the Board of Directors ("Board") of the Corporation desires to delegate to the following individuals the authority to open bank accounts, and to sign checks and other documents approved by the Board, on behalf of the Corporation:

(Name and position) _____

(Name and position) _____

NOW, THEREFORE, this Board of the Corporation finds and resolves as follows:

1. The above-identified individuals are granted authority to open bank accounts, and to sign checks and other Board-approved documents, on behalf of the Corporation.

#

CERTIFICATE OF ADOPTION

I certify that I am the Secretary of Sequoia Grove Charter Alliance, a California nonprofit public benefit corporation, and that the foregoing Bylaws of such corporation was duly adopted by the corporation's Board of Directors on March 4, 2021.

IN WITNESS WHEREOF, I have signed my name and affixed the seal of the corporation to this certificate on March ____, 2021.

Secretary, Sequoia Grove Charter Alliance

Role and Responsibilities of the Board of Director

Role of the Board:

The role of the Board of Directors is to ensure that the Charter Service Organization is responsive to the values, beliefs, and priorities of their community. The Board fulfills this role by performing five major responsibilities. These are setting the mission, vision, and strategic plan of the organization; establishing an effective and efficient structure; providing support; ensuring accountability; and providing community leadership as advocates for children.

The Board of Directors has legal and fiduciary responsibility for the organization. The fiduciary duties to the corporation consist of:

- **Duty of Care:** Board members owe a duty of care to the non-profit corporation. It is the duty of the director to see that a corporation keeps within its corporate powers and obeys the laws. Performance of this duty has been codified in the Corporations Code. A board member is required to perform his/her board duties (including serving on any committees) in good faith, in a manner that is in the best interests of the corporation and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.
In performing the duties, a board member shall be entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, prepared or presented by: 1) One or more officers or employees of the corporation whom the member believes to be reliable and competent in the matters presented; 2) Counsel, independent accountants or other persons as to matters that the board member believes to be within the person's professional or expert competence; or 3) A committee of the board upon which the director does not serve, as to matters within its designated authority, which the committee the board member believes to merit confidence, so long as, in any such case, the board member acts in good faith, after reasonable inquiry when the need therefor is indicated by the circumstances and without knowledge that would cause such reliance to be unwarranted.
- **Duty of Loyalty:** Under California law, the duty of loyalty restricts board members from acting in their own self-interest when the interest of their corporation will be damaged thereby. This duty usually falls within the conflict of interest area (for a full discussion of the rules pertaining to conflicts of interest, see the policy relating to conflict of interest elsewhere in this publication.) In short, in some circumstances, transactions impacting interested board members are prohibited; in most circumstances, transactions impacting interested members must be fully disclosed to the board and the director must abstain from voting.
- **Duty of Obedience:** Under California law, the duty of obedience requires that board members ensure that the mission of the nonprofit is carried out by being faithful to the purposes and goals of the organization. It also requires that the board members are following the organization's rules and policies as identified in its bylaws, articles of incorporation and charter. Board members are prohibited from acting outside of the scope of corporate powers and must ensure the organization's compliance with state and federal laws.

The Board Approves and Oversees the following (not a comprehensive list):

- Annual Budget
- Major operational policies
- Major contracts (leases, loans)

- Reviews and monitors financial policies and procedures, budget, and finances to inform and evaluate resource allocation
- Hires and evaluates the CEO
- Performance monitoring, including

When it comes to the role of the governing board, the Corporations Code provides wide latitude for the board to delegate the management of the corporation's activities to individuals, management companies or committees, provided that the activities and affairs of the corporation are managed and all corporate powers are exercised under the ultimate direction of the board. Therefore, it is important that the powers delegated to the school's administration be clearly identified and identification of the board's role be clear.

Officer Roles:

[Officer Roles – California Corporations Code CHAPTER 3. Directors and Management \[300 – 318\]](#)

A corporation shall have (1) a chairperson of the board, who may be given the title of chair of the board, chairperson of the board, chairman of the board, or chairwoman of the board, or a president or both, (2) a secretary, (3) a chief financial officer, and (4) such other officers with such titles and duties as shall be stated in the bylaws or determined by the board and as may be necessary to enable it to sign instruments and share certificates. The president, or if there is no president the chairperson of the board, is the general manager and chief executive officer of the corporation, unless otherwise provided in the articles or bylaws. Any number of offices may be held by the same person unless the articles or bylaws provide otherwise.

(b) Except as otherwise provided by the articles or bylaws, officers shall be chosen by the board and serve at the pleasure of the board, subject to the rights, if any, of an officer under any contract of employment. Any officer may resign at any time upon written notice to the corporation without prejudice to the rights, if any, of the corporation under any contract to which the officer is a party.

Officer's Job Descriptions:

- President of the Board:
President of the Board. The Board may elect one Director to serve as Chair of the President. He or she shall preside as Chairperson at the Board of Directors' meetings and shall exercise and perform such other powers and duties as the Board may assign from time to time.
- Secretary:
The Secretary shall supervise the keeping of a full and complete record of the proceedings of the members, the Board and its committees, shall supervise the giving of such notices as may be proper and necessary, shall supervise the keeping of the minute books of this Corporation, and shall have such other powers and duties as may be prescribed by the Board or these Bylaws.
- Treasurer:

The Treasurer (who may be referred to as the Chief Financial Officer) shall be the chief financial officer of this Corporation and shall supervise the charge and custody of all funds of this Corporation, the deposit of such funds in the manner prescribed by the Board, and the keeping and maintaining of adequate and correct accounts of this Corporation's properties and business transactions, shall render reports and accountings as required, and shall have such other powers and duties as may be prescribed by the Board or these Bylaws.

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Governing Board

ADMIN ASST/
OFFICE MANAGER
Governance

CEO / Operations

HR

COMPLIANCE
COORDINATOR/
DATA ANALYST

VENDOR
RELATIONS
Lead

SCHOOL
ACCOUNTABILITY
Coordinator/SIS

Business
Coordinator

Manager
Instructional Mtrls

RECORDS
COORDINATOR

INFORMATION
TECHNOLOGY
ADMINISTRATOR

VENDOR
SPECIALIST

CALPADS
SPECIALIST

PAYROLL/MOU
ASSISTANT

LEAD LIBRARY
SPECIALIST

ORDERING
Coordinator

RECORDS
SPECIALIST

SIS

ENROLLMENT
SPECIALISTS

ACCOUNTS
PAYABLE
SPECIALISTS

VENDOR
invoicing
SPECIALIST

LIBRARY
SPECIALISTS

ORDERING
SPECIALISTS (4)

SAA's (2)

ENROLLMENT
SPECIALISTS (2)

BENEFITS &
CREDENTIAL
TECHNICIAN-
covered by HR
specialist

LIBRARY
DRIVER

CURRICULUM
SPECIALIST

SAA's (2)

Library Facility

Audit
SPECIALIST

CURRICULUM
SPECIALIST
(ONLINE
PROGRAMS)-
Adopted Curriculum
Class registration

GUIDANCE
TECH

Restitutions

DRAFT



Outline of Services Provided

1. Legal and Compliance Updates, Corporate Filings, and consulting

- A. Compliance Support
- B. Development
- C. Orientation
- D. Meeting Support
 - a. Scheduling
 - b. Compilation and Creation of the Board Packets and Agendas
 - c. Posting of Agendas
- F. Support schools with training for new board members regarding governance
- G. Assist with Policy development

2. Assistance with Audits

3. Group Rate for Medical Benefits / Benetrac

- A. BeneTrac Site Maintenance
- B. Open Enrollment
- C. Secure group rates

4. Enrichment Ordering, all related SYSTEMS including:

- A. Enrichment Ordering development, operation, staff
- B. Field Trips
- C. Curriculum Ordering
- D. Regional Lending Library

- E. Vendor site
- F. Online Subscriptions

5. Human Resources

- A. Support school's administration in recruiting, screening, recommending employees
- B. Provide pre-employment screening, verification
- C. Coordinate and administer health, life, and retirement benefits
- D. New hire orientation, training, onboarding, and off-boarding
- E. Track leave of absence benefits
- F. Recommend changes and revisions to employment policies and employees handbooks

6. OSP Groups Licensing and Group Enrollment

- A. OSP system maintenance
- B. Maintain Single Sign-On through clever with the various subscriptions.
(Subscriptions to vary year to year based on school input and availability)
- C. Negotiate bulk pricing
- D. Coordinate bulk purchases and subscriptions

7. Curriculum Order fulfillment

- A. Oversee standardized curriculum options
 - a. Maintain Curriculum Ordering
 - b. Load student accounts for group managed curriculum
 - c. Provide information, support, and load all curriculum
 - d. Project annual and multi-year planning amounts
- B. Provide curriculum information and training for Homeschool Teacher

Handbook

- C. Maintain the curriculum support site with updated tutorials for school staff

8. Google Suite - Website - HST Handbook

A. Google Suite

- a. Domain management
- b. Email management

B. Maintain School Website

- a. Design, launch, and maintain all websites
- b. Coordinate with the web development team on daily website edits
- c. Facilitate photoshoots to procure images for websites

C. Provide Template for HST Handbook

9. Enrollment – School Pathways – CALPADS – Records – School Accountability & Compliance

A. Enrollment

a. Live Registration Support

- i. Regional Phone Hotline
- ii. Email
- iii. SMS
- iv. Remote Assistance
- v. Supported Languages (Spanish, Russian, Chinese, Japanese)

b. Registration System (Reg-Online) Administration

- i. Configuration and Update
- ii. Student Registration
 - 1. New
 - 2. Returning
 - 3. Sibling
- iii. Provide oversight for Household Accounts

- c. Student Information System (SIS) Administration
 - i. Data Entry
 - ii. Post-Import Revisions
 - iii. Internal Audits
 - iv. Custom Tags
- d. Enrollment Reporting and Analysis
 - i. Trend Analysis & Projections
 - ii. Provide Enrollment Strategies and Support
- e. Lottery System Administration and Implementation

B. School Pathways

- a. Align student data collection with CALPADS
- b. Programming of Student Information System
- c. Liaison between Student Information System and Schools
- d. Maintenance of School Pathways
- e. Collaborates on State and Federal Reporting
 - i. Fall I, II, and EOY CALPADS Reporting
 - ii. Civil Rights Data Collection Report
 - iii. CBEDS Report
- f. Handle attendance data requests and reports
- g. Upon request, review and recommend updates to School's attendance policies
- h. Monitors, maintains, and updates the school's data within CALPADS
- i. Create staff accounts
- j. Update and maintain accurate data for staff
 - i. Credentials
 - ii. SEID number
 - iii. Classification
 - iv. Personnel Information
 - v. Job Title

- vi. Employment date
- k. Work with staff to provide necessary access to data in Pathways related to job duties
- l. Maintain accurate FTE counts for all staff
- m. Process changes to Proof of Residence in Pathways
- n. Report Immunizations
- o. Facilitate student transfers between schools
- p. Maintain course catalogs

C. Records

a. New Enrollments

- i. Request student CUMEs from previous schools
- ii. House and maintain all student records (CUMEs)
- iii. Store SPED records
- iv. Work with Registrars from other schools/districts to ensure overlapping enrollments are satisfactorily resolved

b. Withdrawals

- i. Maintain and update Withdrawal Survey
- ii. Process CUME requests and send student records to new schools
- iii. Collaborate with School Accountability & Compliance to ensure proper documentation is being received from teacher/family upon withdrawal
- iv. Confirm and verify in writing which school the withdrawing student will be attending
- v. Follow up with a School letter when unable to verify new school
- vi. Call all withdrawing families and perform a short Exit Survey
- vii. Follow up with Private Schools that are not listed on CALPADS

c. High School Support

- i. Fill out, sign, and return High School Work Permit Applications
- ii. Maintain and update Transcript Request Survey
- iii. Provide official/unofficial transcripts to families

- iv. Request transcripts from previous schools
- v. Check-in high school and college transcripts from previous schools
- vi. Process high school Concurrent Enrollments (CCE's) that require transcript attachment
- vii. Fill out, sign, and return Military Security Clearance Forms
- viii. Print and mail High School Diplomas and official transcripts to families upon graduation
- ix. Archive and house graduated senior CUMEs

d. Student/Teacher Services

- i. Fill out, sign, and return Entertainment Work Permit Applications
- ii. Provide Enrollment Verification letters to families
- iii. Provide Withdrawal Verification letters to families
- iv. In collaboration with teachers, SPED case managers, and counselors - Fill out, sign, and return DSS, SS, DCFS, CWS teacher and administrative questionnaires
- v. Provide copies of student CUME's to parents
- vi. Process and mail 5th and 8th grade Promotion Certificates to families

e. Miscellaneous

- i. File ELL, RFEP identification letters into student CUME's
- ii. Process legal name changes and upload appropriate legal paperwork to student's dashboard
- iii. Ensure CalPads information is up to date and accurate for each student. Work with CALPADS Team to ensure dual enrollments are resolved in an accurate and timely manner.
- iv. Archive and maintain Legal Documents including restraining orders and custody arrangements.
- v. End of year CUME cleanup - forward all withdrawn student CUME's that have not been requested to schools listed on CALPADS
- vi. Provide student information/student records to law offices, law enforcement agencies, and probation departments as

requested

D. School Accountability & Compliance

a. State Compliance Documents

- i. Verifies & Audits Independent Study Agreement
- ii. Verifies & Audits Attendance Logs
- iii. Verifies & Audits Work Samples
- iv. Verifies & Audits Household Data Collection Forms (HDCF)
- v. Performs Internal Audit
- vi. Prepares all documents for Annual Audit Guide including:
 1. CALPADS 1.18 and 1.17
 2. Student Selections: Master Agreement, Attendance, Work Samples
 3. Special Programs documentation (HDCF & EL)

b. State Attendance Reports

- i. Prepares all state reports: Review, analyze, and clarify data with teachers
 1. 20-day Report
 2. P1
 3. P2
 4. EOY
 5. Estimated Attendance Reports

c. Student Information System Support to Homeschool Teachers

- i. Parent Portal
- ii. Troubleshoot Student Information System (SIS)
- iii. Update demographics in SIS
- iv. Provide Attendance Codes, Printing, Archiving
- v. Provide resources to support teachers with work sample, printing, archiving
- vi. Provide resources to support in generating report card

- vii. Add TK8 Classes to teachers
- viii. Presentations on compliance documents via PowerPoint, video, or in person
- ix. Provide Weekly Updates
- d. Live Support to Homeschool Teachers
 - i. Individualized Support
 - ii. SAA Email Group
 - iii. SAA Phonenumber
 - iv. Virtual Conference

10. Enrichment Ordering

- A. Process and check all enrichment orders
- B. Provide customer phone support
- C. Audits accounts and makes sure funds are correct
- D. Social Media moderating support related to Enrichment questions

11. Technology – Firewalls – Technical Support – Phone Services – Internet Service – Software Licensing - Bulk Pricing, Support, order fulfillment

- A. Student Tech Equipment Order Fulfillment, Returns, and Repairs
- B. Teacher & Staff Tech Equipment Order Fulfillment, Returns, and Repairs
- C. Information Technology Desktop Support for Staff & Students
- D. Set up and maintenance of equipment in physical offices (internet, infrastructure, printing)
- E. Accounting and inventory of all Tech assets
- F. Maintain software agreements and licensing
- G. Tech Vendor interface
- H. AUP (Acceptable Use Policy) Compliance Support
- I. Network and Device Content Filtering and Virus Support (Compliance with: The Children Internet Protection Act (CIPA), Children’s Online Privacy Protection Act and Rule (COPPA), Family Educational Rights and Privacy Act (FERPA), and Health Insurance Portability and Accountability Act of 1996 (HIPAA))

J. Coordinating bulk hardware and software purchases

12. Lending Library –Van – Driver – Inventory Controls

- A. Maintain Lending Library System
- B. Maintain Lending Library Materials/Inventory
- C. Suggest Lending Library Schedule
- D. Maintain Returns System
- E. Develop and engage Inventory Returns Process

13. Marketing

- A. Graphic Design
 - a. Develop logos, advertisements, and collateral for School and special projects for the School (i.e. PowerPoint templates, letterhead, Graduation Programs, Certificates)
 - b. Design graphics to represent the School
 - c. Design and order promotional flyers
 - d. Create social media graphics for School programs and events
- B. Spirit Wear
 - a. Develop new spirit wear items
 - b. Facilitate bulk orders for special events (conferences, retreats, meetings)
- C. Website Administration
 - a. Design, launch, and maintain all School websites
 - b. Coordinate with the web development team on daily website edits
 - c. Facilitate photoshoots to procure images for websites
- D. Communication
 - a. Support sending emails to parents using school-wide communication platform
 - b. Support systems for mass communication platforms

E. Social Media Engagement

- a. Develop, support and assess a coordinated social media strategy for School
- b. Oversee social media channels and curation of content on the following platforms: Facebook (Pages & moderate Groups), Twitter, Instagram, Pinterest
- c. Share out School news (School announcements, policy changes) and monitor real-time social media sentiment and engagement, especially during crisis moments or when the School is in the news
- d. Provide guidance and messaging to Family Liaisons (or other School contact(s)) to disseminate on regional Facebook Groups
- e. Provide customer service support to prospective families by answering inquiries with accuracy
- f. Develop social media advertising, ensuring that money is spent strategically to accomplish the goals of the social media strategy for School

F. Events

a. Graduation

- i. Maintain Graduation Manual
- ii. Provide guidance to all regional graduation leads
- iii. Facilitate payments for venues
- iv. Verify ceremony logistics and order of events
- v. Sort and ship loaner caps and gowns
- vi. Design, print and ship ceremony programs
- vii. Design, print, and mail promotion certificates to families

b. Staff Events

- i. Assist with planning, logistics, and execution of high priority staff events, including:
 - 1. Back to School Professional Development Meetings
 - 2. Classified Professional Development Meetings
 - 3. School Leadership / School Staff Meetings

4. Holiday Celebrations

ii. Coordinate catering, research, and book venues, set up and tear down, create a checklist of supplies needed, ship materials needed for events

iii. Research and order staff appreciation gifts

c. Recruiting/Community Events

i. Support School Leader, Teachers, and Family Liaisons by completing event applications, managing payment, and facilitating insurance certificates for local community events

ii. Lead and coordinate School's presence as a sponsor/vendor at events

1. Set up and tear down booths

2. Coordinate staffing

G. Promotional Material

a. Inventory stock of recruiting supplies

b. Place orders of recruiting supplies

c. Ship supplies to staff as-needed

H. Branding

a. Ensure brand consistency and promote uniformity

b. Identify brand-building areas and develop a plan to educate organization members (i.e. Style Guide)

c. Format and proofread documents for consistency (i.e. school planners, Parent Student Handbook)

I. Miscellaneous

a. School Planners

i. Work with vendor to create custom planner books that meet the needs of homeschool families

ii. Project grade-level enrollment growth to determine order quantities

iii. Design front cover, create handbook pages, insert holidays and calendar dates

iv. Orchestrate delivery logistics for planner distribution

14. Benchmark and State Testing – TOMS Accounts – Order Materials – Coordinate Accommodations – CAASPP – ELPAC – PFT – EL Monitoring – Testing Tech

A. Star 360

- a. Monitor/recommend purchasing of licenses
- b. Create, maintain, problem solve bridge with Pathways and Renaissance Portal
- c. Set up Renaissance portal with school year dates, benchmark windows, and other settings for the school year
- d. Provide School with training for teachers and messaging to families
- e. Create, implement, and monitor paper assessment process
- f. Create and share Not Tested Report for School staff to monitor completion
- g. Upload scores to student dashboard on School Pathways
- h. Answer general questions from School team regarding use of the program
- i. Delete invalid assessments at the request of Homeschool Teacher (HST)
- j. Create and share reports with scores to School
- k. Create accounts for school administrators without students
- l. Provide HST with their correct username and password as needed

B. ELPAC (Initial and Summative)

- a. Train School Testing staff to determine which student(s) need the Initial ELPAC, CALPADs, and Pathways reports
- b. Train School Testing staff to enter ELAS information on EL Tab in Pathways
- c. Supply emails for notifying HSTs and instructions for Moodle proctor training
- d. Order and track supplies for Initial and Summative ELPAC
- e. Monitor ELPAC spreadsheet to see when tests need to be mailed out
- f. Mail and collect returned materials; Advise School Testing staff on follow up to ensure all students are tested within the appropriate window
- g. Review materials to make sure bubbles are completed and spot check

books for scoring errors

- h. Input scores for Initial ELPAC into TOMS LST
- i. Upload scores to spreadsheet for mail merged school letter
- j. Print and mail score reports with mail merged ELPAC letter to parents
- k. Upload scores to student dashboard on Pathways
- l. Add labels and prepare materials to be returned to the state for RSVP Initial ELPAC tests
- m. Scan or inventory unused materials and return to State
- n. Monitor TOMS ELPAC eligible students to verify testing or correction of ELAS as needed
- o. Track students tested, materials returned, scores received and mailed to families for all eligible students for
- p. Share score spreadsheet with EL Designee

C. Physical Fitness Test (PFT)

- a. Train and provide sample emails for School Testing staff to communicate with School staff regarding:
 - i. Test window/locations/dates for each region
 - ii. Enrollment numbers/size of test locations
 - iii. Assist with proof of liability insurance when needed
 - iv. Monitor payment for locations when needed
 - v. Flyers for test locations
 - vi. Proctor assignments
 - vii. Hold training meetings for School Testing staff
 - viii. HST instructions for student registration
 - ix. Follow-up on student registration
 - x. Test participation by HST
- b. Set up and engage all aspects of the back end of student registration in Pathways
- c. Create and maintain PFT Data Collection spreadsheet
- d. Prepare and upload data sheets to school PFT portal

- e. Provide sample parent information and communication including location master list

D. CAASPP

- a. Train and provide sample emails for School Testing staff to communicate with School staff regarding:
 - i. Test window
 - ii. Test locations/dates for each region
 - iii. Enrollment numbers/size of test locations
 - iv. Assist with proof of liability insurance when needed
 - v. Monitor payment for locations when needed
 - vi. Flyers for test locations
 - vii. HST instructions for student registration
 - viii. Follow-up on student registration (which HSTs still need to register students)
 - ix. Proctor assignments
 - x. Test participation by HST (during the testing window; which teachers have students who still need to complete testing)
- b. Enter instructional calendar and set up test window in TOMS
- c. Set up and engage all aspects of the back end of student registration in Pathways
- d. Work with SPED and Student Support departments to ensure that all students have accurate accommodations and that they are properly implemented at test locations
- e. Upload student accommodations and designated supports into TOMS
- f. Generate reports for Not-tested and Expiring Tests
- g. Process opt-outs internally and in TOMS
- h. Work with Tech department to ensure adequate equipment is available for all schools
- i. Track and oversee computer and router numbers
- j. Hold training meetings for School Testing Staff
- k. Provide location master list
- l. Monitor security affidavits in TOMS

- m. Produce teacher trainings and support documents on various topics, including but not limited to:
 - i. Talking points for families
 - ii. Designated supports and how to enter them
 - iii. Test security
 - iv. Proctoring
 - v. Checking student demographics and test settings (designated supports) in TOMS
- n. Provide support to all test locations and teachers throughout the window, including but not limited to:
 - i. Basic tech troubleshooting
 - ii. Student login issues

15. Accounts Payable Invoice Processing

- A. Smartsheet Development and
- B. Invoice routing
- C. Audit compliance

16. Vendor Invoicing and Onboarding

- A. Vendor invoicing
 - a. Enrichment Certificate reconciliation/adjustments
 - b. Liaison between Accounts Payable and vendors, and teachers and families when issues arise
- B. Vendor onboarding
- C. Develop and Oversee Vendor Portal (Maintain vendor supporting document including insurance and W-9s)

17. Field Trips

- A. Maintain Field Trip Ordering System
- B. Process all Field Trip Requests
- C. Coordinate logistics with various field trip vendors and field trip venues

- D. Coordinate insurance with CharterSAFE
- E. Reporting and support for any accident or incident that occurs at a school sponsored field trip



**Sequoia Grove
Administrator Salary Schedule
Schedule C**

Pay Scale Level

Steps	Director I	Director II	Assistant Director**	Program Administrator**
	225 Days*	225 Days*	220 Days*	220 Days*
	Annual	Annual	Annual	Annual
1	\$145,000	\$125,000	\$110,000	\$110,000
2	\$147,000	\$127,000	\$112,000	\$112,000
3	\$149,000	\$129,000	\$114,000	\$114,000
4	\$151,000	\$131,000	\$116,000	\$116,000
5	\$153,000	\$133,000	\$118,000	\$118,000
6	\$155,000	\$135,000	\$120,000	\$120,000
7	\$157,000	\$137,000	\$122,000	\$122,000
8	\$159,000	\$139,000	\$124,000	\$124,000
9	\$161,000	\$141,000	\$126,000	\$126,000
10	\$163,000	\$143,000	\$128,000	\$128,000
11	\$165,000	\$145,000	\$130,000	\$130,000
12	\$165,000	\$145,000	\$130,000	\$130,000
13	\$165,500	\$145,500	\$130,500	\$130,500
14	\$165,500	\$145,500	\$130,500	\$130,500
15	\$166,000	\$146,000	\$131,000	\$131,000

Stipends	
Masters Degree	\$500
Doctorate Degree (conferred, transcripts required)	\$5,000

*Annual salary is based on the minimum number of work days. The work day listed for each position is a minimum number of work days, and team members may need to work additional days beyond the work calendar

***Must hold a minimum number of students or teach a class specified on job description and with approval of their Director can support additional students

Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the School Board



**Sequoia Grove
Administrator Salary Schedule
Schedule C**

Pay Scale Level

	Director I	Director II	Assistant Director	Coordinator
	225 Days*	225 Days*	220 Days*	220 Days*
Steps	Annual	Annual	Annual	Annual
1	\$145,000	\$125,000	\$110,000	\$78,000
2	\$147,000	\$127,000	\$112,000	\$80,000
3	\$149,000	\$129,000	\$114,000	\$82,000
4	\$151,000	\$131,000	\$116,000	\$84,000
5	\$153,000	\$133,000	\$118,000	\$86,000
6	\$155,000	\$135,000	\$120,000	\$88,000
7	\$157,000	\$137,000	\$122,000	\$90,000
8	\$159,000	\$139,000	\$124,000	\$92,000
9	\$161,000	\$141,000	\$126,000	\$94,000
10	\$163,000	\$143,000	\$128,000	\$96,000
11	\$165,000	\$145,000	\$130,000	\$98,000
12	\$165,000	\$145,000	\$130,000	\$100,000
13	\$165,500	\$145,500	\$130,500	\$102,000
14	\$165,500	\$145,500	\$130,500	\$104,000
15	\$166,000	\$146,000	\$131,000	\$106,000

Stipends	
Masters Degree	\$500
Doctorate Degree (conferred, transcripts required)	\$5,000

*Annual salary is based on the minimum number of work days. The work day listed for each position is a minimum number of work days, and team members may need to work additional days beyond the work calendar

Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the School Board



OFFER OF EMPLOYMENT - Certificated
SCHOOL YEAR: 2021-2022

TO: Name
Address

You are hereby notified that the Charter School has offered you the following certificated position:

Human Resources Director

as a:

part-time employee
 full-time employee

1. Your salary will be based on the appropriate placement of step and column based on the current 21-22 salary schedule at _____ pending review of supporting documentation for unit calculations and experience.

2. In order to accept this offer of employment, please send a confirmation email to Becky Harris in the Human Resources Department.

Welcome to the Team. We are thrilled to have you join our schools.

DATED: _____

SIGNED: _____

Executive Director

ACCEPTANCE OF EMPLOYMENT

As a new employee you will complete the onboarding process starting within the next two weeks which will include submission of the below paperwork to Charter Impact:

1. Proof of tuberculosis screening showing negative test results. The date of certification shall be no more than four years prior to the date of signing this offer of employment.
2. Current credentials, authorizing me to serve in the capacity stipulated in this contract.
3. Proof of CLAD/EL certification
4. Copies of transcripts to verify unit placement on the salary schedule.
5. Current Fingerprint clearance.

Please respond to Becky Harris via email to confirm that you accept this offer. We hope to receive a favorable response from you and welcome you to our staff very soon. Once the position is accepted you should receive a new hire packet from our back office within the next two weeks.



SIGNED: _____

DATED: _____



SEQUOIA GROVE CHARTER ALLIANCE

Date

Name

PERSONAL AND CONFIDENTIAL

Dear Name:

We are pleased to extend a conditional offer of at-will employment to you for the position of <Position> with Sequoia Grove Charter Alliance ("SGCA"). You will be responsible for the duties and responsibilities set forth in the Job Description for this position and such other duties and responsibilities as may be requested by SGCA. Your anticipated work schedule will be [Monday through Friday, from 8:00 a.m. to 4:00 p.m.] and may be subject to change based on the organization's needs.

This offer is contingent upon:

- Your acceptance of the terms specified herein, as indicated by signing and returning this offer letter;
- Our receipt of acceptable LiveScan results and negative Tuberculosis test results in accordance with applicable laws;
- Verification of your references, educational background and any applicable licenses, credentials and/or certifications as applicable;
- Your completion of all applicable pre-employment paperwork; and
- Proof of your eligibility to work in the United States as required by law.

If this offer is accepted by you, the following terms will apply to your employment at SGCA:

Your anticipated start date will be July 1, 2021.

[INSERT FOR EXEMPT EMPLOYEES: This position is classified as full-time, exempt. It is anticipated you will be paid an annual salary in the amount of \$<Salary> (less applicable deductions authorized by you or required by law), payable semi-monthly in accordance with SGCA's normal payroll practices. In the event you work for less than an entire year, your salary will be pro-rated accordingly. As an exempt employee, you will not be entitled to overtime.

[INSERT FOR NON-EXEMPT: This position is classified as a **[full-time/part-time]** non-exempt. You will earn an hourly rate of \$xx (less applicable tax withholdings and authorized deductions) payable semi-monthly in accordance with SGCA's normal payroll practices. As a non-exempt employee, you are eligible for overtime. Employee agrees to comply with SGCA's policies applicable to non-exempt employees, including but not limited to timekeeping and meal and rest periods.

In addition to your salary, you may be entitled to participate in designated employee benefit programs and plans established by SGCA (subject to program and eligibility requirements) for the benefit of its employees, which from time to time may be amended and modified by SGCA in its sole discretion. These benefits may include:

1. SGCA's 403(B) Retirement Program;
2. Health, vision and dental insurance benefits based on open enrollment windows and policies.
3. Flexible Spending Account (FSA), which allows SGCA employees to pay for eligible out-of-pocket health care and dependent care expenses with pre-tax dollars.
4. Paid sick leave and vacation as determined and set forth in applicable SGCA policies.

[ALTERNATE TO ABOVE FOR PART-TIME EMPLOYEES: As a part-time employee working less than **30** hours per week, you are not eligible to earn, accrue, or participate in any SGCA benefits program, except as otherwise required by law.]

This is an at-will position for no specified term. This means that either you or SGCA may terminate your employment at any time for any reason or for no reason, with or without cause, and with or without prior notice. SGCA may change the terms and conditions of your employment at any time within its sole discretion, including, but not limited to transfers, demotions, suspensions, discipline and a change in duties and/or compensation. Nothing in this offer letter creates or is intended to create a promise or representation of continued employment for any employee specified term.

As stated, this offer is conditioned on your satisfaction of the criteria set forth above, and your agreement to complete all of SGCA's pre-employment requirements and your willingness to adhere to SGCA's policies and procedures.

To indicate your acceptance of SGCA's offer, please sign and date where indicated below, and return the signed copy to me by <Deadline>. We look forward to welcoming you to SGCA. If you have any questions, please feel free to contact me at **(xxx) xxx-xxxx**.

Sincerely,

[insert name]

[insert title]

Sequoia Grove Charter Alliance

By signing below, I confirm that I have read and understand the above conditional offer and hereby accept at-will employment with Sequoia Grove Charter Alliance under the terms and conditions outlined herein:

Employee Signature

Date