



SEQUOIA GROVE CHARTER ALLIANCE

Sequoia Grove Charter Alliance Regular Board Meeting

Date and Time:

**March 16, 2023
6:00 pm**

Location:

Join Zoom Meeting

<https://sequoiagrove-org.zoom.us/j/86317790941?pwd=Y3NtUFNLZi9DbXVyckZOWHdoam5UUT09>

**Meeting ID: 863 1779 0941
Passcode: 268715**

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
 - a. January 26, 2023

II. Closed Session

- A. Public Employee Performance Evaluation
(Gov. Code section 54957(b)(1).)
Title: CEO
- B. Conference with Legal Counsel - Anticipate Litigation
Gov. Code section 54956.9(d)(2).: ([1 matter]).

III. Action Items

- A. Director's Report - Royce
- B. Presentation: Staff Member intro - Royce
- C. Discussion: Finances - Cory
- D. Discussion and Possible Action: Current Job Descriptions - Becky
- E. Discussion and Possible Action: Calendar 2023-24 - Royce/ Becky
- F. Discussion and Possible Action: Staffing 2023-2024 - Royce / Becky
- G. Discussion and Possible Action: Budget 2023-2024 - Royce
- H. Discussion: Board Members Location - Royce

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:

**January 26, 2023
6:00 pm**

Agenda:

I. Opening items

- A. Record Attendance: 6:05 - All members in attendance.
Jason Baldwin, Robert McGuire, Sara Rose Bonetti
- B. Call the Meeting to Order: 6:05 Jason Baldwin Called the meeting to order.
- C. Approval of the Agenda: 6:06
Jason Baldwin motioned, Robert McGuire 2nd: 3 ayes 0 nays
- D. Public Comments: 6:06 - 6:09
No public comments
- E. Approval of Minutes: 6:10
 - a. Meeting 28: Sept 15, 2022
Jason Baldwin motioned, Robert McGuire 2nd: 3 ayes 0 nays
 - b. Meeting 29: December 15, 2022
Robert McGuire motioned, Sara Rose Bonetti 2nd: 3 ayes 0 nays

II. Action Items

- A. Director's Report - Royce 6:12

Royce presented the Directors report. Royce reported that Enrollment continues to hold at 100%, AP's have caught up from the Holiday crush, and Ordering has exceeded 50k orders. Jason Baldwin commented that a fantastic job was being done by the Ordering Department. Becky noted that although orders had plateaued we do anticipate the next big wave of orders to happen just before summer.
- B. Presentation: Staff Member intro - 6:23

Royce introduced Khalelah McWhorter, who presented on behalf of the Community Partners Team. Jason Baldwin thanked Khalelah for the team finding solutions to the issues that Community Partners were having. Sara Rose Bonetti commented that Community Partners were happy with the payments and she had received good feeling from them. Robert McGuire noted that he had talked to Community Partners who were very happy with how we were handling them, they appreciate it.

C. Discussion: Finances - 6:36

Cory presented the current Financials through 12-31-22. He commented there were no changes made to the budget, and they were “very boring, which is a good thing.” Robert McGuire noted that the financials were very straightforward. Sara Rose Bonetti commented “this looks good, I wish more staff would save [in the 403(b)].”

D. Discussion and Possible Action: Fiscal Policy Handbook

6:43: Public Comment - none

6:46: Royce presented the Fiscal policy handbook as recommended by the Auditor. The handbook was prepared by Procopio, with the addition of Board Policies regarding travel previously adopted.

No comments.

6:48: Robert McGuire motioned, Sara Rose Bonetti 2nd: 3 ayes 0 nays

E. Discussion and Possible Action: Job Descriptions - Royce

6:50: Public comment

6:51: Royce presented three Job Descriptions for future positions. Royce noted these positions are being discussed for future growth, but are not currently being recommended for budget discussion. No comments from the Board.

6:56: Jason Baldwin motioned, Sara Rose Bonetti 2nd: 3 ayes 0 nays

III. Closing items

A. Board of Director's Comments & Requests: 6:57

No comments

B. Announcement of Next Regular Scheduled Board Meeting: 6:58

Jason Baldwin announced the next Board Meeting: March 16, 2023 at 6:00 pm

C. Adjourn Meeting: 6:59 Jason Baldwin adjourned the meeting

Prepared By: Royce Gough

Noted By: Board Secretary _____



Vendor Servicing Coordinator Job Description

Job Title	Vendor Servicing Coordinator
Direct Report	Executive Director
FSLA Status	Exempt
Salary Schedule	Classified
Posting	External
Classification	Classified

**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

The Vendor Servicing Coordinator will be responsible to provide customer service and support to staff and vendors. Collaborate with staff to ensure invoices are being reviewed, corrected, and processed in a timely manner.

DUTIES AND RESPONSIBILITIES

- *Oversee day to day vendor concerns*
- *Oversee Vendor Servicing Specialist.Position and take on any escalated concerns that may arise*
- *Review and Process vendor invoices and submit them to the Accounts Payable Department*
- *Properly enter invoice details and upload invoice files*
- *Communicate and follow up with the vendors regarding invoicing errors which require corrections in order to be processed.*
- *Knowledge of office practices and procedures, including filing systems, phones, general record keeping procedures, use of microsoft word, microsoft excel, and information systems*

- Ability to keep accurate records
- Ability to read and write standard English and perform accurate and basic mathematical computations
- ability to gather information and prepare reports
- Understand and interpret rules, policies, and regulations
- Works effectively with students, employees, supervisors, and the public
- High school diploma

QUALIFICATIONS

- Computer literacy with student information systems is preferred
- Ability to stay organized in a fast-paced environment
- Comfortable with online tools including Google Drive, Zoom, Excel, etc.
- Comfortable with online/virtual meeting platforms including Google Hangouts, Blackboard, Zoom
- Ability to be proactive and innovative

Working Environment and Physical Demands:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is generally performed in the staff home for the remainder of the school year, but may require travel to office in near future.

Physical: Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects. While performing the duties of this job, the employee is regularly required to sit; repeat the same hand, arm or finger motion to operate computers or laminating machine; and talk or hear. The employee is occasionally required to stand or walk. The employee must frequently push or pull up to 25 pounds and occasionally up to 75 pounds such as carts and boxes of books.

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

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

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

Hazards: Potential exposure to emotional individuals.

Additional Requirements:

Valid California Driver's License/proof of insurance (or reliable transportation when needed)

First-Aid Certificate Desired

DOJ fingerprint Clearance



Student Information Systems Coordinator	
Job Title	Student Information Systems Coordinator
Direct Report	CEO or Administrative Designee
FLSA Status	Exempt
Position Type	Full Time, M-F, 7:30AM to 4:00PM
Salary Schedule	Schedule B
Classification	Classified
Board Approved	5/2021, 4/25/2022
Revised	2/27/2022

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

SUMMARY OF POSITION

Under the direction of the CEO or administrative designee, the Student Information Systems (SIS) Coordinator maintains and executes the efforts of the SIS Department to ensure student data meets all state and federal reporting requirements for member schools.

REPRESENTATIVE DUTIES

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

ESSENTIAL FUNCTIONS

- Display knowledge of the roles, responsibilities, and duties of supervisors and managers; accurately assess the impact upon others of role performance; support and promote organizational decisions, policies, and programs.
- Assist in the observation and evaluation of personnel as requested.
- Ensure ongoing functionality and accurate data entry in the student information system (SIS) for member schools by supporting system users.
- Collaborates with end-users to determine precise needs and assists member schools in facilitating needed changes to the student information system.
- Responsible for maintenance and submission of federal/state reporting data to applicable systems such as CALPADS, CBEDS, CAL Saas, Immunization, Civil Rights, Attendance, reports, and any ad-hoc requests for information for all member schools.
- Update staff on enhancements, changes, and modifications to the SIS.

- Troubleshoot malfunctions of the student information system to ensure and restore services.
- Control access by users to the areas of the student information system (SIS) and CALPADS.
- Assist in developing support documentation and conducting training for staff regarding the student information system.
- Maintain ongoing knowledge of SIS related standards, procedures, technologies, educational codes, credential requirements, and associated reporting guidelines.
- Attend mandatory training required by the Department of Education.
- Coordinate beginning of year and end of year transition process for SIS, including scheduling support for related departments.
- Other duties as assigned.

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 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 w/ SIS; OR:
- Associate's Degree plus three (3) years' experience in SIS; OR:
- High School Diploma plus five (5) years' experience in SIS with increasing responsibilities
- Experience in an educational setting is preferred.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The work environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions. May be requested to work overtime and weekends for special program events. Office Environment - Work involves sitting most of the work day, however, walking and standing are required occasionally in service to students and families. Typing and applying pressure with the fingers and palm required. Substantial repetitive movements (motions) of the wrists, hands, and/or fingers. Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading, primarily on a computer monitor. Occasional travel required for offsite meetings and events. Normally less than 10% of the time. Must be able to lift up to 15 lbs.

**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



Website Manager/Marketing Coordinator	
Job Title	Website Manager/Marketing Coordinator
Direct Report	CEO
FLSA Status	Exempt
Position Type	Full Time, M-F, 7:30AM to 4:00PM
Salary Schedule	Schedule B
Board Approved	4/25/2022
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

Under the supervision of the CEO, the Website Manager/Marketing Coordinator will serve as a creative and technical project leader partnering with our member schools to ensure consistent and timely messaging across all channels.

REPRESENTATIVE DUTIES

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

ESSENTIAL FUNCTIONS

- Serve as the primary liaison with member school stakeholders for outward facing media development, including websites, social media, multi-media and branding.
- Oversee all digital marketing and collaborate closely with member schools to drive engagement and growth across all organizations.
- Perform a variety of technical duties related to the design and delivery of graphic assets, and outward facing media.
- Provide oversight to, and serve as the primary controller of the CMS platform.
- Provide direction of website design and expansion for company and member schools.
- Provide continual updating of all websites to maintain timely and consistent messaging.
- Oversee development of multimedia for online use and presentations.

REQUIRED SKILLS/ABILITIES

- Strong background in customer service.
- Experience with CMS maintenance and development.
- Demonstrated understanding of branding
- Ability to produce graphic media in multiple formats for both digital and print.
- A demonstrated understanding of the Education field.
- 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 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.

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

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:
- BA plus two (2) years' experience in Website Management, Graphic Design, Digital Media. Marketing ; OR:
- AA plus three (3) years' experience in Website Management, Graphic Design, Digital Media. Marketing; OR:
- High School Diploma plus five (5) years' experience in Website Management, Graphic Design, Digital Media. Marketing
- Experience in an educational setting is preferred.

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



Ordering Coordinator Job Description

Job Title	Ordering Coordinator
Direct Report	Executive Director
FSLA Status	Exempt
Salary Schedule	Classified
Posting	External
Classification	Classified

**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

The Ordering Coordinator will be responsible to facilitate and execute student orders with high levels of accuracy and customer service.

DUTIES AND RESPONSIBILITIES

- *Oversee day to day ordering concerns*
- *Oversee Ordering Specialist Position and take on any escalated concerns that may arise*
- *Respond to employee/public inquiries by telephone or email*
- *using ordering system to ensure student orders are processed timely and accurately*
- *strong customer service internally and externally*
- *Develop professional relationships with key instructional personnel involved in enrollment*
- *participate in team audits to ensure compliance and accuracy of information*
- *prioritizing multiple tasks*

- *Provides support to Administration*
- *Performs related duties as assigned*
- *Knowledge of office practices and procedures, including filing systems, phones, general record keeping procedures, use of microsoft word, microsoft excel, and information systems*
- *Ability to keep accurate records*
- *Ability to read and write standard english and perform accurate and basic mathematical computations*
- *ability to gather information and prepare reports*
- *Understand and interpret rules, policies, and regulations*
- *Works effectively with students, employees, supervisors, and the public*
- *High school diploma*

QUALIFICATIONS

- Computer literacy with student information systems is preferred
- Ability to stay organized in a fast-paced environment
- Comfortable with online tools including Google Drive, Zoom, Excel, etc.
- Comfortable with online/virtual meeting platforms including Google Hangouts, Blackboard, Zoom
- Ability to be proactive and innovative

Working Environment and Physical Demands:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is generally performed in the staff home for the remainder of the school year, but may require travel to office in near future.

Physical: Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects. While performing the duties of this job, the employee is regularly required to sit; repeat the same hand, arm or finger motion to operate computers or laminating machine; and talk or hear. The employee is occasionally required to stand or walk. The employee must frequently push or pull up to 25 pounds and occasionally up to 75 pounds such as carts and boxes of books.

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

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

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

Hazards: Potential exposure to emotional individuals.

Additional Requirements:

Valid California Driver's License/proof of insurance (or reliable transportation when needed)

First-Aid Certificate Desired

DOJ fingerprint Clearance



Enrollment Coordinator Job Description

Job Title	Enrollment Coordinator
Direct Report	Executive Director
FSLA Status	Exempt
Salary Schedule	Classified
Posting	External
Classification	Classified

**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

The Enrollment Coordinator will be responsible to facilitate and execute new student enrollment with high levels of accuracy and customer service.

DUTIES AND RESPONSIBILITIES

- *Oversee day to day enrollment concerns*
- *Oversee Enrollment Specialist Position and take on any escalated concerns that may arise*
- *Respond to employee/public inquiries by telephone or email*
- *Develop professional relationships with key instructional personnel involved in enrollment*
- *participate in team audits to ensure compliance and accuracy of information*
- *prioritizing multiple tasks*
- *Provides support to Administration*
- *Performs related duties as assigned*

- *Knowledge of office practices and procedures, including filing systems, phones, general record keeping procedures, use of microsoft word, microsoft excel, and information systems*
- *Ability to keep accurate records*
- *Ability to read and write standard english and perform accurate and basic mathematical computations*
- *ability to gather information and prepare reports*
- *Understand and interpret rules, policies, and regulations*
- *Works effectively with students, employees, supervisors, and the public*
- *High school diploma*

QUALIFICATIONS

- Computer literacy with student information systems is preferred
- Ability to stay organized in a fast-paced environment
- Comfortable with online tools including Google Drive, Zoom, Excel, etc.
- Comfortable with online/virtual meeting platforms including Google Hangouts, Blackboard, Zoom
- Ability to be proactive and innovative

Working Environment and Physical Demands:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is generally performed in the staff home for the remainder of the school year, but may require travel to office in near future.

Physical: Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects. While performing the duties of this job, the employee is regularly required to sit; repeat the same hand, arm or finger motion to operate computers or laminating machine; and talk or hear. The employee is occasionally required to stand or walk. The employee must frequently push or pull up to 25 pounds and occasionally up to 75 pounds such as carts and boxes of books.

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

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

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

Hazards: Potential exposure to emotional individuals.

Additional Requirements:

Valid California Driver's License/proof of insurance (or reliable transportation when needed)

First-Aid Certificate Desired

DOJ fingerprint Clearance



Compliance Coordinator	
Job Title	Compliance Coordinator
Direct Report	CEO or Administrative Designee
FLSA Status	Exempt
Salary Schedule	5/2021
Position Type	Full Time, M-F, 7:30AM to 4:00PM
Classification	Classified
Board Approved	5/2021, 4/25/2022
Revised	2/27/2022

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

SUMMARY OF POSITION

Under the direction of the CEO or administrative designee, the Compliance Coordinator is responsible for ensuring student documentation is compliant with state and federally mandated standards.

REPRESENTATIVE DUTIES

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

ESSENTIAL FUNCTIONS

- Display knowledge of the roles, responsibilities, and duties of supervisors and managers; accurately assess the impact upon others of role performance; support and promote organizational decisions, policies, and programs.
- Assist in the observation and evaluation of personnel as requested.
- Compiles daily attendance information and prepares periodic attendance summaries and/or reports.
- Audit student attendance, work samples, and other pertinent documentation.
- Clarify policies and procedures and resolve relevant issues.

- Assign and monitor compliance specialists' workload. Assist member schools administration in preparation for annual audit.
- Train department staff on the use of SIS and other applicable software including student attendance and reporting procedures and processes.
- Identify and recommend policy and procedural improvements.
- Provide oversight of attendance logs, master agreements, and student work samples.
- Review data and offer recommendations to address school-wide program improvement.
- Attend meetings, trainings, workshops, classes, and conferences relating to areas of responsibility.
- Trains, assigns and monitors the work of Compliance Specialists.
- Other duties as assigned.

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 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 student records or equivalent setting; OR:
- Associate's Degree plus three (3) years' experience in student records or equivalent setting; OR:
- High School Diploma plus five (5) years' experience in student records or equivalent setting with increasing responsibilities.
-

WORK ENVIRONMENT/PHYSICAL DEMANDS

Office Environment - Work involves sitting most of the work day greater than 50% of the time. Walking and standing are required only occasionally. Typing and applying pressure with the fingers and palm required. Substantial repetitive movements (motions) of the wrists, hands, and/or fingers. Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading, primarily on a computer monitor. Occasional travel required for offsite meetings and events. Normally less than 10% of the time. Must be able to lift up to 15 lbs.

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

EOE STATEMENT

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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



Accounts Payable Coordinator	
Job Title	Accounts Payable Coordinator
Direct Report	Business Services Administrator
FLSA Status	Exempt
Position Type	Full Time, M-F, 7:30AM to 4:00PM
Salary Schedule	Schedule B
Classification	Classified
Board Approved	5/2021, 3/14/2022
Revised	1/27/2022

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

SUMMARY OF POSITION

Under the supervision of the Director of Business Services or administrative designee, the Accounts Payable Coordinator is responsible for providing administrative support including the receipt and completion of payments, processing, verification, and reconciling of invoices for individual schools.

REPRESENTATIVE DUTIES

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

ESSENTIAL FUNCTIONS

- Review and Process vendor invoices for appropriate approval.
- Properly code all invoices to site (schools?) and account.
- Provides monitoring and oversight Accounts Payable/Receivable Department.
- Match and process member schools special education related invoices.
- Process and track Smartsheets invoicing for all schools.
- Assemble invoices to submit for payment.
- Assist Vendor Specialist/s 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 students, 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, Excel, and online/virtual meeting platforms including Blackboard and Zoom.

WORK ENVIRONMENT/PHYSICAL DEMANDS

- 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 Accounts Payable/Receivable or equivalent setting; OR:
- Associate’s Degree plus three (3) years’ experience in Accounts Payable/Receivable or equivalent setting; OR:
- High School Diploma plus five (5) years’ experience in Accounts Payable/Receivable or equivalent setting with increasing responsibilities.
- Experience in an educational setting is preferred.

WORK ENVIRONMENT/PHYSICAL DEMANDS

Office Environment - Work involves sitting most of the work day greater than 50% of the time. Walking and standing are required only occasionally. Typing and applying pressure with the fingers and palm required. Substantial repetitive movements (motions) of the wrists, hands, and/or fingers. Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading, primarily on a computer monitor. Occasional travel required for offsite meetings and events. Normally less than 10% of the time. Must be able to lift up to 15 lbs.

**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



Records Coordinator Job Description

Job Title	Records Coordinator
Direct Report	Executive Director
FSLA Status	Exempt
Salary Schedule	Classified
Posting	External
Classification	Classified

**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

- The Records Coordinator will be responsible for maintaining and organizing all student records.

DUTIES AND RESPONSIBILITIES

- *Creates and maintains systems to maintain and organize student records*
- *Organizes Records Office to maximize space and efficiency and provides easy access to files*
- *Assists with new student enrollment under direction of Administrative designee*
- *Assists with student attendance records including report preparation*
- *Maintains requests and distributes student records and reports as needed*
- *Provides support to Administration*
- *Performs related duties as assigned*
- *Knowledge of office practices and procedures, including filing systems, phones, general record keeping procedures, use of microsoft word, microsoft excel, and information systems*
- *Ability to keep accurate records*
- *Ability to read and write standard english and perform accurate and basic mathematical computations*
- *Ability to gather information and prepare reports*
- *Understand and interpret rules, policies, and regulations*
- *Works effectively with students, employees, supervisors, and the public*

QUALIFICATIONS

- Possess a College Degree or higher from an accredited college or university
- Computer literacy with student information systems is preferred
- Ability to stay organized in a fast-paced environment

- Comfortable with online tools including Google Drive, Zoom, Excel, etc.
- Comfortable with online/virtual meeting platforms including Google Hangouts, Blackboard, Zoom
- Ability to be proactive and innovative

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Office Environment - Applies to most positions including teleworkers: Work involves sitting most of the work day greater than 50% of the time. Walking and standing are required only occasionally. Typing and applying pressure with the fingers and palm required. Expressing or exchanging ideas by means of the spoken and written word. Conveying detailed or important spoken instructions to customers and other workers accurately, clearly, and at times, quickly. Hearing: Perceiving nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information in oral communication, and to make the discriminations of sound. Repetitive motion: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers. Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading, primarily on a computer monitor. Occasional travel required for offsite meetings and events. Normally less than 10% of the time. Exerting up to 20 pounds of force occasionally and/or negligible amount of force to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time.

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

Additional Requirements:

Valid California Driver's License/proof of insurance (or reliable transportation when needed)
First-Aid Certificate Desired
DOJ fingerprint Clearance



Curriculum Specialist Job Description

Job Title	Curriculum Specialist
Direct Report	Executive Director
FLSA Status	Non-Exempt
Salary Schedule	Classified
Posting	External
Classification	Classified

**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

The Curriculum Specialist is part of the ordering team and will provide warehouse inventory support and participate in operations and activities outlined.

DUTIES AND RESPONSIBILITIES

- Using barcoding system and asset management software you will track, barcode, scan and process curriculum and materials for distribution

-Processes daily orders from Vista as assigned

-Ensures department procedures are followed

-Will have knowledge of curriculum by grade level and work effectively with staff to obtain proper materials for required courses

- exhibit excellent interpersonal skills

- Provides support to Administration

- Performs related duties as assigned

- *Knowledge of office practices and procedures, including filing systems, phones, general record keeping procedures, use of microsoft word, microsoft excel, and information systems*
- *Ability to keep accurate records*
- *Ability to read and write standard english and perform accurate and basic mathematical computations*
- *ability to gather information and prepare reports*
- *Understand and interpret rules, policies, and regulations*
- *Works effectively with students, employees, supervisors, and the public*
- *High school diploma*

QUALIFICATIONS

- proficient in word, excel, google drive, and SIS education systems
- promote a positive atmosphere
- General work experience in inventory
- Comfortable with online/virtual meeting platforms including Google Hangouts, Blackboard, Zoom
- Ability to be proactive and innovative

Working Environment and Physical Demands:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is generally performed in the staff home for the remainder of the school year, but may require travel to office in near future.

Physical: Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects. While performing the duties of this job, the employee is regularly required to sit; repeat the same hand, arm or finger motion to operate computers or laminating machine; and talk or hear. The employee is occasionally required to stand or walk. The employee must frequently push or pull up to 25 pounds and occasionally up to 75 pounds such as carts and boxes of books.

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

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

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

Hazards: Potential exposure to emotional individuals.

Additional Requirements:

Valid California Driver's License/proof of insurance (or reliable transportation when needed)

First-Aid Certificate Desired

DOJ fingerprint Clearance

2023-2024 CSO Staff Calendar



SEQUOIA
GROVE
CHARTER
ALLIANCE

July 2023						
S	M	T	W	T	F	S
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30	31					

August 2023						
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September 2023						
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October 2023						
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November 2023						
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December 2023						
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31						

January 2024						
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February 2024						
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March 2024						
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April 2024						
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28	29	30				

May 2024						
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June 2024						
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23	24	25	26	27	28	29
29	30					

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Holiday Breaks

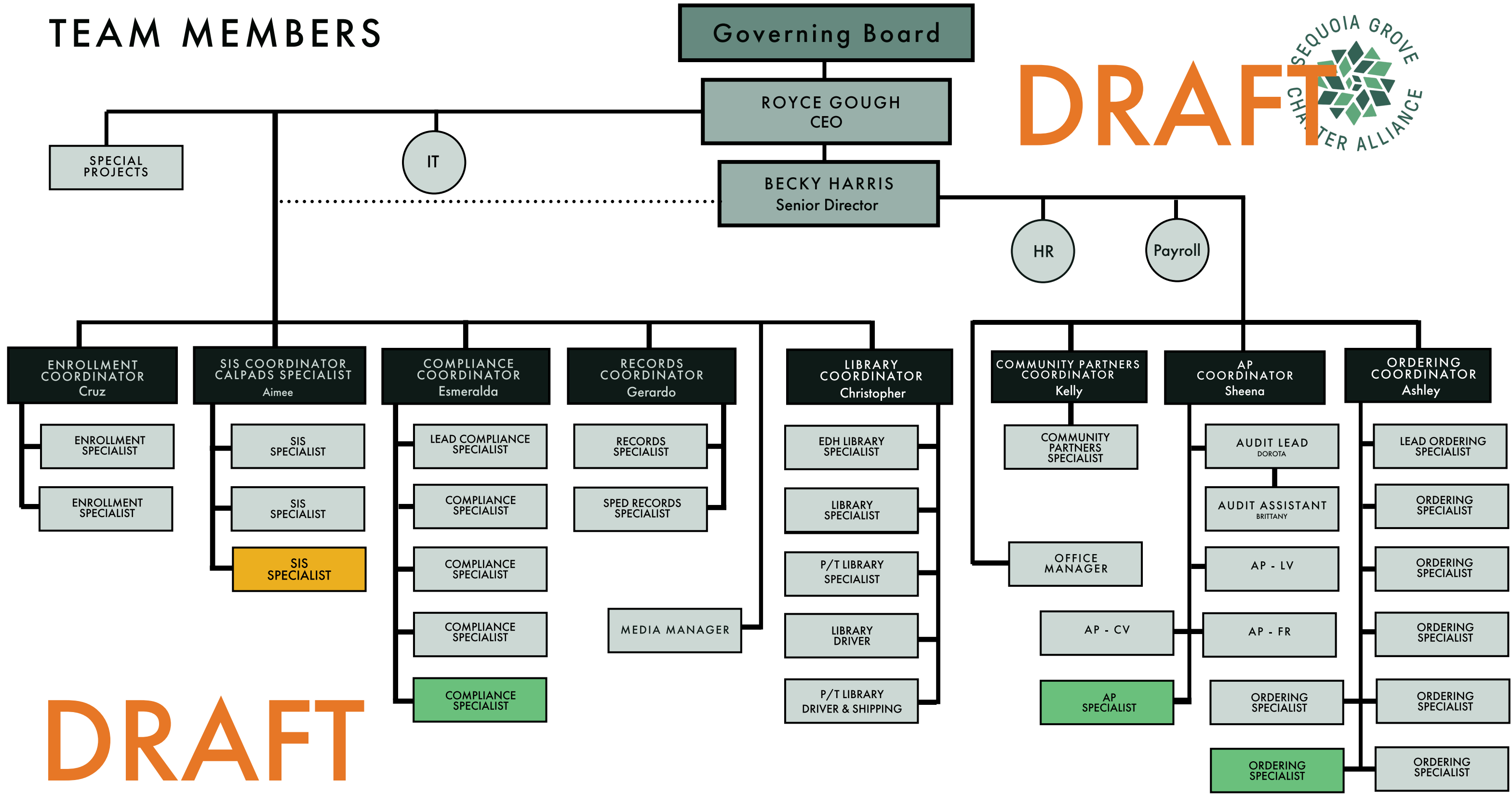
- July 3 SGCA Birthday Celebration
- July 4 Independence Day
- July 5 - July 7 Summer Break
- Sep 4 Labor Day
- Nov 10 Veteran's Day
- Nov 20-24 Thanksgiving Break
- Dec 25-Jan 5th Winter Break
- Jan 15 Martin Luther King, Jr. Day
- Feb 16 Lincoln Day
- Feb 19 Washington Day
- Mar 28-April 1 Spring Break
- May 27 Memorial Day
- June 19 Juneteenth

Jan 5 office closed unpaid day

Staff Meetings 9 am
 Office Closed/ Paid Holiday

office closed unpaid day off

TEAM MEMBERS



DRAFT