



SEQUOIA GROVE CHARTER ALLIANCE

Sequoia Grove Charter Alliance Regular Board Meeting

Date and Time:

**May 16, 2022
6:00 pm**

Location:

Join Zoom Meeting

<https://sequoiagrove-org.zoom.us/j/88560109263?pwd=emg3bm9CVHlyaWIGTjhqMkNxeGpTUT09>

Meeting ID: 885 6010 9263

Passcode: 867516

Agenda:

I. Opening items

- A. Record Attendance
- B. Call the Meeting to Order
- C. Approval of the Agenda
- D. Public Comments
- E. Approval of Minutes

II. Action Items

- A. Director's Report - Royce
- B. Discussion and Possible Action: Staff Calendar - Becky
- C. Discussion and Possible Action: Job Description: Field Trip Specialist - Brian
- D. Discussion and Possible Action: Salesforce implementation - Royce

III. Closed Session

- A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Gov. Code section 54956.9(d)(2).: ([1 matter]).

IV. Closing items

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

June 6, 2022
6:00 pm

- C. Adjourn Meeting

Public Comment Rules: Members of the public may address the Board on agenda or non-agenda items through the teleconference platform, Zoom. Zoom does not require the members of the public to have an account or login. Please either utilize the chat option to communicate to the administrative team of your desire to address the Board or simply communicate orally your desire to address the Board when the Board asks for public comments. Speakers may be called in the order requests are received. Comments are limited to 2 minutes each, with no more than 16 minutes per single topic. If a member of the public utilizes a translator to address the Board, those individuals are allotted 4 minutes each. If the Board utilizes simultaneous translation equipment in a manner that allows the Board to hear the translated public testimony simultaneously, those individuals are allotted 2 minutes each. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to school staff or calendar the issue for future discussion.

Note: The Governing Board encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Sequoia Grove Office at (916) 526-3794 at least 48 hours before the scheduled board meeting so every reasonable effort can be made to accommodate you. (Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)).



SEQUOIA GROVE CHARTER ALLIANCE

Sequoia Grove Charter Alliance

Regular Board Meeting MINUTES

Date and Time:

April 25, 2022

6:00 pm

Agenda:

I. Opening items

- A. Record Attendance: 6:00 - All members in attendance.
Jason Baldwin, Robert McGuire, Sara Rose Bonetti
- B. Call the Meeting to Order: 6:00 Jason Baldwin Called the meeting to order.
- C. Approval of the Agenda: 6:01
Robert McGuire motioned, Sara Rose Bonetti 2nd: 3 ayes 0 naves
- D. Public Comments: No public comments
- E. Approval of Minutes: 6:02
Jason Baldwin motioned, Robert McGuire 2nd: 3 ayes 0 naves

III. Action Items

- A. Director's Report: 6:12 *<note: this item was unintentionally presented out of order >*
Royce welcomed the Board back from Spring Break, and noted all staff members were back and very productive. Royce reported that the official projection from the schools include a 10% growth across the schools, an increase that SGCA can serve with the additional staff we proposed previously. Royce stated that spring Staff Evaluations were underway, and that good conversations were happening throughout the organization. Royce noted that interviews have been scheduled for the new Web/Media position and Library Driver, Records member has been selected, and HR has distributed the internal posting for the Enrollment position. Royce shared that using internal staff to cover the front desk at the Roseville building has been successful and the admin team is discussing more ways to continue staffing that position creatively. Royce reported that the admin team is working with Gallagher Insurance to include an option for retirees to participate in our insurance plans post retirement. Royce also reported that many staff have enrolled in spring Professional Development courses, ranging from Excel to Event Management. He appreciates the willingness of the staff to grow in their talents and abilities. Royce also reported that the conversation with Salesforce has been beneficial, and he anticipates having a scope of work proposal for the next Board meeting.
- B. Update: Budget, Taxes, Audit - Cory: 6:02
Royce shared that our annual budget will be performed by Christy White, Inc. Royce stated that non-profit organizations with a budget over \$2m are required to have a full audit annually. He anticipates the audit to take place in late May. Cory updated the Board on the current finances. He stated that the current budget is flat and stable as

expected with no surprises this month. He stated SGCA will finish the year “by the skin of our teeth,” which is expected under our current Services Agreement. Jason Baldwin thanked Cory for his good work.

C. Discussion and Possible Action: Calendar (Options) - Royce: 6:37

Royce reviewed the current staff calendar to the Board and noted that the current calendar offers a two week winter break in line with the member schools, and does not offer a spring break. Royce noted that the longer winter break was challenging for a number of SGCA departments that returned to an extensive backlog. Royce also observed that many staff members with children took PTO during the traditional spring break week. Royce recommended that the two week winter break be given as a one-plus-one option, which would be a set one week winter break for everyone with a choice for the second week taken either in conjunction with the winter break, or taken later in spring, aligning with the member school’s spring break. Jason Baldwin stated that he liked the idea of giving staff options. Bob McGuire suggested that SGCA requires staff to choose early, so department staffing levels can be considered.

Jason Baldwin moved to approve a one-plus-one option for the 22/23 staff calendar, BobMcguire 2nd. 3 ayes / 0 naves

D. Discussion and Possible Action: Job Descriptions - Royce: 6:45

Royce brought back the Job Descriptions item for review and approval, and noted that two additional job descriptions had been added into an “ADDS” folder since the last meeting. The folder included Job Descriptions for: Compliance Coordinator, Curriculum Specialist, Director of Business Services, Enrollment Coordinator, Human Resources Assistant, Ordering Specialist, Records Coordinator, Accounts Payable Audit Specialist, Accounts Payable Coordinator, Accounts Payable Specialist, Administrative Assistant, Benefits Specialist, Community Partners Coordinator, Community Partners Specialist, Compliance Specialist, Enrollment Specialist, Library Driver, Library Specialist, Office Receptionist, Ordering Coordinator, Records Specialist, Sr. Director of Human Resources, Student Information Specialist, Student Information Systems Coordinator, System Administrator, Website Manager Marketing Coordinator and the Adds included: Literacy Coach and School Engagement Liaison.

All members indicated that they had access to, and had a chance to review the descriptions. Bob McGuire stated he had seen the “adds” and noted that the descriptions were done very well. Sarah Rose Bonetti added that the descriptions are very thorough. Jason Baldwin thanked Brian for all of his work on the Job descriptions.

Jason Baldwin moved to approve the Job Descriptions, Bob McGuire 2nd: 3 ayes / 0 naves

E. Discussion and Possible Action: Services Agreement - Royce: 6:55

Royce presented the draft 22/ 23 Service Agreement as revised by Kevin Davis (Procopio). Royce noted that the updates include: allowing Sequoia Grove to maintain a small reserve for unbudgeted liabilities that may arise; provide more clarity/separation between Sequoia Grove employees and the schools’ employees; clarify responsibilities, liability and indemnity for employee matters and claims; Modify the fee structure to be a flat annual amount for each school (which authorizers like), rather than a percentage of revenue (which worked during the first year); clarify the process for the annual fee to be modified; and switch to the detailed services rather than the prior chart. Kevin also recommended clarifying language to more clearly include future services to non-member schools to lower the fiscal impact on member schools. The Services Agreement includes requested service of 9 additional full-time positions. Royce indicated that the current budget projection is conservatively based on serving 4500 students, but he indicated that he is confident SGCA can flex services to as many as 4800 with the recommended staff. Bob McGuire asked why we would not just budget based on 4800 students if that is the target. Royce stated that they were trying to budget as conservatively as possible based on a relative 10% cost

base. Becky Harris, Director of Business Services, added that the buffer between 4500 and 4800 allows early growth in the schools without a renegotiation of costs.

Jason Baldwin moved to approve the draft Shared Services Agreement with added recommendations from Kevin Davis. Sara Rose Bonetti 2nd
3 ayes / 0 nays

II. Closed Session:

7:00: Jason Baldwin moved to enter closed session, Bob McGuier 2nd
3 ayes/ 0 nays

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(Gov. Code section 54957(b)(1).)
Title: CEO
- B. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Gov. Code section 54956.9(d)(2).: ([1 matter]).

7:20: Jason Baldwin moved to exit closed session, SaraRose Bonetti 2nd:
3 ayes 0 nays

Jason Baldwin announced that the Board took action in Closed Session to improve the CEO's salary by 5.5% for the 2022/ 2023 school year, in line with the same adjustment made to the staff salary schedules.

IV. Closing items

- A. Board of Director's Comments & Requests: 7:25
Jason Baldwin asked if the Board had any Comments or Requests, hearing none.
- B. Announcement of Next Regular Scheduled Board Meeting: 7:26
Jason Baldwin announced the next regular Board meeting to be held on May 16, 2022 at 6:00 pm
- C. Adjourn Meeting: 7:27 Jason Baldwin adjourned the meeting.

Prepared By: Royce Gough

Noted By: Board Secretary _____

2022-2023 CSO Staff Calendar



SEQUOIA
GROVE
CHARTER
ALLIANCE

July 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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31						

August 2022						
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28	29	30	31			

September 2022						
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October 2022						
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30	31					

November 2022						
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December 2022						
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January 2023						
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29	30	31				

February 2023						
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26	27	28				

March 2023						
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April 2023						
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30						

May 2023						
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28	29	30	31			

June 2023						
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25	26	27	28	29	30	

School Year Dates

Aug 1 Teachers Return to Work
Jun 2 Last Teacher Work Day

Non-Instructional Days

July 1 Sequoia Grove Birthday
July 4 Independence Day
Sep 5 Labor Day
Nov 11 Veteran's Day
Nov 21-25 Thanksgiving Break
Dec 26-Dec 30 Winter Break
Jan 16 Martin Luther King, Jr. Day
Feb 17 Lincoln Day
Feb 20 Washington Day
May 29 Memorial Day

OPTIONAL WEEK Paid Break
Option A Jan 2nd to Jan 6th Extended Winter
Option B April 3rd to April 7th Spring Break

Staff Meetings 9 am

Office Closed/ Paid Holiday

Optional Week - One or the other - selection made to Director no later than September 30th 2022

Office closed - non paid day

First & Last Day of School



Field Trips /Ordering Specialist	
Job Title	Field Trips/ Ordering Specialist
Direct Report	Ordering Coordinator
FLSA Status	Non-exempt
Position Type	Full Time, M-F, 7:30AM to 4:00PM
Salary Schedule	Schedule A
Classification	Classified
Board Approved	
Revised	

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

SUMMARY OF POSITION

Ordering Specialist 25%

- Under the supervision of the Ordering Coordinator, the Field Trip/ Ordering Specialist performs a variety of technical duties related to student and family purchasing of services, supplies, and equipment.

Field Trip Specialist 75%

- The Field Trip Specialist serves as the primary point of contact between Sequoia Grove and the members school's Field Trip team(s). The Field Trip Specialist is tasked with collaborating, assisting and providing administrative support for member school's field trips.
- Facilitates the process for students and parents to sign up for field trips using the systems in place (Vista, School Pathways, Google docs, and other programs as needed).
- Works with schools' designees, the Field Trips Specialist will provide direct administrative support for venue coordination at various locations within Northern California.

REPRESENTATIVE DUTIES

Employees may perform any combination of the essential functions shown below. The position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, what is intended is to accurately reflect the principal job elements.

ESSENTIAL FUNCTIONS - ORDERING SPECIALIST

- Perform a variety of technical duties related to the purchasing of services, supplies and equipment; set the District catalog discount quote to assure District supply pricing; process and oversee consultant service contracts and travel and conference requests; assure purchasing activities comply with established guidelines and regulations.
- Receive, review and process purchase requisitions; assure accuracy and completeness of order information and proper signatures; inspect orders for accuracy and completeness regarding account coding and cost calculations.
- Contact vendors to obtain quotes, pricing, product information and related purchasing data; verify pricing and purchase order information as necessary; modify and cancel purchase orders as necessary.
- Follow up on delayed shipments, discrepancies and damaged deliveries.
- Input purchase order information into an assigned computer system including delivery address, discounts, account coding, purchase amounts, product quantity and other required data
- Generate purchase orders and submit for approval as necessary; maintain automated records as appropriate.
- Prepare and maintain a variety of records and reports related to purchase orders, expenditures and assigned activities; maintain and update vendor catalogs and files.
- Initiate and receive phone calls concerning various purchasing functions; respond to inquiries and provide information concerning purchase orders, on-line requisitions and the procurement of equipment, supplies and materials.
- Communicate with other departments, vendors and staff to exchange information and coordinate activities
- Follow up with departments to verify information and receipt of orders; contact administrator/s to obtain approval on price increases and product changes.
- Prepare a variety of correspondence related to the purchasing function including memoranda, bulletins and cancellation notices
- Annotate and upload credit card receipts
- Other duties as assigned

ESSENTIAL FUNCTIONS - Field Trip Specialist

- Works directly with member school's designee/ field trip team to provide administrative support for field trips as requested.
- Ensures that necessary community providers are approved prior to setting up the Trip.
- Reviews field trip documents and new trip requests to ensure they are completed correctly.
- Responsible for ensuring purchase approval for all field trips
- Works directly with community providers/ event venues as needed.
- Responsible for coordinating payment for venues/ community partners (and occasionally booking the trips)
- Assists with managing the field trips email inbox for teacher and parent questions
- Answers teacher and parent questions regarding the trips via email and phone.
- Works with the schools' designee/ field trip team to provide information via parent and staff group emails
- Works with the school's designee/ field trip team to approve trips and set up ticket purchasing options.
- Processes all student ticket orders in the Vista Ordering System
- Upholds the member schools' board approved field trip policy.

- Works with school's designee to ensure that all related policies and procedures within the safety plan are followed throughout the entirety of the event.
- Performs other duties commensurate with the functions and level of the position and assists with other department events as needed

REQUIRED SKILLS/ABILITIES

- Attention to detail and accuracy; excellent organizational, analytical and problem-solving skills.
- Ability to maintain accurate records and uphold confidentiality at all times.
- Ability to work effectively with employees, supervisors, and the public.
- Ability to gather information and prepare reports.
- Ability to adhere to timelines.
- Ability to work collaboratively and tactfully with others.
- Strong verbal and written communication skills.
- Innovative and resourceful problem solving skills.
- Proficiency with computers and software including Google Suite, Word, Excel, ZOOM, and standard office equipment.

EDUCATION/EXPERIENCE

- Any combination of education, training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:
- Bachelor's Degree plus two (2) years' experience in Purchasing or equivalent setting; OR:
- Associate's Degree plus three (3) years' experience in Purchasing or equivalent setting; OR:
- High School Diploma plus five (5) years' experience in Purchasing or equivalent setting with increasing responsibilities.
- Experience in an educational setting is preferred.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

EOE STATEMENT

Sequoia Grove Charter Alliance is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Sequoia Grove Charter Alliance makes hiring decisions based solely on qualifications, merit, and business needs at the time.

ADDITIONAL REQUIREMENTS

DOJ fingerprint Clearance
Internal Professional Development/Training

Signature (Sequoia Grove Charter Alliance Representative)

Date

Employee

Date



About Redpath



Founded in 2008, Redpath is a full-service Premium Salesforce Consulting Partner headquartered in Minneapolis, Minnesota. For more than 14 years, we have helped organizations across the U.S. leverage the Salesforce platform to transform the way they operate. **Our Mission** is to accelerate value through technology implementation services and products by taking a simple, collaborative approach focused on customer success.

- **1000+ Completed Projects:** Implementing and tailoring Salesforce, building road maps and developing custom functionality and integrations
- **165+ Salesforce Certifications:** Including Sales Cloud, Service Cloud, Education Cloud, Community Cloud, Marketing Cloud, Pardot, and Custom Development
- **350+ Clients:** Primarily focused on serving Healthcare, Nonprofit, and Education clients
- **Current CSAT Score:** 5.0/5.0

CRM	Marketing Automation	Strategy
<ul style="list-style-type: none"> ● Implementations ● Revitalizations ● Data migration ● Integrations ● Custom development ● 3rd party apps 	<ul style="list-style-type: none"> ● Implementations ● Drips & engagements ● Migrating content & design ● Email best practices & strategy ● Integration with CRM & apps ● Marketing strategy 	<ul style="list-style-type: none"> ● Tech architecture strategy ● Path to Success ● Road maps ● Assessments ● Business process & design ● Strategic support



Our Approach

Our goal is to deliver the highest value for this project by taking the time to understand your organization intimately so we can facilitate the needed change. As your trusted advisor for Salesforce we will:

- Challenge the status quo
- Collaborate with your team
- Communicate clearly and transparently

Combining industry best practices with our experience supporting 350+ organizations, we've developed our approach of **Simplify, Accelerate, Transform.**

Simplify	Accelerate	Transform
<ul style="list-style-type: none">• Lower total cost of ownership• Less future rework• Easier adoption• Optimize business processes	<ul style="list-style-type: none">• Realistic expectations• Faster organizational change• Data-driven decision making• Faster time to value	<ul style="list-style-type: none">• Better user satisfaction• Collaboration through each step• Committed to your success• Solutions with vision and purpose

What We Heard

SGCA has identified the need to implement a CRM solution that can help:

- Eliminate the use of spreadsheets
- More effectively manage core processes, including:
 - Registration Process
 - Interest Form Process
 - Waitlist Management Process
 - Enrollment Process
 - Application review and approval process
 - Data verification process (student's grade level, household information, SPED status, etc.).
 - Teacher Assignment Tracker process
 - Student Records Process
 - Tracking all required documentation
 - Tracking missing/incomplete documents
 - Tracking unique documentation in certain cases (e.g. Legal Guardianship, etc.)
- Incorporate Process Automation
 - Time stamping and status management
 - Email communications
 - Alerts and notifications for staff



Project Overview

This Statement of Work is for Redpath Consulting Group to assist Sequoia Grove Charter Alliance (SGCA) with the implementation of Salesforce. The goal of this project is for Redpath to help SGCA get properly established on the Salesforce platform, and lay the foundation to better track and manage the Registration, Enrollment and Student Records processes.

Specifically, this project will include the following:

- Project Management and Planning
- Discovery sessions; User Stories; Solution Design
- Setup profiles, permissions and security; Configure Salesforce EDA
- Declarative Process Automation; Setup Email Integration
- Form Tool Integration (e.g. Jotform or FormAssembly)
- School Pathways Integration
- Conduct Sprint Reviews (2 Sprints)
- Data Migration (For Accounts, Contacts, and Affiliations)
- Configure Reports and Dashboards (3 Reports and 1 Dashboard)
- User Acceptance Testing, Functional Integration Testing, and System Integration Testing
- Solution Training and Documentation
- Deployment and Post-Deployment Support



Estimated Cost

Phase	Description	Hours
PM & Planning	Project Coordination; Internal Standups; Weekly Client Meetings; Pre-Kickoff Preparation	36
Architect	Discovery sessions; User Stories; Solution Design.	24
Construct	Setup profiles, permissions and security; Configure Salesforce EDA; Declarative Process Automation; Setup Email Integration; Conduct Sprint Reviews.	32
Construct	Form Tool Integration (e.g. Jotform or FormAssembly)	12
Construct	School Pathways Integration.	24
Construct	Data Migration (For Accounts, Contacts, and Affiliations).	16
Construct	Reports and Dashboards (3 Reports and 1 Dashboard).	6
Validate	User Acceptance Testing, Functional Integration Testing, and System Integration Testing.	12
Validate	Solution Training and Documentation.	8
Deploy	Deployment, Testing, Training, and Documentation.	16

Total Estimated Hours	186 Hours
Total Estimated Cost	\$35,340

Redpath Payment Terms:

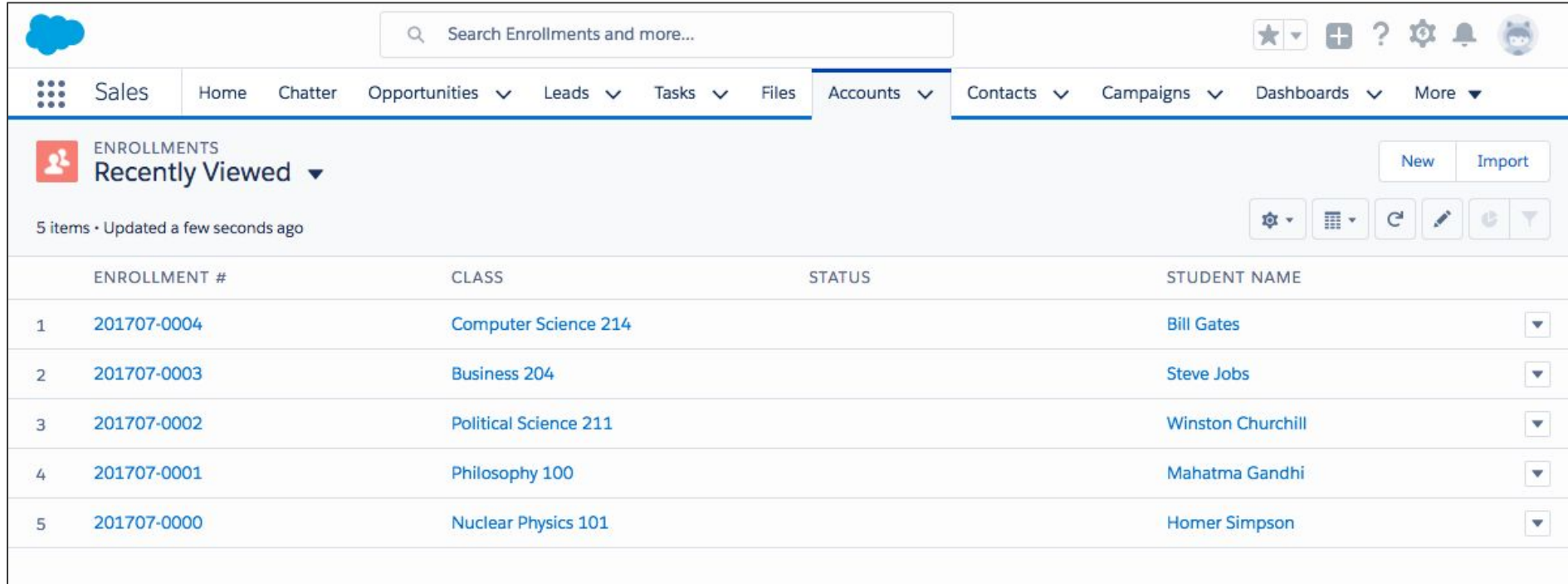
- 50% down (\$17,670.00) and 50% (\$17,670.00) billable monthly until completion of 186 hours.
- Sequoia Grove Charter Alliance will not be billed for any unused hours, however they may choose to repurpose remaining hours if desired.

Redpath Expenses:

- This is a Time and Materials project and should not be considered a fixed price bid.
- Redpath will not exceed the budget without a Sequoia Grove Charter Alliance-approved Change Order.



Example Salesforce Report



The image shows a Salesforce interface for a report titled "ENROLLMENTS Recently Viewed". The report contains 5 items, updated a few seconds ago. The table lists enrollment numbers, class names, and student names. The interface includes a search bar, navigation tabs, and various action buttons.

ENROLLMENT #	CLASS	STATUS	STUDENT NAME
1	201707-0004	Computer Science 214	Bill Gates
2	201707-0003	Business 204	Steve Jobs
3	201707-0002	Political Science 211	Winston Churchill
4	201707-0001	Philosophy 100	Mahatma Gandhi
5	201707-0000	Nuclear Physics 101	Homer Simpson

Example Salesforce Dashboard

