



SEQUOIA GROVE CHARTER ALLIANCE

Sequoia Grove Charter Alliance Regular Board Meeting

Date and Time:

**August 11, 2022
6:00 pm**

Location:

Join Zoom Meeting

<https://sequoiagrove-org.zoom.us/j/87651854541?pwd=Q1Y0cU6Q1g1L3pyQWxickZ2TURQQT09>

Meeting ID: 876 5185 4541

Passcode: 993330

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
 - a. July/August By the Numbers
 - b. Professional Development
 - c. Staff updates
 - d. Van(s)

IV. 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 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:

July 7, 2022
6:00 pm

Agenda:

I. Opening items

- A. Record Attendance: 6:12 - Jason Baldwin, Robert McGuire
Absent: Sara Rose Bonetti
- B. Call the Meeting to Order: 6:12 Jason Baldwin Called the meeting to order.
- C. Approval of the Agenda: 6:13
Jason Baldwin motioned, Robert McGuire 2nd: 2 ayes 0 naves
- D. Public Comments: 6:13 No public comments
- E. Approval of Minutes: 6:15
Robert McGuire motioned, Jason Baldwin 2nd: 2 ayes 0 naves

II. Action Items

- A. Director's Report - Royce: 6:16

Royce reported that things have been slow and steady in the Grove this month. There have been projects throughout the month primarily consisting of clean up and preparations for the coming year. Royce reported that there have been four job changes of staff and one departure. Part time Driver became full time, Library Specialist became Library Coordinator, Ordering Specialist became Roseville Office Manage, and Website/ Graphics is fully onboarded. One ordering team member departed upon obtaining a Teaching position. The team anticipated hiring three additional support members this next month. Royce commented that the Enrollment Team continues to work very closely with the school to achieve the goal of 100% enrollment on day one, which he believes will be successful. Royce reported that the schools have finally received full ownership of a library van which we will purchase from them for our use. Branded van wrap design is in the works with 7Roots Creative. A second van purchase is budgeted for and planned for purchase in August.

6:26 Jason Baldwin asked if we were going to pay cash for the van. Royce confirmed that this would be a cash purchase.
- B. Finance update: Cory - 6:28

Cory gave a brief presentation on the current financials. Cory presented that as they have been completing the year end books, SGCA is much closer to a zero ending balance than last month. He also indicated that for the first month of the year, we are

on target. He also indicated that our annual external Audit will take place in late August.

C. Discussion and Possible Action: SGCA Calendar: Federal Holiday 6:37

Royce gave a brief presentation on the Juneteenth holiday and requested the Board to take action to add the federal holiday to our current annual calendar.

6:39 Jason Baldwin asked about the variation in the date from place to place and wondered if the holiday could be placed to the nearest weekend if possible. Royce commented that he had seen that approach while researching the holiday placement, and would recommend that be the practice of SGCA as well.

6:40 Jason moved to accept the addition of the Juneteenth holiday to the current approved calendar, with the direction that the holiday be moved to the nearest weekend when possible. Robert McGuire 2nd. (2 ayes / 0 naves)

D. Discussion and Possible Action: Travel Policy 6:41

Royce Presented a Travel Policy to be added into the approved handbook. He noted that the daily rate (inclusive of tips)mirrors the school's policy.

6:44: Jason Baldwin commented that having a different rate for a "travel day" is somewhat difficult for travelers as they often have the same, or more, expenses while traveling. He recommended removing the varied rate and having a single per diem amount.

6:45 Robert McGuire commented, "I have no problem with that."

6:45 Jason Baldwin opened up the floor for public comment - none

6:46 Jason Baldwin moved to approve the Travel Policy as written, with the amendment of the per diem rate being the same for all days, travel or otherwise. Robert McGuire 2nd (2 ayes / 0 naves)

E. Discussion and Possible Action: 22-23 Handbook updates

6:48 Royce walked through the Handbook updates for the 22/23 school year as seen in the packet.

6:52: Jason asked if the PTO section was "use it or lose it," and what is the fiscal impact of paying out instead of losing? Becky Harris commented the purpose of the PTO is to allow the staff flexibility for families throughout the year, and she also noted that the SGCA staff actually used very little the last year, and the payout would be significant. She stated she is monitoring the use this year to determine recommendations for next year moving forward.

6:54: Robert McGuire commented that he would lean toward "use it or lose it."

6:55: Jason Baldwin opened the floor for public comment - none

6:58 Jason Baldwin motioned to approve the handbook updates as presented, Robert McGuire 2nd (2 ayes / 0 naves)

F. Discussion and Possible Action: Board meeting calendar 22-23

6:59: Royce presented the Board meeting structure for the 22/23 school year.

7:01: Jason Baldwin commented that he would like to see an April meeting focused on board structure.

7:02: Jason Baldwin commented that he did not see the need for an August meeting

7:03 Robert McGuire suggested the August meeting would be important as the school

year starts shortly thereafter. Robert McGuire suggested August 11.
7:04: Jason Baldwin opened the floor for Public Comment - none
7:06: Jason Baldwin motioned to approve the calendar with the addition of and August 11 meeting dae, and a direction for the April meeting to be focused on Board structure.
Robert McGuire 2nd (2 anyes / 0 naves)

IV. Closing items

- A. Board of Director's Comments & Requests
7:08 Jason Baldwin asked the Board if there were any comments or requests - none
- B. Announcement of Next Regular Scheduled Board Meeting
7:09 Jason Baldwin set the next Board meeting for August 11
- C. Adjourn Meeting
7:10 Jason Baldwin adjourned the meeting

Prepared By: Royce Gough

Noted By: Board Secretary _____