



**Sequoia Grove Charter Alliance
Regular Board Meeting**

Date and Time:

**December 14, 2023
6:30 pm**

Location:

Join Zoom Meeting

<https://sequoiagrove-org.zoom.us/j/87668199857?pwd=JBELWgJmvavPKqB8IVhBYVk05N70st.1>

Meeting ID: 876 6819 9857 Passcode: 844217

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. October 26, 2023

II. Action Items

- A. Director's Report - Royce
- B. Presentation: Enrollment - Cruz Alvarez, Coordinator
- C. Presentation: Budget update - Cory
- D. Discussion: Staff Evaluation process/timeline - 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 Regular Board Meeting MINUTES

Date and Time:

October 26, 2023
6:30 pm

Agenda:

I. Opening items

- A. Record Attendance: 6:37
Present: Robert McGuire, Janeal Cimino, Rose Faramarzi-Rad, Gloria Maxwell, Glad Donahue
- B. Call the Meeting to Order: 6:38
Robert McGuire called the meeting to order
- C. Approval of the Agenda: 6:38
Janeal Cimino motioned, Robert McGuire 2nd: 5 ayes 0 nays
- D. Public Comments: 6:39 - 6:41 – No comments
- E. Approval of Minutes: 6:42
August 24, 2023 : Robert McGuire motioned, Glad Donahue 2nd: 5 ayes, 0 nays

II. Action Items

- A. Welcome new Board Member, Glad Donahue - Royce, Robert McGuire: 6:43

Robert McGuire and Royce both welcomed Glad Donahue as a new Board Member representing Lake View Charter School. Robert McGuire stated that he was “looking forward to working with you” and commented that it was “nice to have a full Board for the first time, welcome!”

- B. Director’s Report - Royce 6:46

Royce presented the Director’s Report spotlighting department activities for the past month. Royce stated that the Ordering Department has now processed over 40,000 items to date, Accounts Payable is currently processing all invoices same-day, and Enrollment continues to hold above full enrollment, noting that the enrollment waitlist is currently showing growth. Royce shared that they were happy to have been able to send two members to the CodeStack conference for additional training for some of the tech tools they use. Royce noted that the Library team has been busy with a full schedule of Park-Days, stating that Elk Grove has been the busiest for check-outs. Royce reported that the Records team continues to fulfill outgoing records requests day-of, and has been partnering with the data team and Schools streamlining the withdrawal process .

C. Presentation: Ordering - Ashley Anchick, Coordinator 7:09

Ashley Anchick introduced the team members of the Ordering Department, as well as an overview of the procedures they follow. She noted several successes they have had this year with low turn-around times and quick response times.

Glad Donahue thanked Ashley for "all you do."

Robert McGuire commented on the timely turnaround time he has experienced this year, and noted that his questions have been answered "right away."

D. Presentation: Accounts Payable (AP) - Sheena Orosco, Coordinator 7:17

Sheena Orosco introduced the Accounts Payable Department, and gave an overview of the work they do daily.

Glad Donahue thanks the AP team for "doing an awesome job."

Robert McGuire commented that the vendors he has talked to this year are "extremely happy this year."

E. Presentation: Budget update - Cory (Matt) 7:21

Cory Cavanaugh introduced Matt Butler this month, stating Matt works directly with Royce and Becky daily on the SGCA accounts. Matt presented the current Budget making note of the uptick in non-capitalized equipment spending which included some replacement computers purchased at the end of last year, but not billed until summer pushing us over. Cory noted the financials continue to be "on target and boring, but that's a good thing."

F. Presentation and Possible Action: PTO structure Adjustment - Royce, Becky 7:31

Royce and Becky presented a possible change to the PTO structure as recommended by Silver's HR to implement immediately. Becky noted that in their review of our current policies and practices Silver's HR found that our current practice of "use it or lose it" PTO is no longer permissible in California, and needs to be updated in our Handbook this year. The policy update will come from Silver's in the upcoming Handbook revision and will include a provision to payout any remaining PTO at the end of each year. They recommend that we reimburse employees for any unpaid PTO eliminated at the end of the 2022/23 fiscal year, as soon as possible. Becky stated that although the updates are forthcoming, we would like to inform the staff as soon as possible of this change. Becky noted that we had room in the budget to accommodate this recommendation and requested the Board approve a one time payment to reimburse staff for lost PTO from fiscal year 2022/23, not to exceed \$28,000.

7:46: Janeal Cimino moved to remove the "use it or lose it" provision from the SGCA handbook, Rose Faramarzi-Rad 2nd: 5 ayes, 0 nays APPROVED

7:47: Janeal Cimino moved to approve a one-time payment to reimburse PTO lost by staff at the end of the 22/23 fiscal year. Rose Faramarzi-Rad 2nd: 5 ayes 0 nays APPROVED

G. Presentation: Reclassification of two positions - Royce, Becky 7:48

Royce presented a request to reclassify two positions in order to provide additional oversight and leadership to our growing Compliance and Accountability Teams. Royce recommended moving the Compliance Team into its own department and reclassifying the Compliance Coordinator's job to include management duties. With this reclassification Royce recommended changing the title of *Compliance Coordinator* to *Manager of Compliance*, and also changing *Manager of Accountability and Compliance* to *Manager of Data and Accountability*.

a. Manager of Accountability and Compliance -> Manager of Data and Accountability
Janeal Cimino motioned, Rose Faramarzi-Rad 2nd: 5 ayes 0 nays APPROVED

b. Compliance Coordinator -> Manager of Compliance

Robert McGuire stated he appreciates the importance of this position and asked for further input from the Board.

Gloria Maxwell asked if there was a Budget implication for this position change?

Royce responded that the position improvement was being offset with the elimination of a P/T position we no longer needed.

Robert McGuire motioned, Gloria Maxwell 2nd: 5 ayes 0 nays APPROVED

H. Possible Action: Approval of Job description: Manager of Data and Accountability 7:56

Becky presented the updated Job Description for Manager of Data and Accountability to align with reclassification of that position.

Robert McGuire moved, Janeal Cimino 2nd: 5 ayes, 0 nays APPROVED

I. Possible Action: Approval of Job description: Manager of Compliance 7:57

Becky presented the updated Job Description for Manager of Data and Accountability to align with reclassification of that position.

Robert McGuire moved, Janeal Cimino 2nd: 5 ayes, 0 nays APPROVED

IV. Closing items

A. Board of Director's Comments & Requests 7:58

None

B. Announcement of Next Regular Scheduled Board Meeting

Robert McGuire announced the next Board Meeting to be held December 14, 2023 6:30 PM

C. Adjourn Meeting 8:00

Robert McGuire adjourned the meeting

Prepared By: Royce Gough

Noted By: Board Secretary _____