



Sequoia Grove Charter Alliance  
Special Board Meeting

Date and Time: September 19, 2024  
6:30 pm

Location: Join Zoom Meeting  
<https://sequoia-grove-org.zoom.us/j/83818807764?pwd=2mazOVNNQobCyan9w0XuBRgcceSoks.1>

Meeting ID: 838 1880 7764  
Passcode: 642422

**Agenda:**

**I. Opening items**

- A. Record Attendance
- B. Call the Meeting to Order
- C. Approval of the Agenda
- D. Public Comments on agenda and non-agenda items
- E. Approval of Minutes
  - a. Board Meeting 8-8-2024

**II. Director's Update**

- A. CEO Report - Julie Haycock-Cavender

**III. Finances**

- A. Budget Update - Creative Back Office

**IV. Operations**

- A. Discussion and Potential Action on the Employee Handbook
- B. Discussion and Potential Action on the Board Resolution to Update Check Signers on Bank Account
- C. Discussion and Potential Action on Job Descriptions
  - a. Manager of HR & Operations
  - b. Office Manager / Business Assistant

**V. Governance**

- A. Board Meeting Calendar
- B. Board Meeting Training Survey Results
- C. Recognition for Board Service

## VI. Closing Items Operations

- A. Board of Director's Comments & Requests For Future Agenda Items
- 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. § 1213)).