



**Sequoia Grove Charter Alliance
Regular Board Meeting**

Date and Time:

**October 26, 2023
6:30 pm**

Location:

Join Zoom Meeting

<https://sequoiagrove-org.zoom.us/j/84129439741?pwd=MoeZvmtApxgNFGxr7EeoK4ITX4ltqX.1>

Meeting ID: 841 2943 9741 Passcode: 638047

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. August 24, 2023

II. Action Items

- A. Welcome new Board Member, Glad Donahue - Royce, Robert McGuire
- B. Director's Report - Royce
- C. Presentation: Ordering - Ashley Anchick, Coordinator
- D. Presentation: Accounts Payable (AP) - Sheena Orosco, Coordinator
- E. Presentation: Budget update - Cory
- F. Presentation and Possible Action: PTO structure Adjustment - Royce, Becky
- G. Presentation: Reclassification of two positions - Royce, Becky
 - a. Manager of Accountability and Compliance -> Manager of Data and Accountability
 - b. Compliance Coordinator -> Manager of Compliance
- H. Possible Action: Approval of Job description: Manager of Data and Accountability - Becky
- I. Possible Action: Approval of Job description: Manager of Compliance - Becky

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 Regular Board Meeting MINUTES

August 24, 2023
6:30 pm

Agenda:

I. Opening items

- A. Record Attendance: 6:33
Present: Robert McGuire, Janeal Cimino, Rose Faramarzi-Rad
- B. Call the Meeting to Order: 6:33
Robert McGuire called the meeting to order
- C. Approval of the Agenda: 6:34
Janeal Cimino motioned, Rose Faramarzi-Rad 2nd: 3 ayes 0 nays
- D. Public Comments: 6:35 - 6:38 – No comments
- E. Approval of Minutes: 6:38
July 19, 2023: Rose Faramarzi-Rad motioned, Janeal Cimino 2nd: 3 ayes, 0 nays

II. Action Items

- A. Director's Report - Royce 6:39
Royce presented the Director's Report spotlighting department activities for the past month. Royce stated that the Ordering Department has processed over 20,000 items to date, Accounts Payable is currently processing all invoices on a two-day turn around, and Enrollment continues to hold above full enrollment as they pull from the waitlist each week. Royce noted that the Library team has been busy with a full schedule of Park-Days and online orders. The large inventory continues to test the storage space available. Finally, Royce commented that the Records team continues to fulfill outgoing records request day-of, and has had good success this year tracking down incoming records/ cume files in a timely manner.

Robert McGuire expresses his appreciation for the clear, concise Director's report stating that parents are asking about library usage, and wait times.
- B. Presentation: Tech Department & Charter Tech Services - Andrew Lane 6:59
Andrew gave an overview of the Tech Services department, the staff members, Charter Tech Services as a company, and the services they provide.

Robert McGuire thanked Andrew for his presentation and stated that he has used the Tech department on multiple occasions and has found Alex and Victor to be, "very helpful, proactive, and always take it a step further."

Robert McGuire asked, "are we running out of Chromebooks?"

Andrew Lane responded we are not running out, but distributing the inventory as it arrives to avoid a storage issue.

C. Presentation: 2022/23 Ending Financials - Cory 7:18

Cory presented the ending financials for the 22/23 fiscal year ending with a positive balance. Cory stated that his team is currently working with the Auditor on the 2022/23 final audit.

Robert McGuire thanked Cory for his presentation and stated "you always give us a clear concise presentation."

IV. Closing items

A. Board of Director's Comments & Requests 7:35

No comments

B. Announcement of Next Regular Scheduled Board Meeting 7:36

Robert McGuire announced the next meeting to be held September 14, 2023

C. Adjourn Meeting

Rose Faramarzi-Rad motioned, Janeal Cimino 2nd: 3 ayes, 0 nays



Manager of Data and Accountability

Job Title	Manager of Data and Accountability
Direct Report	CEO or administrative designee
FLSA Status	Exempt
Position Type	M-F, 7:30AM to 4:00PM
Salary Schedule	Schedule B
Classification	Classified
Board Approved	6/15/23, Revised

SUMMARY OF POSITION

The Manager of Data and Accountability provides leadership and manages the daily operations of the Enrollment, SIS, and Records departments. This position will report directly to the CEO providing key strategic direction and project management while leading the continued development of student data, records, and accountability teams to ensure internal processes meet all federal, state, and local requirements.

ESSENTIAL FUNCTIONS

- Oversees the continuous improvement and management of Sequoia Grove Charter Alliance enrollment processing, record keeping, and student information system policies and procedures
- Designs, implements, monitors, and maintains the effective integration of data between various data sources and school information systems
- Develops and maintains effective communication systems and processes with department coordinators to ensure policies and procedures are streamlined with member schools
- Attends state and county conferences and meetings for the purpose of acquiring information to pass on to member schools
- Monitors and reviews federal, state and district student and school data; to ensure accuracy and compliance with program procedures and regulations
- Oversees the school's lottery, registration, enrollment and withdrawal process
- Provides support for the configuration of SIS from the user perspective (new processes, assignment of permissions, account creation).
- Participates in the development, review, and documentation of efficient processes and procedures related to attendance and CALPADS reporting.
- Mentors, guides, and trains assigned staff to ensure appropriate methods and practices of record-keeping and report preparation are used; ensures customer service goals are achieved and that leadership and teamwork are developed and practiced.

- Develops and maintains departmental procedural analysis (workflow), records management policies, procedures, guidelines, and communication material, and implements organizational policies and procedures.
- Provides oversight of the school's electronic and cumulative student records
- Identifies and recommends policy and procedural improvements and suggestions for organizational effectiveness to member schools.
- Displays knowledge of the roles, responsibilities, and duties of department coordinators; accurately assesses the impact upon others of role performance; supports and promotes organizational decisions, policies, and programs.
- Provides support for annual audits for member school's administration.
- Assist with the hiring, training, and supervision of employees in these departments
- Attends in-service training activities, workshops, conferences, and other training.
- Develops and conducts training and staff meetings for the departments
- Meets regularly with school staff to collaborate and ensure processes and procedures are most efficient and compliant
- Keeps up to date on business application development and implementation, trends in K12 data-based systems, and systems compatibility and methodologies, and attends training classes as necessary. Performs related duties as assigned for the purpose of ensuring the efficient and effective function of the work unit.

REQUIRED SKILLS/ABILITIES

- Knowledge of laws and regulations associated with Charter Schools in California
- Knowledge of or ability to learn and use applicable sections of the California Education Code, Charter law, and other pertinent laws.
- Experience with student information systems, data analysis systems, and CALPADS required
- Attention to detail and accuracy; excellent organizational, analytical, and problem-solving skills
- Demonstrated project management experience that includes collaborating and problem-solving across multiple teams, and creating resources, processes, playbooks, and/or policies that interact with multiple stakeholders
- Approach situations with a growth mindset, have a willingness to research and learn
- Ability to use initiative and independent judgment within established guidelines and procedures
- Ability to gather information and prepare and present reports
- Ability to work collaboratively and tactfully with others
- Ability to explain and enforce policies and deadlines
- Ability to compile and analyze data and provide suggestions for improvement
- Strong verbal and written communication skills
- Proficiency in Microsoft Office and Google Suite required

EDUCATION/EXPERIENCE

- Minimum of five years of educational administration or leadership experience (experience in independent study charter schools preferred)
- 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 records & admissions, student information systems; OR:
- Associate's Degree plus three (3) years experience in records & admissions, student information systems; OR:
- High School Diploma plus five (5) years experience w/records & admissions, student information systems

WORK ENVIRONMENT/PHYSICAL DEMANDS

Office Environment - This position involves 80/20 sitting and standing. Candidates should be able to comfortably lift 10 lbs. 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.

**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
- Appropriate US Work Permits as required

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

Sequoia Grove Charter Alliance maintains a tobacco-free, drug-free environment.



SEQUOIA GROVE CHARTER ALLIANCE

Manager of Compliance

Job Title	Manager of Compliance
Direct Report	CEO or administrative designee
FLSA Status	Exempt
Position Type	M-F, 7:30AM to 4:00PM
Salary Schedule	Schedule B
Classification	Classified
Board Approved	

SUMMARY OF POSITION

The Manager of Compliance provides leadership and manages the daily operations of the Compliance department. This position will report directly to the CEO providing key strategic direction and project management while leading the continued development of the Compliance team to ensure internal processes meet all federal, state, and local requirements.

ESSENTIAL FUNCTIONS

- Oversees the continuous improvement and management of Sequoia Grove Charter Alliance compliance department policies and procedures
- Audit student attendance, work samples, and other pertinent documentation.
- Clarify policies and procedures and resolve relevant issues.
- Assigns and monitors compliance specialists' workload.
- Assist member schools administration in preparation for annual audit.
- Attends state and county conferences and meetings for the purpose of acquiring information to pass on to member schools
- Participates in the development, review, and documentation of efficient processes and procedures related to attendance reporting
- Monitors effectiveness of school compliance and attendance collection processes
- Develops, analyzes, evaluates, maintains, and audits internal controls on attendance issues.
- Mentors, guides, and trains assigned staff to ensure appropriate methods and practices of record-keeping and report preparation are used; ensures customer service goals are achieved and that leadership and teamwork are developed and practiced.
- Develops and maintains departmental procedural analysis (workflow), records management policies, procedures, guidelines, and communication material, and implements organizational policies and procedures.
- Identifies and recommends policy and procedural improvements and suggestions for organizational effectiveness to member schools.
- Assist with the hiring, training, and supervision of employees in this department

- Attends in-service training activities, workshops, conferences, and other training.
- Develops and conducts training and staff meetings for the department
- Meets regularly with school staff to collaborate and ensure processes and procedures are most efficient and compliant.

REQUIRED SKILLS/ABILITIES

- Knowledge of laws and regulations associated with Charter Schools in California
- Knowledge of or ability to learn and use applicable sections of the California Education Code, Charter law, and other pertinent laws.
- Attention to detail and accuracy; excellent organizational, analytical, and problem-solving skills
- Demonstrated project management experience that includes collaborating and problem-solving across multiple teams, and creating resources, processes, playbooks, and/or policies that interact with multiple stakeholders
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