



**Sequoia Grove Charter Alliance
Regular Board Meeting**

Date and Time: **May 15, 2025
6:30 pm**

Location: **Join Zoom Meeting**
<https://sequoiagrove-org.zoom.us/j/84340008410>

Meeting ID: 843 4000 8410

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 - 3-20-25

II. Director's Update

- A. Director's Report - Desiree Miller

III. Finances

- A. Budget Update - Creative Back Office
- B. Discussion and Potential Action on the Charter Tech Services Agreement
- C. Discussion and Potential Action on the Services Agreement with the Member Schools
- D. Discussion and Potential Action on the Purchase of a Third Lending Library Van

**IV. Closed Session - Closed Session: PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(Gov. Code section 54957(b)(1))**

Title: Interim CEO

Title: Manager of Operations and Human Resources

V. Operations

- A. Discussion and Potential Action on the Job Description - Chief Operations Officer
- B. Discussion and Potential Action on the 2024-2025 Chief Operations Officer Contract

- C. Discussion and Potential Action on the 2025-2026 Staff and Board Meeting Calendar

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)).



SGCA Regular Board Meeting Minutes March 20, 2025

I. Opening Items:

A. Record Attendance

The following Board Members were present at Rollcall:

- o Janeal Cimino
- o Rose Faramarzi-Rad
- o Robert McGuire
- o Gloria Maxwell
- o Glad Donahue - arrived at 6:50 pm.

B. Janeal Cimino called the meeting to order at 6:31 PM.

C. Approval of the Agenda

Gloria Maxwell made a motion to approve the Agenda.

Robert McGuire seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

D. Public Comments:

Janeal Cimino read a statement about public comments and the chat function was disabled after the public comment period.

Who spoke	Subject Matter
No Public Comments	

E. Approval of Board Meeting Minutes:

i. Regular Board Meeting February 20, 2025

Robert McGuire motioned to approve the February 20, 2025 minutes.

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

II. Directors Update - Desiree Miller

Desiree Miller gave a short update to the board about the following:



SGCA Regular Board Meeting Minutes March 20, 2025

- Testing - The CSO staff is preparing for CAASPP & PFT Testing. PFT testing events have been a success.
- Zinfadel Office Updates - there are some interviews being conducted to replace a staff member who moved onto a new opportunity with the schools and the Brivo system has officially been installed.
- Emergency preparedness - staff from the CSOs and the Schools attended an in person emergency training at the resource center led by Deputy Campora. The training was extremely informative.

III. Finances:

A. Budget Update - Creative Back Office

Matt Butler shared that the biggest updates for this month are that they received the 2023-2024 audit.

Matt shared that there is not a huge change from the previous month. He also shared that the COLA payments have been going out. That is the reason for the net change of about \$250,000 from the adopted budget as has been discussed previously and the budget revision.

Budget vs. Actuals report shows that we are about 60% of the way through the budget projected for the year.

Janeal Cimino asked about the number of bills for one entity that are going out on the same day. Matt Butler explained that funds are coming in different deposits from each of the schools, and there are different payments that are paid based on the funds that are received.

Glad Donahue arrived at 6:50 pm.

B. Discussion and Potential Action on the 2023-2024 Audit Report

Matt Butler presented the audit for the year end of June 30, 2024. He explained that this audit is different from the audit that the schools have to go through. The audit for Sequoia Grove is a financial audit. Matt explained that he shares every single financial item from that year and the audit team selects what items they would like to see the detail on.

Matt Butler shared how the audit report was written and the explanations in each of



SGCA Regular Board Meeting Minutes March 20, 2025

the sections.

Gloria Maxwell asked about the one audit finding from June 30, 2023. Matt clarified that this was from the previous year's audit. Matt shared that was not correct and he needs to take this information back to the auditor to be corrected.

Matt Butler shared that Part II Findings shows that there were no audit findings related to the financial statements for the year ended June 30, 2024.

Gloria Maxwell asked about the board meeting stipends for Board Members and it appears that these items do not have a negative impact on the audit report. Matt Butler confirmed that the stipends are budgeted items and the documentation for the Board Stipends were provided to the auditor if requested during the audit.

Matt Butler shared his screen that had the audit report from the 2022-2023 showing that there were no audit findings in last year's audit and that was a mistake on this year's audit.

Gloria Maxwell motioned to accept the 2023-2024 audit report with the direction given to Matt Butler that he will take the audit report back to Christy White to have the correction made about the previous year's audit.

Rose Rose Faramarzi-Rad seconded

Rollcall vote was taken. The motion passed unanimously.

C. Discussion and Potential Action on the Salary Schedule

Julie Haycock explained that with the change in the structure to the CSO for this year, there was a need to look at the salary schedule. In addition, they looked at the salary schedules of the schools and there were some discrepancies between the schedules found at the school versus at the CSO. The CSO is looking to adopt a similar salary schedule for the CSO. Julie Haycock also shared that the staff would be receiving a percentage pay raise with this new schedule.

Glad Donahue asked about the changes to people's salary and inquired about the amount that each person would be receiving. Matt Butler shared that the average raise would be approximately 10.5%. Glad Donahue asked how the averages were for the lowest member on the salary schedule vs. the highest member on the salary schedule. Matt shared that there are some increases that are higher, but the average is about 10%. Glad Donahue wanted to make sure that people who are



SGCA Regular Board Meeting Minutes March 20, 2025

working hard, even if they have a lower salary, are getting an appropriate percentage as compared to those with a higher salary.

Matt Butler explained that each person has a unique situation with the salary schedule and where they land with the changes. He did also explain that the comparisons are hard because this is a completely different salary schedule.

Gloria Maxwell asked about the current salary schedules and if they were lower than the schools. Jenell Sherman shared that the CSO and the schools were on different salary schedules and that created issues with the staff who applied to schools or the CSO. Jenell also shared that they had paid for an audit of the salary schedules at the school level to determine if their salary schedules were appropriate, and so they made changes to their schedules.

Gloria Maxwell motioned to approve the Salary Schedule as presented.

Rose Rose Faramarzi-Rad seconded.

Rollcall vote was taken. The motion passed unanimously.

IV. Closing Items

A. Board of Director's Comments & Requests For Future Agenda Items

There were no Directors Comments or Requests.

B. Announcement of Next Regular Scheduled Board Meeting

The board discussed if there were any items needed for the April Board meeting. It was discussed that there are no budget or operational items that cannot wait until May. The board directed Bryanna Brossman to handle the notification of cancelling the April Board Meeting. Janeal Cimino announced that the next regular scheduled board meeting will be held on May 15, 2025 at 6:30pm.

C. Adjourn Meeting

Robert McGuire motioned to adjourn the meeting at 7:28 pm.

Glad Donahue seconded the motion.

Rollcall vote was taken. The motion passed unanimously.



**SGCA Regular Board Meeting Minutes
March 20, 2025**

Noted by:

Board Secretary

Director's Report



SEQUOIA
GROVE
CHARTER
ALLIANCE



Meet, Zach – Our New Library Driver!



We're excited to have him on the team.

 **We're actively interviewing to add another driver to support our growing needs!**

Broker Update

- Transitioned to new companies
 - Previously partnered with Gallagher
- Comfort Insurance now manages employee benefits
- Newfront Insurance oversees All insurance policies



Shoutout to the Library Team!

They've been working incredibly hard to prepare for our upcoming Showcase Events and Graduation. We appreciate their dedication and behind-the-scenes efforts!



Looking ahead & Documents in Progress....

June 16th-End of year CSO staff
meeting & team building event

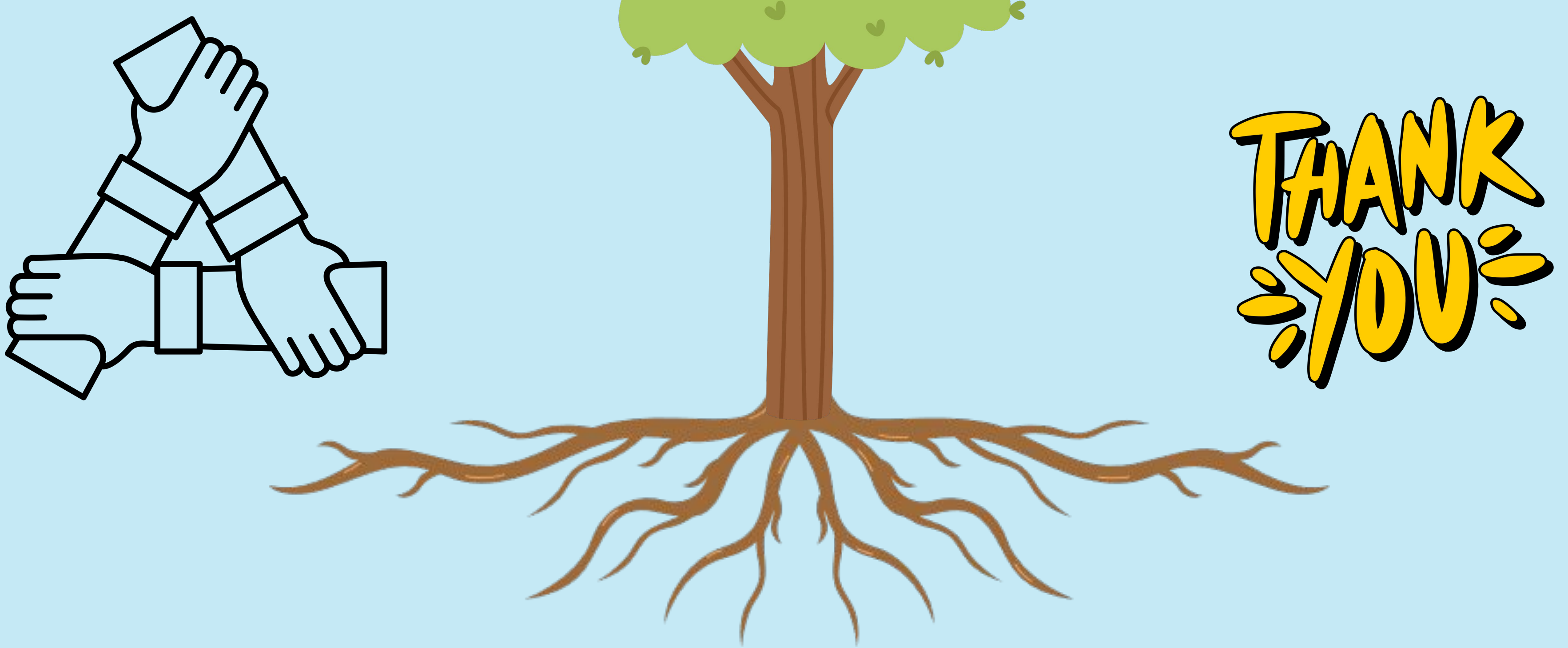
Employee Handbook 25/26

Comprehensive Safety Plan

Library Emergency Safety Plan
(Will be taking to June's board meeting)

Planning and organizing for a
successful year ahead!





From deep roots grow great things. SGCA's continued success is made possible by the unwavering support and guidance of our board.

2024-25 SGCA Budget Overview – May 15, 2025

Adopted Budget **Draft** - July 2025

- 2025-26 Adopted Budgeted Revenue - \$2,448,000
- 2025-26 Adopted Budgeted Expenditures- \$2,448,000
- 2025-26 Adopted Budget Projected Year End Balance \$0.00

Budget Update vs. Actuals thru 4/30/2025

- Revenue Received - \$1,764,378
- Actual Expenditures- \$1,665,276
- Current Year Surplus / (Deficit) - \$99,101

Budget Revision January 2025

- 2024-25 Mid-Year Draft Budgeted Revenue - \$2,117,255
- 2024-25 Mid-Year Draft Expenditures- \$2,117,255
- 2024-25 Mid-Year Draft Projected Year End Balance \$0.00
- Net Change of \$252,531 (6% COLA Installments)

Adopted Budget July 2024

- 2024-25 Adopted Budgeted Revenue - \$1,864,723
- 2024-25 Adopted Budgeted Expenditures- \$1,864,723
- 2024-25 Adopted Budget Projected Year End Balance \$0.00

Projected Cumulative Ending Balance

- Beginning Balance 7/1/2024 -\$196,785*Retained Earnings after Year 1-3
- 2024-25 Projected Balance - \$0.00
- Projected Cumulative Balance 06/30/2025 - \$196,785

Sequoia Grove Charter Alliance
Budget Overview: FY 2025-26 Adopted Budget - FY26 P&L
July 2025 - June 2026

	Total
Income	
Shared Services Agreement	2,447,621.00
Total Income	\$ 2,447,621.00
Gross Profit	\$ 2,447,621.00
Expenses	
2900 Salaries	939,365.00
3300 Medicare/ Social Security	70,600.00
3400 Health and Welfare Benefits	105,705.00
3500 Unemployment Insurance	7,280.00
3600 Workers Compensation	10,428.00
3900 403B	71,525.00
4315 Office Expense	60,000.00
4500 Furniture	3,000.00
5211 Professional Development	500.00
5301 Insurance & Registration	10,700.00
5302 Fuel	15,000.00
5303 Maintenance / Oil Changes	20,000.00
5304 Van Purchase	75,000.00
5400 General Liability Insurance	38,857.00
5501 Facility Security	22,000.00
5610 Facility Lease	291,081.00
5615 Repairs & Maintenance	10,000.00
5620 Equipment Lease	30,000.00
5803 Audit & Tax Return	10,740.00
5805 General Consulting	20,000.00
5812 Business Services	92,000.00
5840 Banking & Payroll Fees	10,000.00
5845 Legal Expenses	10,000.00
5851 Advertising/Marketing	1,000.00
5860 Fingerprinting/Personnel Fees	200.00
5869 Events & Supports	6,500.00
5870 New Arrival Package	1,500.00
5871 Founders Awards	1,000.00
5872 Community E. & D. - Staff Events & Team Building	2,000.00
5874 Community E. & D. - Staff Gear	1,200.00
5875 Community E. & D. - Staff Appreciation	2,000.00
5878 403B Set Up Fee	5,000.00
5887 Tech Services	370,440.00
5890 Board Stipend	12,000.00
5910 Phone & Internet - Comcast Verizon	36,000.00
5911 Phone & Video Calling -Zoom	10,000.00
5920 Postage	75,000.00
Total Expenses	\$ 2,447,621.00
Net Operating Income	\$ 0.00
Net Income	\$ 0.00

Sequoia Grove Charter Alliance

Budget Overview: FY 2024-25 Mid Year Revision Budget - FY25 P&L

July 2024 - June 2025

	Total
Income	
Shared Services Agreement - Clarksville	825,730.00
Shared Services Agreement - Feather River	952,765.00
Shared Services Agreement - Lakeview	338,760.00
Total Income	\$ 2,117,255.00
Gross Profit	\$ 2,117,255.00
Expenses	
2900 Salaries	777,072.00
3300 Medicare/ Social Security	58,185.00
3400 Health and Welfare Benefits	91,627.00
3500 Unemployment Insurance	7,181.00
3600 Workers Compensation	8,594.00
3900 403B	50,703.00
4315 Office Expense	60,000.00
4500 Furniture	3,000.00
5200 Professional Development & Travel	
5211 Professional Development	500.00
Total 5200 Professional Development & Travel	\$ 500.00
5301 Insurance & Registration	10,000.00
5302 Fuel	15,000.00
5303 Maintenance / Oil Changes	10,000.00
5400 General Liability Insurance	38,857.00
5501 Facility Security	22,000.00
5610 Facility Lease	281,119.00
5615 Repairs & Maintenance	10,000.00
5616 Security Deposit Zin	27,977.00
5620 Equipment Lease	30,000.00
5803 Audit & Tax Return	10,740.00
5805 General Consulting	20,000.00
5812 Business Services	80,000.00
5840 Banking & Payroll Fees	10,000.00
5845 Legal Expenses	10,000.00
5851 Advertising/Marketing	1,000.00
5860 Fingerprinting/Personnel Fees	200.00
5869 Events & Supports	6,000.00
5870 New Arrival Package	1,500.00
5871 Founders Awards	1,000.00
5872 Community E. & D. - Staff Events & Team Building	2,000.00
5874 Community E. & D. - Staff Gear	1,200.00
5875 Community E. & D. - Staff Appreciation	2,000.00
5878 403B Set Up Fee	4,000.00
5887 Tech Services	352,800.00
5889 Moving Cost	20,000.00
5890 Board Stipend	12,000.00
5910 Phone & Internet - Comcast Verizon	36,000.00
5911 Phone & Video Calling -Zoom	10,000.00
5920 Postage	35,000.00
Total Expenses	\$ 2,117,255.00
Net Operating Income	\$ 0.00
Net Income	\$ 0.00

Sequoia Grove Charter Alliance
Budget vs. Actuals: FY 2024-25 Mid Year Revision Budget - FY25 P&L
July 2024 - April 2025

	Actual		Budget		Total over Budget		% of Budget
Income							
Shared Services Agreement	1,764,378.00		2,117,255.00		-352,877.00		83.33%
Total Income	\$ 1,764,378.00	\$	2,117,255.00	-\$	352,877.00		83.33%
Gross Profit	\$ 1,764,378.00	\$	2,117,255.00	-\$	352,877.00		83.33%
Expenses							
2900 Salaries	593,920.62		777,072.00		-183,151.38		76.43%
2901 Salaries - Overtime	900.28				900.28		
2902 Salaries - Medical Opt Out	10,500.00				10,500.00		
Total 2900 Salaries	\$ 605,320.90	\$	777,072.00	-\$	171,751.10		77.90%
3300 Medicare/ Social Security	43,649.82		58,185.00		-14,535.18		75.02%
3390 Federal Income Tax Withheld							
3400 Health and Welfare Benefits	65,692.24		91,627.00		-25,934.76		71.70%
3500 Unemployment Insurance	10,368.84		7,181.00		3,187.84		144.39%
3590 CA State Income Tax Withheld							
3600 Workers Compensation	19,361.00		8,594.00		10,767.00		225.29%
3900 403B	14,389.13		50,703.00		-36,313.87		28.38%
4315 Office Expense	37,866.45		60,000.00		-22,133.55		63.11%
4342 Business Meals	174.89				174.89		
4400 Non-Cap Computers & Equipment	108.74				108.74		
4500 Furniture	3,360.69		3,000.00		360.69		112.02%
5200 Professional Development & Travel	236.60				236.60		
5210 Conferences	1,141.17				1,141.17		
5211 Professional Development			500.00		-500.00		0.00%
5214 Travel	774.42				774.42		
Total 5200 Professional Development & Travel	\$ 2,152.19	\$	500.00	\$	1,652.19		430.44%
5301 Insurance & Registration	8,985.99		10,000.00		-1,014.01		89.86%
5302 Fuel	7,160.15		15,000.00		-7,839.85		47.73%
5303 Maintenance / Oil Changes	8,302.79		10,000.00		-1,697.21		83.03%
5400 General Liability Insurance	38,866.26		38,857.00		-0.74		100.00%
5501 Facility Security	19,133.80		22,000.00		-2,866.20		86.97%
5515 Custodial Service			0.00		0.00		
5610 Facility Lease	258,320.48		281,119.00		-22,798.52		91.89%
5615 Repairs & Maintenance	3,712.48		10,000.00		-6,287.52		37.12%
5616 Security Deposit Zin			27,977.00		-27,977.00		0.00%
5620 Equipment Lease	19,713.35		30,000.00		-10,286.65		65.71%
5803 Audit & Tax Return	9,140.00		10,740.00		-1,600.00		85.10%
5805 General Consulting	5,870.00		20,000.00		-14,130.00		29.35%
5812 Business Services	67,000.00		80,000.00		-13,000.00		83.75%
5840 Banking & Payroll Fees	6,306.73		10,000.00		-3,693.27		63.07%
5845 Legal Expenses	4,053.98		10,000.00		-5,946.02		40.54%
5851 Advertising/Marketing			1,000.00		-1,000.00		0.00%
5860 Fingerprinting/Personnel Fees	1,597.94		200.00		1,397.94		798.97%
5869 Events & Supports	4,592.41		6,000.00		-1,407.59		76.54%
5870 New Arrival Package	721.59		1,500.00		-778.41		48.11%
5871 Founders Awards	75.41		1,000.00		-924.59		7.54%
5872 Community E. & D. - Staff Events & Team Building	54.80		2,000.00		-1,945.20		2.74%
5874 Community E. & D. - Staff Gear	1,050.07		1,200.00		-149.93		87.51%
5875 Community E. & D. - Staff Appreciation	1,372.12		2,000.00		-627.88		68.61%
5878 403B Set Up Fee	1,090.00		4,000.00		-2,910.00		27.25%
5887 Tech Services	294,000.00		352,800.00		-58,800.00		83.33%
5889 Moving Cost	22,259.70		20,000.00		2,259.70		111.30%
5890 Board Stipend	6,000.00		12,000.00		-6,000.00		50.00%
5899 Misc. Operating Services	14,526.01				14,526.01		
5910 Phone & Internet - Comcast Verizon	22,355.59		36,000.00		-13,644.41		62.10%
5911 Phone & Video Calling -Zoom	3,455.48		10,000.00		-6,544.52		34.55%
5920 Postage	310.14		35,000.00		-34,689.86		0.89%
5921 UPS	26,631.92				26,631.92		
5922 SendPro/Metered Mail/Postage	4,780.00				4,780.00		
5923 Pitney Bowes Lease	1,402.73				1,402.73		
Total 5920 Postage	\$ 33,124.79	\$	35,000.00	-\$	1,875.21		94.64%
Total Expenses	\$ 1,665,276.81	\$	2,117,255.00	-\$	451,978.19		78.65%
Net Operating Income	\$ 99,101.19	\$	0.00	\$	99,101.19		
Net Income	\$ 99,101.19	\$	0.00	\$	99,101.19		

Beginning Cash Balance 7/1/24

Sequoia Grove Charter Alliance

Balance Sheet As of April 30, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Checking (6779)	201,166.37
Total Bank Accounts	\$201,166.37
Accounts Receivable	
Accounts Receivable (A/R)	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
CTS Duplicate Check	0.00
Prepaid	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$201,166.37
Fixed Assets	
9450 Transportation Vans	43,586.98
9451 Van Depreciation	-15,981.90
Accumulated Depreciation - Start Up Equipment & Furniture	-53,711.28
Fixed Assets - Start Up Equipment & Furniture	118,957.87
Total Fixed Assets	\$92,851.67
Other Assets	
ROU Cal Center Lease #1	0.00
ROU Cal Center Lease #2	0.00
ROU Cal Center Lease #3	11,902.32
ROU Eureka Lease	29,373.83
Security Deposit	43,889.04
Total Other Assets	\$85,165.19
TOTAL ASSETS	\$379,183.23
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	429,143.72
Total Accounts Payable	\$429,143.72
Credit Cards	
Divvy (8578)	629.90

Sequoia Grove Charter Alliance

Balance Sheet As of April 30, 2025

	TOTAL
Total Credit Cards	\$629.90
Other Current Liabilities	
9501 Accrued Salaries	20,697.88
9511 Accrued Vacation (PTO)	2,501.35
9539 Pending Payment by FRC	-168,806.84
9540 Pending Payment by LV	-52,761.50
9541 Pending Payment by CCS	-123,520.04
9542 Paid by Schools	-279,578.91
9545 Duplicate Payments Return	0.00
9546 Cadet Program Funds	583.43
9550 Medical PrePaid	0.00
9551 Medical Kaiser North	0.00
9552 Medical Sutter	0.00
9553 Medical Kaiser South	0.00
9554 LV Kaiser Credit	0.00
9800 Fundraising (Stripe)	7,516.00
Deferred Rent	0.00
Deferred Revenue	176,437.89
ST Lease Liability Cal Center #1	0.00
ST Lease Liability Cal Center #2	0.00
ST Lease Liability Cal Center #3	11,902.32
ST Lease Liability Eureka	20,004.67
Unearned Revenue	0.00
Total Other Current Liabilities	\$ -385,023.75
Total Current Liabilities	\$44,749.87
Long-Term Liabilities	
LT Lease Liability Cal Center #1	0.00
LT Lease Liability Cal Center #2	0.00
LT Lease Liability Eureka	0.00
Partner School's Investment	20,000.00
Total Long-Term Liabilities	\$20,000.00
Total Liabilities	\$64,749.87
Equity	
Retained Earnings	207,037.07
Net Income	107,396.29
Total Equity	\$314,433.36
TOTAL LIABILITIES AND EQUITY	\$379,183.23

Sequoia Grove Charter Alliance

Check Detail

March - April, 2025

[illegible]

Sequoia Grove Charter Alliance

Check Detail

March - April, 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
03/06/2025	Expense		Paycor, Inc.	ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:136747 CO ENTRY DESCR:tax fund SEC:CCD TRACE#:XXXXXXXX8565445 EED:250306 IND ID:XXXXXXXX5759834 IND NAME:S EQUOIA GROVE CHARTER XXXXXXXXXXXX5001 TRN: XXXXXX5445 TC CA Unemployment Adjustment 2025	R	-959.78 959.78
03/06/2025	Bill Payment (Check)		Dani Tal LLC (Professional Property Services, inc.)		R	-10,315.59 -10,315.59
03/06/2025	Bill Payment (Check)		Charter Tech Services		R	-35,044.88 -35,044.88
03/06/2025	Bill Payment (Check)		Charter Tech Services		R	-30,617.95 -30,617.95
03/06/2025	Bill Payment (Check)		Charter Tech Services		R	-6,612.00 -6,612.00
03/07/2025	Bill Payment (Check)	4605	Creative Back Office		R	-6,500.00 -6,500.00
03/07/2025	Expense		Paycor, Inc.	ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:136747 CO ENTRY DESCR:tax fund SEC:CCD TRACE#:XXXXXXXX1332125 EED:250307 IND ID:XXXXXXXX1293770 IND NAME:S EQUOIA GROVE CHARTER XXXXXXXXXXXX5001 TRN: XXXXXX2125 TC ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:136747 CO ENTRY DESCR:tax fund SEC:CCD TRACE#:XXXXXXXX1332125 EED:250307 IND ID:XXXXXXXX1293770 IND NAME:S EQUOIA GROVE CHARTER XXXXXXXXXXXX5001 TRN: XXXXXX2125 TC	R	-7,644.97 -7,644.97
03/07/2025	Expense		Paycor, Inc.	ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:250307 CO ENTRY DESCR:DD - FUND SEC:CCD TRACE#:XXXXXXXX1332123 EED:250307 IND ID:XXXXXXXX3305649 IND NAME: SEQUOIA GROVE CHARTER XXXXXXXXXXXX5002 TRN: XXXXXX2123 TC	R	-21,654.24

Sequoia Grove Charter Alliance

Check Detail

March - April, 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:250307 CO ENTRY DESCR:DD - FUND SEC:CCD TRACE#:XXXXXXXX1332123 EED:250307 IND ID:XXXXXXXX3305649 IND NAME: SEQUOIA GROVE CHARTER XXXXXXXXXXXX5002 TRN: XXXXXX2123 TC		-21,654.24
03/07/2025	Bill Payment (Check)		Charter Tech Services		R	-54,424.56
						-54,424.56
03/10/2025	Expense		Paycor, Inc.	ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:136747 CO ENTRY DESCR:tax fund SEC:CCD TRACE#:XXXXXXXX1919158 EED:250310 IND ID:XXXXXXXX6702611 IND NAME:S EQUOIA GROVE CHARTER XXXXXXXXXXXX5003 TRN: XXXXXX9158 TC	R	-514.62
				ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:136747 CO ENTRY DESCR:tax fund SEC:CCD TRACE#:XXXXXXXX1919158 EED:250310 IND ID:XXXXXXXX6702611 IND NAME:S EQUOIA GROVE CHARTER XXXXXXXXXXXX5003 TRN: XXXXXX9158 TC		-514.62
03/10/2025	Expense		Paycor, Inc.	ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:250310 CO ENTRY DESCR:DD - FUND SEC:CCD TRACE#:XXXXXXXX1919160 EED:250310 IND ID:XXXXXXXX9054981 IND NAME: SEQUOIA GROVE CHARTER XXXXXXXXXXXX5004 TRN: XXXXXX9160 TC	R	-1,743.78
				ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:250310 CO ENTRY DESCR:DD - FUND SEC:CCD TRACE#:XXXXXXXX1919160 EED:250310 IND ID:XXXXXXXX9054981 IND NAME: SEQUOIA GROVE CHARTER XXXXXXXXXXXX5004 TRN: XXXXXX9160 TC		-1,743.78
03/10/2025	Expense		Paycor, Inc.	ORIG CO NAME:PAYCOR INC. ORIG ID:AXXXXX9990 DESC DATE:136747 CO ENTRY DESCR:PaycorFeesSEC:CCD TRACE#:XXXXXXXX1919156 EED:250310 IND ID:XXXXXXXX4370305 IND NAME: SEQUOIA GROVE CHARTER XXXXXXXXXXXX5002 TRN: XXXXXX9156 TC	R	-533.33
				ORIG CO NAME:PAYCOR INC. ORIG ID:AXXXXX9990 DESC DATE:136747 CO ENTRY DESCR:PaycorFeesSEC:CCD TRACE#:XXXXXXXX1919156 EED:250310 IND ID:XXXXXXXX4370305 IND NAME: SEQUOIA GROVE CHARTER XXXXXXXXXXXX5002 TRN: XXXXXX9156 TC		533.33
03/10/2025	Expense		Pitney Bowes Global Financial	ORIG CO NAME:PITNEY BOWES ORIG ID:XXXXXX6389 DESC DATE:250309 CO ENTRY DESCR:PAYMENT	R	-200.00

Sequoia Grove Charter Alliance

Check Detail

March - April, 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
			Services LLC	SEC:CCD TRACE#:XXXXXXXXX2070368 EED:250310 IND ID:XXXXXXXXX1094880 IND NAME:A ccounts Payable TRN: XXXXXXXX0368 TC ORIG CO NAME:PITNEY BOWES ORIG ID:XXXXXX6389 DESC DATE:250309 CO ENTRY DESCR:PAYMENT SEC:CCD TRACE#:XXXXXXXXX2070368 EED:250310 IND ID:XXXXXXXXX1094880 IND NAME:A ccounts Payable TRN: XXXXXXXX0368 TC		200.00
03/11/2025	Bill Payment (Check)		HUB International 403B (TCG)		R	-362.62
						-362.62
03/11/2025	Expense		UPS*BILLING CENTER	ORIG CO NAME:UPSBILLCTR ORIG ID:XXXXXX0436 DESC DATE:250309 CO ENTRY DESCR:PAYMENT SEC:PPD TRACE#:XXXXXXXXX2982972 EED:250311 IND ID:0000046 FY8 IND NAME:Sequoia Grove Charter Log in to the UPS Billing Center fo r payment details. TRN: XXXXXX2972 TC ORIG CO NAME:UPSBILLCTR ORIG ID:XXXXXX0436 DESC DATE:250309 CO ENTRY DESCR:PAYMENT SEC:PPD TRACE#:XXXXXXXXX2982972 EED:250311 IND ID:0000046 FY8 IND NAME:Sequoia Grove Charter Log in to the UPS Billing Center fo r payment details. TRN: XXXXXX2972 TC	R	-1,661.55
						1,661.55
03/12/2025	Bill Payment (Check)	4608	Convergent Systems		R	-4,540.00
						-4,540.00
03/12/2025	Bill Payment (Check)	4607	Fast Response On-Site Testing Inc.		R	-2,400.00
						-2,400.00
03/12/2025	Bill Payment (Check)	4606	Nancy D. DuBois		R	-50.00
						-50.00
03/12/2025	Bill Payment (Check)		Fox Creek Fund LLC		R	-25.00
						-25.00
03/12/2025	Expense		Divvy	ORIG CO NAME:EWALLET - Divvy ORIG ID:XXXXXX4657 DESC DATE: CO ENTRY DESCR:Divvy CredSEC:CCD	R	-2,504.59

Sequoia Grove Charter Alliance

Check Detail

March - April, 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				TRACE#:XXXXXXXX5236223 EED:250312 IND ID:SPm2ePqq0rOfof IND NAME:Seq uoia Grove Charter EWALLET - Divvy xmNTJm7UFME10CW TRN: XXXXXX6223 TC ORIG CO NAME:EWALLET - Divvy ORIG ID:XXXXXX4657 DESC DATE: CO ENTRY DESCR:Divvy CredSEC:CCD TRACE#:XXXXXXXX5236223 EED:250312 IND ID:SPm2ePqq0rOfof IND NAME:Seq uoia Grove Charter EWALLET - Divvy xmNTJm7UFME10CW TRN: XXXXXX6223 TC		-2,504.59
03/12/2025	Bill Payment (Check)		Zoom Video Communications, Inc.		R	-2.33
						-2.33
03/12/2025	Bill Payment (Check)		Zoom Video Communications, Inc.		R	-1,000.96
						-1,000.96
03/13/2025	Bill Payment (Check)		Charter Tech Services		R	-29,400.00
						-29,400.00
03/13/2025	Bill Payment (Check)		Charter Tech Services		R	-20,763.99
						-20,763.99
03/18/2025	Expense		UPS*BILLING CENTER	ORIG CO NAME:UPSBILLCTR ORIG ID:XXXXXX0436 DESC DATE:250316 CO ENTRY DESCR:PAYMENT SEC:PPD TRACE#:XXXXXXXX7766282 EED:250318 IND ID:0000046 FY8 IND NAME:Sequoia Grove Charter Log in to the UPS Billing Center fo r payment details. TRN: XXXXXX6282 TC ORIG CO NAME:UPSBILLCTR ORIG ID:XXXXXX0436 DESC DATE:250316 CO ENTRY DESCR:PAYMENT SEC:PPD TRACE#:XXXXXXXX7766282 EED:250318 IND ID:0000046 FY8 IND NAME:Sequoia Grove Charter Log in to the UPS Billing Center fo r payment details. TRN: XXXXXX6282 TC	R	-4,122.74
						4,122.74
03/19/2025	Bill Payment (Check)	4610	Pacific Shredding		R	-80.00
						-80.00

Sequoia Grove Charter Alliance

Check Detail

March - April, 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
03/19/2025	Bill Payment (Check)	4609	Sutter Health Plans		R	- 118,569.20 - 118,569.20
03/19/2025	Bill Payment (Check)		HUB International 403B (TCG)		R	-1,548.04 -1,548.04
03/19/2025	Expense		Divvy	ORIG CO NAME:EWALLET - Divvy ORIG ID:XXXXXX4657 DESC DATE: CO ENTRY DESCR:Divvy CredSEC:CCD TRACE#:XXXXXXXX8992351 EED:250319 IND ID:A8yg0M866qiwhm IND NAME:Seq uoia Grove Charter EWALLET - Divvy XGw4bllGBa2OAtf TRN: XXXXXX2351 TC ORIG CO NAME:EWALLET - Divvy ORIG ID:XXXXXX4657 DESC DATE: CO ENTRY DESCR:Divvy CredSEC:CCD TRACE#:XXXXXXXX8992351 EED:250319 IND ID:A8yg0M866qiwhm IND NAME:Seq uoia Grove Charter EWALLET - Divvy XGw4bllGBa2OAtf TRN: XXXXXX2351 TC	R	-1,841.07 -1,841.07
03/19/2025	Bill Payment (Check)		Aetna Behavioral Health LLC		R	-493.35 -493.35
03/21/2025	Expense		Comcast	8155600451932795 - Apr 2025 - 1544 EUREKA RD	R	-581.37 -581.37
03/21/2025	Bill Payment (Check)		Bryanna Brossman		R	-270.00 -270.00
03/21/2025	Bill Payment (Check)		Metlife Group Benefits		R	-36,484.72 -36,484.72
03/24/2025	Expense		Paycor, Inc.	ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:136747 CO ENTRY DESCR:tax fund SEC:CCD TRACE#:XXXXXXXX4825153 EED:250324 IND ID:XXXXXXXX5863452 IND NAME:S EQUOIA GROVE CHARTER XXXXXXXXXXXX5001 TRN: XXXXXX5153 TC ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:136747 CO ENTRY DESCR:tax fund SEC:CCD TRACE#:XXXXXXXX4825153 EED:250324 IND	R	-8,955.92 -8,955.92

Sequoia Grove Charter Alliance

Check Detail

March - April, 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				ID:XXXXXXXX5863452 IND NAME:S EQUOIA GROVE CHARTER XXXXXXXXXXXX5001 TRN: XXXXXX5153 TC		
03/24/2025	Expense		Paycor, Inc.	ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:250324 CO ENTRY DESCR:DD - FUND SEC:CCD TRACE#:XXXXXXXX4825151 EED:250324 IND ID:XXXXXXXX4711567 IND NAME: SEQUOIA GROVE CHARTER XXXXXXXXXXXX5002 TRN: XXXXXX5151 TC ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:250324 CO ENTRY DESCR:DD - FUND SEC:CCD TRACE#:XXXXXXXX4825151 EED:250324 IND ID:XXXXXXXX4711567 IND NAME: SEQUOIA GROVE CHARTER XXXXXXXXXXXX5002 TRN: XXXXXX5151 TC	R	-23,663.97 -23,663.97
03/25/2025	Expense		Comcast	Mar 2025 - Acct # 8155 60 044 1368688 - 3101 ZINFANDEL DR STE 350	R	-222.93 222.93
03/25/2025	Expense		Immediate	ORIG CO NAME:Immediate Soluti ORIG ID:XXXXXX7000 DESC DATE:250324 CO ENTRY DESCR:ImmedPay SEC:CCD TRACE#:XXXXXXXX3777647 EED:250325 IND ID:165 IND NAME:Sequoia Grove Charter ImmediatePay TRN: XXXXXX7647 TC ORIG CO NAME:Immediate Soluti ORIG ID:XXXXXX7000 DESC DATE:250324 CO ENTRY DESCR:ImmedPay SEC:CCD TRACE#:XXXXXXXX3777647 EED:250325 IND ID:165 IND NAME:Sequoia Grove Charter ImmediatePay TRN: XXXXXX7647 TC	R	-500.00 500.00
03/25/2025	Expense		UPS*BILLING CENTER	ORIG CO NAME:UPSBILLCTR ORIG ID:XXXXXX0436 DESC DATE:250323 CO ENTRY DESCR:PAYMENT SEC:PPD TRACE#:XXXXXXXX3465418 EED:250325 IND ID:0000046 FY8 IND NAME:Sequoia Grove Charter Log in to the UPS Billing Center fo r payment details. TRN: XXXXXX5418 TC ORIG CO NAME:UPSBILLCTR ORIG ID:XXXXXX0436 DESC DATE:250323 CO ENTRY DESCR:PAYMENT SEC:PPD TRACE#:XXXXXXXX3465418 EED:250325 IND ID:0000046 FY8 IND NAME:Sequoia Grove Charter Log in to the UPS Billing Center fo r payment details. TRN: XXXXXX5418 TC	R	-2,942.32 2,942.32
03/26/2025	Expense		Divvy	ORIG CO NAME:EWALLET - Divvy ORIG ID:XXXXXX4657 DESC DATE: CO ENTRY DESCR:Divvy CredSEC:CCD TRACE#:XXXXXXXX2683151 EED:250326 IND ID:opAFegCPiJmbrj IND NAME:Seq uoia Grove Charter EWALLET - Divvy wqOrBGEjttRg1fj TRN: XXXXXX3151 TC	R	-1,652.53

Sequoia Grove Charter Alliance

Check Detail

March - April, 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				ORIG CO NAME:EWALLET - Divvy ORIG ID:XXXXXX4657 DESC DATE: CO ENTRY DESCR:Divvy CredSEC:CCD TRACE#:XXXXXXXX2683151 EED:250326 IND ID:opAFegCPiJmbrj IND NAME:Seq uoia Grove Charter EWALLET - Divvy wqOrBGEjRg1fj TRN: XXXXXX3151 TC		-1,652.53
03/27/2025	Bill Payment (Check)	4613	Employers		R	-7,290.00
						-7,290.00
03/27/2025	Bill Payment (Check)	4612	The Advantage Group		R	-1,028.20
						-1,028.20
03/27/2025	Bill Payment (Check)		Fox Creek Fund LLC		R	-13,274.82
						-13,274.82
03/27/2025	Bill Payment (Check)		Fox Creek Fund LLC		R	-946.77
						-946.77
03/27/2025	Bill Payment (Check)		Dani Tal LLC (Professional Property Services, inc.)		R	-10,315.59
						-10,315.59
03/27/2025	Bill Payment (Check)		Charter Tech Services		R	-893.00
						-893.00
03/27/2025	Bill Payment (Check)		Charter Tech Services		R	-1,554.94
						-1,554.94
03/27/2025	Bill Payment (Check)		Charter Tech Services		R	-1,389.77
						-1,389.77
03/27/2025	Bill Payment (Check)		Charter Tech Services		R	-720.95
						-720.95
03/28/2025	Bill Payment	4611	Christy White,		R	-9,140.00

Sequoia Grove Charter Alliance

Check Detail

March - April, 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
	(Check)		Inc.			-9,140.00
03/28/2025	Bill Payment (Check)	4617	Glad Donahue		R	-200.00
						-200.00
03/28/2025	Bill Payment (Check)	4616	Gloria Maxwell		R	-200.00
						-200.00
03/28/2025	Bill Payment (Check)		Clarksville Charter School*		R	-2,687.21
						-2,687.21
03/28/2025	Bill Payment (Check)		Robert McGuire		R	-200.00
						-200.00
03/28/2025	Bill Payment (Check)		Rosalin Faramarzi-Rad		R	-200.00
						-200.00
03/31/2025	Bill Payment (Check)	4615	Kaiser Foundation Health Plan		R	-
						144,585.10
						-
						144,585.10
03/31/2025	Bill Payment (Check)	4614	Kaiser Foundation Health Plan		R	-20,785.13
						-20,785.13
04/01/2025	Expense		UPS*BILLING CENTER	ORIG CO NAME:UPSBILLCTR ORIG ID:XXXXXX0436 DESC DATE:250330 CO ENTRY DESCR:PAYMENT SEC:PPD TRACE#:XXXXXXXXX3229525 EED:250401 IND ID:0000046 FY8 IND NAME:Sequoia Grove Charter Log in to the UPS Billing Center fo r payment details. TRN: XXXXXX9525 TC ORIG CO NAME:UPSBILLCTR ORIG ID:XXXXXX0436 DESC DATE:250330 CO ENTRY DESCR:PAYMENT SEC:PPD TRACE#:XXXXXXXXX3229525 EED:250401 IND ID:0000046 FY8 IND NAME:Sequoia Grove Charter Log in to the UPS Billing Center fo r payment details. TRN: XXXXXX9525 TC	R	-951.05
						951.05

Sequoia Grove Charter Alliance

Check Detail

March - April, 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
04/02/2025	Expense		Divvy	ORIG CO NAME:EWALLET - Divvy ORIG ID:XXXXXX4657 DESC DATE: CO ENTRY DESCR:Divvy CredSEC:CCD TRACE#:XXXXXXXX1933521 EED:250402 IND ID:57 muTEalywFt3Q IND NAME:Seq uoia Grove Charter EWALLET - Divvy VJoAvQ28SWEKVqN TRN: XXXXXX3521 TC ORIG CO NAME:EWALLET - Divvy ORIG ID:XXXXXX4657 DESC DATE: CO ENTRY DESCR:Divvy CredSEC:CCD TRACE#:XXXXXXXX1933521 EED:250402 IND ID:57 muTEalywFt3Q IND NAME:Seq uoia Grove Charter EWALLET - Divvy VJoAvQ28SWEKVqN TRN: XXXXXX3521 TC	R	-3,276.77
						-3,276.77
04/03/2025	Expense		Chase	SERVICE CHARGES FOR THE MONTH OF MARCH SERVICE CHARGES FOR THE MONTH OF MARCH	R	-28.83
						28.83
04/04/2025	Bill Payment (Check)	4621	Collaborative for Educational Services		R	-120.00
						-120.00
04/04/2025	Bill Payment (Check)	4620	ARC Document Solutions , LLC.		R	-1,526.63
						-1,526.63
04/04/2025	Bill Payment (Check)	4619	ARC Document Solutions , LLC.		R	-861.21
						-861.21
04/04/2025	Bill Payment (Check)	4618	Convergent Systems		R	-79.20
						-79.20
04/04/2025	Bill Payment (Check)		Clarksville Charter School*		R	-2,529.10
						-2,529.10
04/04/2025	Bill Payment (Check)		Creative Back Office		R	-6,500.00
						-6,500.00
04/04/2025	Bill Payment (Check)		HUB International 403B (TCG)		R	-1,636.53
						-1,636.53

Sequoia Grove Charter Alliance

Check Detail

March - April, 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
04/04/2025	Bill Payment (Check)		Zoom Video Communications, Inc.		R	-7.00
						-7.00
04/07/2025	Bill Payment (Check)	4622	Elizabeth Platt		R	-135.24
						-135.24
04/07/2025	Expense		Pitney Bowes Global Financial Services LLC	ORIG CO NAME:PITNEY BOWES ORIG ID:XXXXXX6389 DESC DATE:250406 CO ENTRY DESCR:PAYMENT SEC:CCD TRACE#:XXXXXXXX9634511 EED:250407 IND ID:XXXXXXXX1094880 IND NAME:A ccounts Payable TRN: XXXXXXXX4511 TC	R	-563.15
				ORIG CO NAME:PITNEY BOWES ORIG ID:XXXXXX6389 DESC DATE:250406 CO ENTRY DESCR:PAYMENT SEC:CCD TRACE#:XXXXXXXX9634511 EED:250407 IND ID:XXXXXXXX1094880 IND NAME:A ccounts Payable TRN: XXXXXXXX4511 TC		563.15
04/08/2025	Expense		Paycor, Inc.	ORIG CO NAME:PAYCOR INC. ORIG ID:AXXXXX9990 DESC DATE:136747 CO ENTRY DESCR:PaycorFeesSEC:CCD TRACE#:XXXXXXXX8269523 EED:250408 IND ID:XXXXXXXX862117 IND NAME:S EQUOIA GROVE CHARTER XXXXXXXXXXXX5001 TRN: XXXXXX9523 TC	R	-483.33
				ORIG CO NAME:PAYCOR INC. ORIG ID:AXXXXX9990 DESC DATE:136747 CO ENTRY DESCR:PaycorFeesSEC:CCD TRACE#:XXXXXXXX8269523 EED:250408 IND ID:XXXXXXXX862117 IND NAME:S EQUOIA GROVE CHARTER XXXXXXXXXXXX5001 TRN: XXXXXX9523 TC		483.33
04/08/2025	Expense		UPS*BILLING CENTER	ORIG CO NAME:UPSBILLCTR ORIG ID:XXXXXX0436 DESC DATE:250406 CO ENTRY DESCR:PAYMENT SEC:PPD TRACE#:XXXXXXXX7942229 EED:250408 IND ID:0000046 FY8 IND NAME:Sequoia Grove Charter Log in to the UPS Billing Center fo r payment details. TRN: XXXXXX2229 TC	R	-1,710.76
				ORIG CO NAME:UPSBILLCTR ORIG ID:XXXXXX0436 DESC DATE:250406 CO ENTRY DESCR:PAYMENT SEC:PPD TRACE#:XXXXXXXX7942229 EED:250408 IND ID:0000046 FY8 IND NAME:Sequoia Grove Charter Log in to the UPS Billing Center fo r payment details. TRN: XXXXXX2229 TC		1,710.76

Sequoia Grove Charter Alliance

Check Detail

March - April, 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
04/08/2025	Bill Payment (Check)		Charter Tech Services		R	-1,934.29
						-1,934.29
04/08/2025	Bill Payment (Check)		Charter Tech Services		R	-14,719.17
						-14,719.17
04/08/2025	Bill Payment (Check)		Charter Tech Services		R	-3,555.82
						-3,555.82
04/08/2025	Bill Payment (Check)		Charter Tech Services		R	-5,118.79
						-5,118.79
04/08/2025	Bill Payment (Check)		Charter Tech Services		R	-2,523.00
						-2,523.00
04/08/2025	Bill Payment (Check)		Charter Tech Services		R	-15,377.73
						-15,377.73
04/08/2025	Bill Payment (Check)		Charter Tech Services		R	-32,614.66
						-32,614.66
04/08/2025	Bill Payment (Check)		Charter Tech Services		R	-29,400.00
						-29,400.00
04/09/2025	Expense		Paycor, Inc.	ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:136747 CO ENTRY DESCR:tax fund SEC:CCD TRACE#:XXXXXXXXX8905268 EED:250409 IND ID:XXXXXXXXX7926073 IND NAME:S EQUOIA GROVE CHARTER XXXXXXXXXXXX5003 TRN: XXXXXX5268 TC ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:136747 CO ENTRY DESCR:tax fund SEC:CCD TRACE#:XXXXXXXXX8905268 EED:250409 IND ID:XXXXXXXXX7926073 IND NAME:S EQUOIA GROVE CHARTER XXXXXXXXXXXX5003 TRN: XXXXXX5268 TC	R	-7,698.98
						-7,698.98
04/09/2025	Expense		Paycor, Inc.	ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:250409 CO ENTRY DESCR:DD - FUND SEC:CCD TRACE#:XXXXXXXXX8905266 EED:250409 IND	R	-21,022.41

Sequoia Grove Charter Alliance

Check Detail

March - April, 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				ID:XXXXXXXX4891696 IND NAME: SEQUOIA GROVE CHARTER XXXXXXXXXXXX5002 TRN: XXXXXX5266 TC ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:250409 CO ENTRY DESCR:DD - FUND SEC:CCD TRACE#:XXXXXXXX8905266 EED:250409 IND ID:XXXXXXXX4891696 IND NAME: SEQUOIA GROVE CHARTER XXXXXXXXXXXX5002 TRN: XXXXXX5266 TC		-21,022.41
04/09/2025	Expense		Divvy	ORIG CO NAME:EWALLET - Divvy ORIG ID:XXXXXX4657 DESC DATE: CO ENTRY DESCR:Divvy CredSEC:CCD TRACE#:XXXXXXXX4761587 EED:250409 IND ID:2 qACspK8voWkQF IND NAME:Seq uoia Grove Charter EWALLET - Divvy JaYTgQx1cPLILRS TRN: XXXXXX1587 TC ORIG CO NAME:EWALLET - Divvy ORIG ID:XXXXXX4657 DESC DATE: CO ENTRY DESCR:Divvy CredSEC:CCD TRACE#:XXXXXXXX4761587 EED:250409 IND ID:2 qACspK8voWkQF IND NAME:Seq uoia Grove Charter EWALLET - Divvy JaYTgQx1cPLILRS TRN: XXXXXX1587 TC	R	-2,354.27 -2,354.27
04/10/2025	Expense		Immediate	ORIG CO NAME:Immediate Soluti ORIG ID:XXXXXX7000 DESC DATE:250409 CO ENTRY DESCR:ImmedPay SEC:CCD TRACE#:XXXXXXXX5018297 EED:250410 IND ID:165 IND NAME:Sequoia Grove Charter ImmediatePay TRN: XXXXXX8297 TC ORIG CO NAME:Immediate Soluti ORIG ID:XXXXXX7000 DESC DATE:250409 CO ENTRY DESCR:ImmedPay SEC:CCD TRACE#:XXXXXXXX5018297 EED:250410 IND ID:165 IND NAME:Sequoia Grove Charter ImmediatePay TRN: XXXXXX8297 TC	R	-250.00 250.00
04/11/2025	Bill Payment (Check)	4623	Bright Thinker		R	-7,840.00 -7,840.00
04/14/2025	Expense		Comcast	Apr 2025 - Acct # 8155 60 044 1368688 - 3101 ZINFANDEL DR STE 350	R	-222.93 222.93
04/14/2025	Bill Payment (Check)		Charter Tech Services		R	-2,523.00 -2,523.00
04/14/2025	Bill Payment (Check)		Charter Tech Services		R	-2,523.00

Sequoia Grove Charter Alliance

Check Detail

March - April, 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-2,523.00
04/14/2025	Bill Payment (Check)		Aetna Behavioral Health LLC		R	-493.35
						-493.35
04/14/2025	Bill Payment (Check)		Charter Tech Services		R	-7,070.21
						-7,070.21
04/14/2025	Bill Payment (Check)		Charter Tech Services		R	-2,523.00
						-2,523.00
04/15/2025	Expense		UPS*BILLING CENTER	ORIG CO NAME:UPSBILLCTR ORIG ID:XXXXXX0436 DESC DATE:250413 CO ENTRY DESCR:PAYMENT SEC:PPD TRACE#:XXXXXXXXX6272177 EED:250415 IND ID:0000046 FY8 IND NAME:Sequoia Grove Charter Log in to the UPS Billing Center fo r payment details. TRN: XXXXXX2177 TC ORIG CO NAME:UPSBILLCTR ORIG ID:XXXXXX0436 DESC DATE:250413 CO ENTRY DESCR:PAYMENT SEC:PPD TRACE#:XXXXXXXXX6272177 EED:250415 IND ID:0000046 FY8 IND NAME:Sequoia Grove Charter Log in to the UPS Billing Center fo r payment details. TRN: XXXXXX2177 TC	R	-772.60
						772.60
04/16/2025	Expense		Divvy	ORIG CO NAME:EWALLET - Divvy ORIG ID:XXXXXX4657 DESC DATE: CO ENTRY DESCR:Divvy CredSEC:CCD TRACE#:XXXXXXXXX1791302 EED:250416 IND ID:RWwEknIWtjjAdc IND NAME:Seq uoia Grove Charter EWALLET - Divvy a7ZDjGUQXdf6OOI TRN: XXXXXX1302 TC ORIG CO NAME:EWALLET - Divvy ORIG ID:XXXXXX4657 DESC DATE: CO ENTRY DESCR:Divvy CredSEC:CCD TRACE#:XXXXXXXXX1791302 EED:250416 IND ID:RWwEknIWtjjAdc IND NAME:Seq uoia Grove Charter EWALLET - Divvy a7ZDjGUQXdf6OOI TRN: XXXXXX1302 TC	R	-2,334.81
						-2,334.81
04/17/2025	Bill Payment (Check)	4624	Nicole Hogfoss		R	-1,475.31
						-1,475.31
04/17/2025	Bill Payment (Check)	4625	The Advantage Group		R	-558.38

Sequoia Grove Charter Alliance

Check Detail

March - April, 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-558.38
04/17/2025	Bill Payment (Check)		Charter Tech Services		R	- 361,136.19 - 361,136.19
04/22/2025	Expense		UPS	ORIG CO NAME:UPSBILLCTR ORIG ID:XXXXXX0436 DESC DATE:250420 CO ENTRY DESCR:PAYMENT SEC:PPD TRACE#:XXXXXXXX4334946 EED:250422 IND ID:0000046 FY8 IND NAME:Sequoia Grove Charter Log in to the UPS Billing Center fo r payment details. TRN: XXXXXX4946 TC ORIG CO NAME:UPSBILLCTR ORIG ID:XXXXXX0436 DESC DATE:250420 CO ENTRY DESCR:PAYMENT SEC:PPD TRACE#:XXXXXXXX4334946 EED:250422 IND ID:0000046 FY8 IND NAME:Sequoia Grove Charter Log in to the UPS Billing Center fo r payment details. TRN: XXXXXX4946 TC	R	-832.18 832.18
04/23/2025	Expense		Divvy	ORIG CO NAME:EWALLET - Divvy ORIG ID:XXXXXX4657 DESC DATE: CO ENTRY DESCR:Divvy CredSEC:CCD TRACE#:XXXXXXXX7756739 EED:250423 IND ID:l6DJNDSpqtJnbq IND NAME:Seq uoia Grove Charter EWALLET - Divvy LHH1YglvD2LWsgg TRN: XXXXXX6739 TC ORIG CO NAME:EWALLET - Divvy ORIG ID:XXXXXX4657 DESC DATE: CO ENTRY DESCR:Divvy CredSEC:CCD TRACE#:XXXXXXXX7756739 EED:250423 IND ID:l6DJNDSpqtJnbq IND NAME:Seq uoia Grove Charter EWALLET - Divvy LHH1YglvD2LWsgg TRN: XXXXXX6739 TC	R	-376.12 -376.12
04/24/2025	Expense		Paycor, Inc.	ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:136747 CO ENTRY DESCR:tax fund SEC:CCD TRACE#:XXXXXXXX7098762 EED:250424 IND ID:XXXXXXXX7368849 IND NAME:S EQUOIA GROVE CHARTER XXXXXXXXXXXX5001 TRN: XXXXXX8762 TC ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:136747 CO ENTRY DESCR:tax fund SEC:CCD TRACE#:XXXXXXXX7098762 EED:250424 IND ID:XXXXXXXX7368849 IND NAME:S EQUOIA GROVE CHARTER XXXXXXXXXXXX5001 TRN: XXXXXX8762 TC	R	-9,245.87 -9,245.87
04/24/2025	Expense		Paycor, Inc.	ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:250424 CO ENTRY DESCR:DD - FUND SEC:CCD TRACE#:XXXXXXXX7098764 EED:250424 IND	R	-25,535.60

Sequoia Grove Charter Alliance

Check Detail

March - April, 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				ID:XXXXXXXX0071885 IND NAME: SEQUOIA GROVE CHARTER XXXXXXXXXXXX5002 TRN: XXXXXX8764 TC ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:250424 CO ENTRY DESCR:DD - FUND SEC:CCD TRACE#:XXXXXXXX7098764 EED:250424 IND ID:XXXXXXXX0071885 IND NAME: SEQUOIA GROVE CHARTER XXXXXXXXXXXX5002 TRN: XXXXXX8764 TC		-25,535.60
04/24/2025	Expense		Paycor, Inc.	ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:136747 CO ENTRY DESCR:POC funds SEC:CCD TRACE#:XXXXXXXX7098766 EED:250424 IND ID:XXXXXXXX1969280 IND NAME: SEQUOIA GROVE CHARTER XXXXXXXXXXXX5003 TRN: XXXXXX8766 TC Nicole Hogfoss - (Stop payment requested)	R	-1,724.72 -1,724.72
04/24/2025	Expense			ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:136747 CO ENTRY DESCR:tax fund SEC:CCD TRACE#:XXXXXXXX7098768 EED:250424 IND ID:XXXXXXXX6268873 IND NAME:S EQUOIA GROVE CHARTER XXXXXXXXXXXX5004 TRN: XXXXXX8768 TC Nicole Hogfoss - 5/9/25 Taxes Processed in error - Reversed Nicole Hogfoss	R	-620.79 -620.79
04/25/2025	Bill Payment (Check)	4626	Nicole Hogfoss		R	-1,724.72 -1,724.72
04/25/2025	Bill Payment (Check)		Fox Creek Fund LLC		R	-13,274.82 -13,274.82
04/25/2025	Bill Payment (Check)		Dani Tal LLC (Professional Property Services, inc.)		R	-10,315.59 -10,315.59
04/28/2025	Expense		Comcast	8155600451932795 - May 2025 - 1544 EUREKA RD		-581.08 -581.08
04/28/2025	Bill Payment (Check)	4631	Pacific Shredding		C	-80.00 -80.00
04/28/2025	Bill Payment (Check)	4630	Kaiser Foundation			-43,474.84

Sequoia Grove Charter Alliance

Check Detail

March - April, 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
			Health Plan			-43,474.84
04/28/2025	Bill Payment (Check)	4629	Carson Boyd DJ Entertainment			-600.00
						-600.00
04/28/2025	Bill Payment (Check)	4628	Sutter Health Plans		C	-
						116,265.20
						-
						116,265.20
04/28/2025	Bill Payment (Check)		Bryanna Brossman		R	-270.00
						-270.00
04/28/2025	Bill Payment (Check)		Metlife Group Benefits		R	-35,592.80
						-35,592.80
04/28/2025	Bill Payment (Check)		Charter Tech Services		R	-342.00
						-342.00
04/28/2025	Bill Payment (Check)		Charter Tech Services		R	-534.30
						-534.30
04/28/2025	Bill Payment (Check)		Charter Tech Services		R	-2,685.91
						-2,685.91
04/28/2025	Bill Payment (Check)		Charter Tech Services		R	-488.95
						-488.95
04/28/2025	Bill Payment (Check)		Charter Tech Services		R	-177.23
						-177.23
04/28/2025	Bill Payment (Check)		Charter Tech Services		R	-252.96
						-252.96
04/29/2025	Bill Payment		Fuelman		R	-75.88

Sequoia Grove Charter Alliance

Check Detail

March - April, 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
	(Check)					-75.88
04/29/2025	Bill Payment (Check)		HUB International 403B (TCG)		R	-1,850.43
						-1,850.43
04/29/2025	Expense		UPS	ORIG CO NAME:UPSBILLCTR ORIG ID:XXXXXX0436 DESC DATE:250427 CO ENTRY DESCR:PAYMENT SEC:PPD TRACE#:XXXXXXXX8566679 EED:250429 IND ID:0000046 FY8 IND NAME:Sequoia Grove Charter Log in to the UPS Billing Center fo r payment details. TRN: XXXXXX6679 TC	R	-626.51
				ORIG CO NAME:UPSBILLCTR ORIG ID:XXXXXX0436 DESC DATE:250427 CO ENTRY DESCR:PAYMENT SEC:PPD TRACE#:XXXXXXXX8566679 EED:250429 IND ID:0000046 FY8 IND NAME:Sequoia Grove Charter Log in to the UPS Billing Center fo r payment details. TRN: XXXXXX6679 TC		626.51
04/30/2025	Expense		Divvy	ORIG CO NAME:EWALLET - Divvy ORIG ID:XXXXXX4657 DESC DATE: CO ENTRY DESCR:Divvy CredSEC:CCD TRACE#:XXXXXXXX9837299 EED:250430 IND ID:Wvn9s74JB2PsVY IND NAME:Seq uoia Grove Charter EWALLET - Divvy vNTZ5rYieyqUii2 TRN: XXXXXX7299 TC	R	-2,710.00
				ORIG CO NAME:EWALLET - Divvy ORIG ID:XXXXXX4657 DESC DATE: CO ENTRY DESCR:Divvy CredSEC:CCD TRACE#:XXXXXXXX9837299 EED:250430 IND ID:Wvn9s74JB2PsVY IND NAME:Seq uoia Grove Charter EWALLET - Divvy vNTZ5rYieyqUii2 TRN: XXXXXX7299 TC		-2,710.00



charter tech services

Technology Services Proposal for Sequoia Grove Charter Alliance

Description

This document serves to describe a working relationship between Orion Technology Group, L.L.C. d.b.a. Charter Tech Services (CTS) and Sequoia Grove Charter Alliance (SGCA). The goal of this relationship is to provide SGCA with a comprehensive technology support service that includes daily support/repair services, along with strategic technology planning for its various on-site administration and distance learning operations.

Why Charter Tech Services

CTS is the leading provider of comprehensive technology support services for K-12 Education. Each year we donate more than 10% of our proceeds back to the schools we serve by sponsoring scholarships, tournaments, and other fundraisers. We differentiate ourselves from the competition by: 1) specializing in educational technology, 2) providing proactive onsite service, and 3) operating with scalable success throughout California and Colorado.

Why Outsource

1. **Save Money:** As a quick and nimble private company we're able to offer competitive benefits to our employees while still achieving significant cost savings for our clients.
2. **Expertise:** We're not just one skilled person, we've got a deep bench of experts ready to assist with your ever changing needs, without increasing your costs.
3. **Accountability:** Outsourcing provides our clients with greater ability to achieve accountable results vs. the typical HR red tape involved with employee accountability.
4. **Continuity:** Our service also provides for greater continuity as we're able to provide consistent high quality service even as individual team members naturally advance and move on in their careers.

Comprehensive Support Composition - Typical Makeup

1. IT Management & Strategic Planning

- a. CTS will participate in weekly admin meetings with the SGCA administration to review service quality, response times, and discuss any upcoming projects.
- b. CTS will take a leadership role in asset management: including planned upgrades and replacements. This will include inventory tagging, secured asset tracking, and planning of long term equipment needs.
- c. CTS will be responsible for coordinating all relevant technology resources to ensure SGCA success, including but not limited to: internal SGCA staff, CTS staff members, external vendors, and 3rd party partners. This means that the SGCA administration sets priorities and can trust CTS will work with all relevant parties to get the job done.
- d. CTS will work with the SGCA Administration to document processes, procedures, and technology configurations. This includes mapping out the most efficient methods of handling equipment repair and remote support for employees and students working/learning from home.

2. Daily Repair and Support Team: TWO Onsite Technicians

- a. **CTS will provide TWO dedicated onsite technicians**, at SGCA's office to proactively respond to routine tech support, equipment distribution, and repair requests. This technician will work hand-in-hand with a complement of additional CTS staff assigned to the SGCA support team.
- b. During onboarding CTS technicians will perform work remotely while technicians are selected for office placement. CTS technicians (even those assigned to work onsite) may need to work remotely in response to future health orders from local, state, or federal government agencies.
- c. **CTS will provide additional onsite support** as needed for SGCA staff needs, testing events, and other onsite needs at the direction of SGCA.
- d. CTS technicians will track support requests via a ticketing system whereby requests are received by phone, email, and in-person. Requests may come from administrators, staff, students, and parents.
- e. CTS will provide higher level resources onsite as needed for no added cost, this may include Network Engineers, Application Specialists, etc.
- f. CTS will provide services outside of school hours at the direction of SGCA.

3. Auxiliary Support

- a. At no additional cost, CTS will provide additional layers of support including but not limited to: daily IT management and planning, season demand fluctuations.
- b. CTS will provide higher level escalation support as needed and without limit. This support will be provided both onsite and remotely.
- c. CTS will provide mentorship and development for the onsite level-1 technicians to ensure that their value increases over time.
- d. CTS will provide additional onsite support as needed during times of higher need, such as smarter balanced testing.

Typical Support Interaction

1. SGCA Administration Team
 - a. CTS expects to have regular weekly meetings with members of the SGCA Administration Team to provide routine updates and evaluate prioritization of ongoing initiatives.
 - b. SGCA Administration Team will provide approval for necessary tech purchases and guidelines for satisfying routine tech order requests from staff.
 - c. SGCA Administration Team may redirect and reprioritize CTS staff attention to/from various tech initiatives as deemed necessary.
2. SGCA Teachers and Staff
 - a. SGCA Teachers and Staff will submit support requests for themselves, their co-workers, and/or their students/parents.
 - b. These support requests may be submitted by phone, email, or in person.
 - c. CTS will be available for in-person troubleshooting, equipment exchange, and one-on-one training at either SGCA Office location.
 - d. Support requests may include, but are not limited to, requests for password assistance with various platforms, software installation, computer troubleshooting, office/school phone line troubleshooting, etc.
3. SGCA SPED Department
 - a. SGCA SPED Department will provide instructions to CTS on necessary Assistive Technology that must be distributed to SPED Students.
 - b. CTS expects to distribute/track Assistive Technology equipment such as Laptops, Tablets, Hotspots, Headsets, and other computer electronic devices.
 - c. CTS understands that SPED Assistive Technology requests are very time sensitive and will work with the SPED Department to find timely and appropriate delivery options.
 - d. CTS will install/manage student support Apps on laptops and tablets as requested by SGCA SPED Department.
4. SGCA Students and Parents
 - a. SGCA Students and Parents will submit support requests via phone and email.
 - b. CTS will follow SGCA instructions for validating the identity of students and parents.
5. Notes for all forms of support
 - a. CTS will utilize a central UPS account for shipping/receiving equipment to/from Teachers and Staff.
 - b. CTS will serve as a support concierge to any necessary outside tech support entities. This may include receiving end user reports of assistance needed, performing initial information gathering and research, and then reaching out to third parties as necessary (together with the end user) to ensure the issue is properly resolved and that the end user is fully supported throughout the whole process.

Typical IT Infrastructure and Support Expectations

1. Evaluation
 - a. CTS will perform a diligent and extensive evaluation of SGCA needs.
 - b. CTS works with approx 50 other charter schools and will draw on these experiences when making recommendations.
 - c. All recommendations will be adjusted for any/all SGCA unique needs.
2. **Google Apps/Suite/Workspace Setup**
 - a. CTS will immediately begin setting up the Google Workspace for Education account that will be a foundational IT platform for the organization.
3. **Device Migration**
 - a. CTS will assist SGCA Administration with conducting an equipment survey and compiling results.
 - b. CTS will work directly with Students/Parents to migrate student technology off of the old ICS management platforms and onto software management platforms owned/controlled by SGCA.
 - c. CTS will migrate Windows laptop authentication to Microsoft Azure and Microsoft InTune.
4. **Computer Inventory Procurement and Distribution**
 - a. CTS will assist SGCA with technology asset management, procurement, and distribution.
 - b. CTS will work with the student/staff ordering platform designated by SGCA to process equipment requests and fulfill those requests.
5. Email / Backup and Recovery / Networking / Antivirus
 - a. CTS expects to continue utilizing the email server functionality built into the Google G Suite for Education.
 - b. CTS expects to utilize the file storage, backup, and sync capabilities that are built into the G Suite and Microsoft 365 platforms. These platforms are industry leaders and are available within the licensing that the school already has.
 - c. CTS expects networking for both SGCA offices to be simple and cost effective. Since both offices serve relatively small staff populations, minimal hardware should be required.
 - d. CTS expects to utilize Microsoft InTune to centrally manage Windows Defender across all Azure AD connected devices. This software is the standard in the education space for Antivirus and AntiMalware protection, and offers additional advanced feature sets that may be appropriate for leadership PCs.
6. Computer Imaging / Cleanup / Deployment / Maintenance
 - a. CTS expects to have full responsibility for the configuration and support of all computer hardware in use by SGCA Staff, Teachers, and Students.
 - b. This responsibility includes but is not limited to installing central management software, configuring software, and all other aspects of computer deployment and maintenance.

7. Response Times

- a. CTS will strive to provide a same-day response for every support request that comes in during business hours.
- b. CTS will monitor and triage tickets afterhours, providing emergency response as needed, and next-business day response for non-emergency requests.

Frequently Asked Questions

Question: Will SGCA be charged extra for additional tech support during seasonally busy times?

Answer: No.

Question: Will SGCA be charged extra for additional fees to configure new laptops? Or set up new office equipment? Or assist with testing setup?

Answer: No.

Question: What costs is SGCA responsible for?

Answer: Support costs are a single fixed price and detailed below. Additional costs are subject to SGCA approval but include UPS shipping charges, software licensing fees, repair parts, computer equipment.

Question: What software costs are anticipated?

Answer: SGCA will need management software to centrally manage and license their Windows computers, Apple devices, and Chromebooks. SGCA will need internet filtering software for students.

- Typical Microsoft licensing costs \$5.75 per staff member per month, students are included for free.
- Typical Apple Device management software costs approx \$10 per device per year.
- Google Chromebook Device licenses cost approx \$38 per device (one time), with each license lasting for the lifetime of the device.
- Typical CIPA compliant internet filters cost \$5-\$10 per student per year.
- CTS has provided SGCA with a software budgeting spreadsheet.

Question: Can CTS assist with student tech store orders or catalog development?

Answer: Yes. CTS can serve and assist in whatever capacity is deemed appropriate by the SGCA Administration. That may include sourcing, comparing, procuring, fulfilling, or simply supporting.

Basic Terms

1. Services shall begin on 7/1/2025.
2. Monthly service costs shall be \$30,870 per month, due on or before the 10th of each month.
3. This agreement can be canceled with three months' written notice.
4. Unless superseded by another agreement or terminated, this price will increase by 5% every July 1st, beginning July 1st of 2026.
5. CTS shall bill SGCA for approved third-party materials and fees necessary to provide service. Examples include: shipping/packing costs, domain registration, computer cables, laptop parts, software licensing, manufacturer repair fees.
6. Where memory of verbal discussions contradicts any part of this document, this document alone shall serve as the final agreement.
7. In the event that SGCA would like to hire CTS's employees, subcontractors, or representatives, SGCA agrees to provide 3 months written notice of any service change and pay a fee equal to 30% of the first year's combined salary and benefits to CTS as a recruitment fee for each party.
8. In the event of serious disagreement, damages shall be limited to the total compensation earned under this agreement, disputes shall be arbitrated by a mutually agreed upon arbitrator, with the prevailing party entitled to reimbursement of legal fees.

Additional Terms

9. In order to remain FERPA compliant: During the term of this Agreement, and thereafter in perpetuity, neither party shall without the prior written consent of the other, disclose to anyone any Confidential Information of the other. "Confidential Information" for the purposes of this Agreement shall include each party's proprietary and confidential information such as, but not limited to, any Personal Identifiable Information (PII) of students, parents, and staff of SGCA and its member schools. Confidential Information shall not include any information that SGCA makes publicly available or information which becomes publicly available through no act of CTS or SGCA or is rightfully received by either party from a third party.
10. CTS shall not be liable to SGCA or any of its affiliates for any damages, whether incidental, direct, indirect, special, consequential or punitive damages arising out of service or equipment provided hereunder, including but not limited to loss of profits or revenue, loss of use of equipment, lost data, or loss to person or property, costs of substitute equipment or other costs even if CTS has been advised of the possibility of such damages. Regardless of the form of action, CTS's cumulative liability shall be only for loss or damage directly attributable to negligence of a CTS employee or contractor, for the cost of restoring the network to its condition prior to the negligence, but not to exceed thirty thousand Dollars. If a collection action is initiated by either party or if CTS

has to defend any action by SGCA, CTS is entitled to its reasonable attorney fees and expenses to be paid by SGCA.

11. Implied Warranties are expressly disclaimed by CTS. A CTS contractor is a technician or contractor who operates on behalf of CTS, is paid by CTS and has access to CTS's service ticket management system for making time entries and charges for their work. CTS is not responsible for the acts of other technicians, contractors or consultants providing service to SGCA not under its control and direction. If SGCA purchases equipment from CTS it understands and agrees that it will look to the manufacturer for all remedies and warranties and agrees that CTS is not responsible for functioning of the equipment and has not made any express or implied warranties. CTS shall not be liable for any claim or demand against the SGCA by any third party on account of errors or omissions performed hereunder.
12. Force Majeure: Neither party shall be liable for any failure of or delay in performance of its obligations under this Agreement to the extent such failure or delay is due to circumstances beyond its reasonable control, including, without limitation, acts of God, acts of a public enemy, pandemics, fires, floods, wars, civil disturbances, sabotage, accidents, insurrections, terrorism, blockades, embargoes, storms, explosions, labor disputes, pandemics, acts of any governmental body, failure or delay of third parties or governmental bodies from whom approvals, authorizations, licenses, franchises or permits must be obtained, or inability to obtain labor, materials, equipment, or transportation or illness of CTS technical staff. Each party shall use reasonable efforts to minimize the duration and consequences of any failure of or delay in performance resulting from a Force Majeure event.
13. This Agreement is fully assignable by CTS. Immediately upon assignment the assignee's name, address and contact information shall be provided to the other party. This Agreement shall be fully binding and enforceable as against all permitted assignees and successors in interest.
14. SGCA agrees to carry liability insurance and property insurance covering any damage to its network as well as to any clients of the SGCA adversely affected by SGCA's network functioning or transmissions from its network.

Technology Services Proposal for Sequoia Grove Charter Alliance

References

This is a shortlist of relevant references for whom we are the exclusive provider of technology support services.

Guajome Park Academy Kevin Humphrey humphreyke@guajome.net	Steele Canyon High School Scott Parr sparr@schscougars.org
Contra Costa School of Performing Arts Neil McChesney neil.mcchesney@cocospa.org	Heartland Charter School Lydia Olds lydia.olds@heartlandcharterschool.com

Acceptance

Both parties agree to the terms and descriptions set forth above.

Orion Technology Group LLC
(d.b.a Charter Tech Services)

Sequoia Grove Charter Alliance

(sign & date)

Andrew Lane

President

(sign & date)

Name: _____

Title: _____

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ADMINISTRATIVE SUPPORT SERVICES AGREEMENT

This Administrative Support Services Agreement (“**Agreement**”) is entered into as of July 1, 2024⁴⁵ (“**Effective Date**”) by and between Sequoia Grove Charter Alliance, a California nonprofit public benefit corporation (“**SGCA**”), and Clarksville Charter School, a California nonprofit public benefit corporation (“**School**”), each of which may be referred to herein as a “**Party**” or collectively as the “**Parties**”, with respect to the following:

WHEREAS, SGCA was formed by the member schools to serve as a supporting organization pursuant to Internal Revenue Code Section 501(c)(3) by providing task-related administrative support services and goods to the public charter schools operated by the member schools and under the supervision and ultimate decision-making authority of the governing body of the member schools.

WHEREAS, the School is a member of SGCA pursuant to Corporations Code Section 5056 and the Bylaws of SGCA. The School operates a California public charter school by the same name, Clarksville Charter School, pursuant to a charter authorized by the Buckeye Union School District (“**Authorizer**”) through June 30, 2028 (“**Charter**”).

WHEREAS, the School desires to contract with SGCA for administrative support services pursuant to the terms and conditions of this Agreement.

WHEREAS, the Parties acknowledge and intend that the terms of this Agreement shall at all times be consistent with the terms of the School’s charter and applicable law.

NOW, THEREFORE, in consideration of their mutual promises set forth in this Agreement, the Parties agree as follows:

1. Relationship of the Parties; Scope of Authority. SGCA will deliver task-related services and goods pursuant to this Agreement. The Parties understand and agree as follows:

- a. The governing body of the School shall at all times retain its duty to exercise its statutory, contractual, and fiduciary responsibilities governing the operation of the School. The governing body of the School, and not SGCA, has fiduciary responsibility for the School. The governing body of the School is ultimately responsible for ensuring that the School adheres to all applicable laws and is accountable to its authorizer pursuant to the Charter.
- b. School shall at all times remain an independent, self-governing public body that shall comply with applicable laws, including but not limited to the California Brown Act, Public Records Act, Political Reform Act, and the provisions of Government Code section 1090, *et seq.*
- c. SGCA will follow the Brown Act for all governing board meetings which includes publishing their board agenda and packet online for the member schools and public to view. To the extent not otherwise specified as a duty of SGCA pursuant to the scope of Services, all duties applicable to the proper operation of the School’s public charter schools shall remain the responsibility of the School.

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- d. SGCA will not be required to provide any service set forth in this Agreement to the extent that it is or becomes impracticable, in any material respect, as a result of a cause or causes outside SGCA's and/or School's reasonable control, would require SGCA or School to violate applicable law or cause SGCA to be considered an "entity managing a charter school" pursuant to the Charter Schools Act. If any service is terminated pursuant to this subdivision the parties shall renegotiate the agreement and service fees accordingly.
- e. SGCA will use, pursuant to the terms and conditions described in this Agreement, best efforts to provide all Services with due care, in good faith, and in exchange for reasonable compensation taking into account that SGCA is a nonprofit that is exempt from income taxation pursuant to Internal Revenue Code Section 501(c)(3).
- f. To the extent there are any conflicts between the terms of the School's charter and the terms of this Agreement, the terms of the charter shall control. It shall be the School's sole responsibility to ensure that this Agreement and the Services provided by SGCA pursuant to this Agreement comply with and are consistent with the Charter.
- g. SGCA will not have the authority to enter into or bind the School in any contract or other obligations absent express written authority from the School.
- h. SGCA shall collaborate with the School in the development, management, and implementation of the services under this Agreement, including best efforts to schedule and participate in the following:
 - Regular as agreed upon meetings between school administration and administrative members of the CSO including the CEO and Business Director;
 - The CFO of the School will attend regularly scheduled budget meetings of the CSO;
 - Meetings shall occur regularly as agreed upon with the Instructional Materials Administrator of the School and the CSO Library Coordinator;
- i. All of the School's funds shall be maintained in the School's accounts, over which the governing body of the School (and its designee) shall have signature authority, to allow payment of expenses contemplated in the Board-approved budget and fees from the School's accounts.
- j. The School shall be solely responsible for maintaining day-to-day relations with the Authorizers or other appropriate regulators.

2. Independent Service Provider. The Parties acknowledge that the School is a member of SGCA pursuant to California Corporations Code Section 5056. The relationship created by this Agreement is that of SGCA as a service provider to the School. It does not create

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a partnership, joint venture, or employment relationship. Nothing in this Agreement shall confer upon any SGCA or School employee any rights or remedies, including any right to employment or joint-employment, as an employee of the other Party. The Parties agree as follows:

a. **Employment and Supervision:** All SGCA employees providing services to the School shall be and remain employed by SGCA and shall at all times be subject to the direction, supervision, and control of SGCA. All School employees shall be and remain employed by the School and shall at all times be subject to the direction, supervision, and control of the School.

b. **Employment Termination:** The School shall not have any right to terminate the employment of any SGCA employee providing services to the School. SGCA will notify the school of any SGCA employee termination, hiring, or employment change. SGCA shall not have any right to terminate the employment of any School employee.

c. **Employee Leasing Prohibition:** The Parties agree that SGCA shall not lease its employees to the School. The School shall employ all of its personnel, including certificated personnel responsible for the delivery of instruction. The School shall determine and manage compensation (salary and benefit) plans for its employees. The School may consult with SGCA regarding the provision of services, but ultimate responsibility for employment decisions shall rest with the School. It shall be the School's sole responsibility to provide any applicable notice(s) to its employees regarding SGCA's provision of such support to the School or access to the School's records to support the brokering of medical insurance.

d. **Screening:** SGCA certifies that any of its employees who perform school-site services or transportation services for the School, or who may have substantial contact with students at the School as determined by the School in its reasonable discretion, shall be screened in compliance with Education Code section 45125.1 and SGCA shall otherwise comply with that statute. SGCA shall provide the School with documentation evidencing compliance with these requirements.

3. **Services Provided by SGCA.** During the term of this Agreement, SGCA shall provide to the School the goods and services, including the staff necessary to provide the services, listed in Attachment A to this Agreement (the "**Services**"). With prior written permission of the School, SGCA may subcontract with third parties for the provision of the Services. Any subcontracting arrangement shall not relieve SGCA of its responsibilities and obligations under this Agreement. The Parties reserve the right to modify the Services at any time by amending Attachment A in writing. Any adjustments to the Services shall be accompanied by corresponding adjustments to the Annual Fee as specified in Section 5 of this Agreement. As of the Effective Date, SGCA certifies and warrants that it is and shall remain in compliance with all local, state, and federal laws, ordinances, regulations, and statutes relating to this Agreement and the performance of the Services ("Applicable Laws"), including, but not limited to Family Educational Rights and Privacy Act (20 U.S.C. § 1232g) ("FERPA") and the Health Insurance Portability and Accountability Act ("HIPAA"). The School shall be responsible for all services and operations that are not otherwise expressly to be provided by SGCA in Attachment A (Services).

4. **Term.** The term of this Agreement shall commence on July 1, 202~~5~~⁴, and continue through June 30, 202~~6~~⁵, and be subject to any amendments to the Services or Annual Fee in accordance with Sections 3 and 5. This Agreement may be amended in accordance with

DRAFT

Section 24 or terminated in accordance with Section 16.

5. Annual Fee. [REDACTED] Charter School shall pay SGCA an annual fee of \$[REDACTED] Estimate (Annual Fee).

- a. The Annual Fee shall be paid by the School to SGCA in twelve (12) monthly installments per fiscal year, with each payment being due no later than the tenth (10th) day of each month. SGCA will invoice the School monthly.
- b. Forty-five (45) days after the end of the fiscal year, SGCA will refund the School any proportional amount of unspent revenue from the current fiscal year minus a 3% reserve (based on the current fiscal year budget).
- c. A mid-year budget-to-actuals review shall occur to include cash on hand, fund balance, and budget versus actuals. SGCA shall provide a copy of this review to the School no later than 1/30/2026.
- d. The Annual Fee shall be reviewed and renegotiated by SGCA and the member schools annually during the third quarter based on SGCA's current year actuals and the next fiscal year's projections. SGCA will meet with and provide the School with a draft of the next fiscal year's budget to include its Total Costs to provide the Services for the coming fiscal year and all sections of the budget.
- e. Any member or SGCA may propose adjustments at any time to increase or decrease the Annual Fee (e.g., as a result of the schools' increased enrollment causing SGCA to hire additional employees), taking into account that SGCA is organized as a 501(c)(3) tax-exempt supporting organization. SGCA and its members shall negotiate any such adjustments in good faith, and any adjustment of the Annual Fee shall be documented in writing and approved by the governing bodies of the member schools at a regularly scheduled board meeting.
- f. Detailed quarterly budget reports from SGCA shall be provided to the School's board for review.
- g. SGCA shall provide monthly financial presentations to its board.

6. Costs. In addition to the Annual Fee, School shall reimburse SGCA for direct "pass-through" costs and expenses, if any, incurred in performing the Services with prior approval of the School consistent with the School's fiscal policies and procedures, including, but not limited to equipment, materials, or supplies purchased from third parties at the request of the School; platform subscription or license fees; filing or corporate fees; and fees of other third parties consulted by SGCA at the request of the School. However, no pass-through costs will be owed for expenses that are built into SGCA's Annual Fee, including services provided by subcontractors. Additionally, no costs will be covered unless expressly agreed to by the School in writing.

- a. In the event that SGCA purchases equipment, materials, or supplies at the request of the School pursuant to this Agreement, SGCA shall be

DRAFT

responsible for compliance with the procurement policies and processes approved by the governing body of the School and shall not include any mark-up, added fees or charges with the cost of equipment, materials, and supplies purchased from third parties. Any equipment, materials, or supplies that SGCA purchases on behalf of the School shall be and remain the property of the School.

- b. All agreed-upon reimbursable costs of SGCA charged to the School shall be itemized on SGCA invoices, with reference to specific dollar amounts and with backup documentation for such costs (e.g., copies of receipts or purchase orders).

7. Annual Notice. As a supporting organization for its member schools, SGCA shall, at least annually, provide the School with a copy of its most recent Form 990, a description of the support, in services and otherwise, provided to its members, and its most current articles and bylaws, not later than the 5th day of the 5th month after the close of the year for which the Form 990 is filed. Any and all changes to articles and bylaws shall be done with the approval of the member schools.

8. Cooperation. The School shall make available to SGCA, in a timely manner, all data, files, documents, and other information and records necessary or appropriate for SGCA to provide the Services under this Agreement. School staff shall work closely and cooperatively with SGCA to facilitate SGCA's effective performance and delivery of the Services. SGCA shall make available to the School, in a timely manner, all data, files, documents, and other information and records necessary or appropriate for the School to meet compliance deadlines and operational requirements.

9. Conflicts of Interest. The Parties recognize that it is important that the School be assured that SGCA staff acts at all times with integrity. The School has adopted a conflict of interest code under the California Political Reform Act. SGCA acknowledges that the School may require certain SGCA staff to file annual financial interest disclosures as consultants under that code and abide by the disclosure and disqualification provisions of that act.

10. Intellectual Property. The intellectual property, including any work product, materials, products, inventions, works, and deliverables ("**Intellectual Property**"), independently developed or prepared by SGCA pursuant to this Agreement is and shall remain the exclusive property of SGCA. Similarly, any Intellectual Property owned by the School, or another member school supported by SGCA, and used by SGCA related to this Agreement is and shall remain the property of the School, or the other member school. Neither party shall be allowed to alter, arrange, transform, modify, or create derivative works from the Intellectual Property of the other without express written permission. All Intellectual Property created independently by either party shall remain that party's Intellectual Property. No Party shall have the right to grant a license, sublicense, or any other use or rights to the Intellectual Property of the other Party. Upon expiration or termination of this Agreement, the Intellectual Property of each Party in the possession of the other Party shall be returned and/or destroyed, as applicable. All jointly created materials and documents shall be shared by both parties in the event that the service agreement is terminated.

- a. **Domain Name, Google emails, and Data.** The School is the registered owner of the domain name. All member schools' email and data housed on

DRAFT

the Google tenant platform shared with SGCA is owed by the member school. The Google tenant is shared and administered in collaboration with SGCA. This co-hosting does not waive the legal ownership of all email and data for the member schools housed within the Google tenant. The member school reserves the right to have supervised administrative access to the Google tenant for the purpose of data migration. There is no presumed access to member school email and data housed on the Google tenant by SGCA. Member schools maintain exclusive ownership of their emails and data. No breach of this firewall may occur without explicit written permission from the member school's Executive Director.

- b. **Websites.** The School will support SGCA in the development and upkeep of the SGCA website, content, and messaging.

11. Confidentiality. Each Party acknowledges that during the term of this Agreement, it will have access to certain Confidential Information of the other Party, as defined below. Each Party shall maintain and enforce administrative, technical, and physical safeguards to protect the confidentiality of the other Party's Confidential Information.

- a. **"Confidential Information"** means non-public information (i.e., not subject to disclosure under the Public Records Act) whether or not marked as "confidential" or "proprietary,". Confidential Information does not include any information which (i) is rightfully known to the recipient prior to its disclosure to the recipient; (ii) is released to any other person or entity (including governmental agencies) without restriction as required by law; (iii) is independently developed by the recipient without use of or reliance on Confidential Information; (iv) is or later becomes publicly available without violation of this Agreement or may be lawfully obtained by a Party from a non-party; or (v) which is a public record under California law.
- b. If disclosure of Confidential Information is requested pursuant to law, statute, rule, or regulation (including a subpoena, a request made to the School under the California Public Records Act, or other similar form of process), the Party to which the request for disclosure is made shall provide the other Party with prior prompt written notice thereof to the extent practicable, and if practicable under the circumstances, shall allow the other Party to seek a restraining order or other appropriate relief.
- c. The Parties understand and acknowledge that the School's financial, educational, and student records are School property and may be subject to the California Public Records Act. SGCA shall make all School records physically or electronically available to the School, upon School's request.
- d. The finance and other records of the School maintained by SGCA shall be made available to the School's independent auditor upon request of the School.
- e. SGCA's monthly financial reports of the fiscal components showing budget to actuals for each object code as well as the confidential payroll tab will be provided to the Executive Director and CFO at regular meetings.

DRAFT

- f. Upon the termination or expiration of this Agreement, Confidential Information of each Party in the possession of the other Party shall be returned and SGCA shall not keep copies of any School confidential information.
- g. SGCA shall ensure that only those with a need to have access to School confidential information have access to these records. SGCA agrees that their staff will sign confidentiality agreements if requested by the School.

12. Student Information. The Parties will each comply with the federal Family Educational Rights and Privacy Act (20 U.S.C. § 1232g) (“**FERPA**”), federal Children’s Online Privacy and Protection Act (15 U.S.C. §§ 6501–6506) (“**COPPA**”), and other applicable state and federal laws pertaining to student information and privacy. SGCA is a “third party” that may receive pupil records under California Education Code Section 49073.1(d)(6).

- a. SGCA shall be designated as having a legitimate educational interest in accessing the School’s student education records, as that term is defined by and for purposes of FERPA, thereby allowing SGCA to access personally identifiable information from student education records from the School in order to provide its services. For purposes of this Agreement, the term “personally identifiable information” (“PII”) means any information that can be used on its own or with other information to (i) distinguish one person from another, (ii) identify, contact, or locate a single person, or (iii) de-anonymize anonymous data.
- b. SGCA shall not use or disclose pupil records, including personally identifiable information, received from or on behalf of the School except as necessary to provide the Services, as required by law, or as otherwise authorized in writing by the School. SGCA shall protect the pupil records it receives from or on behalf of the School in compliance with applicable state and federal law. SGCA will designate and train responsible individuals to ensure the security and confidentiality of pupil records. SGCA shall develop, implement, maintain, and use administrative, technical, and physical security measures to preserve the confidentiality of all electronically transmitted pupil records received from or on behalf of the School. In the event of an unauthorized disclosure of PII, SGCA shall notify the School as soon as practicable, and shall, upon the School’s request, notify affected parents, legal guardians, and eligible pupils using reasonably available technological means such as electronic mail.
- c. SGCA shall not use PII in pupil records to engage in targeted advertising.
- d. Within 60 days of the termination or expiration of this Agreement, SGCA shall certify in writing that all protected student information in the possession of SGCA has been returned.

13. Insurance.

- a. The School shall maintain customary and reasonable insurance coverage,

DRAFT

including professional liability for errors or omissions and/or directors and officers coverages, comprehensive general liability coverage, and automobile liability coverage. The School shall name SGCA as an additional insured under all the School's policies.

At a minimum, SGCA shall procure and maintain general liability insurance covering all activities of SGCA personnel performing the obligations of this Agreement with coverage of not less than one million dollars (\$1,000,000) for any incident, two million dollars (\$2,000,000) annual aggregate per incident, and three million dollars (\$3,000,000) excess liability policy for a minimum of five million dollars (\$5,000,000) aggregate limit. At a minimum, SGCA shall procure and maintain professional liability insurance covering all activities of SGCA personnel performing the obligations of this Agreement with coverage of not less than three million dollars (\$3,000,000). Coverage should include abuse and molestation and assault and battery coverage with no exclusions, which coverage shall be obtained by SGCA as soon as practicable. SGCA shall add the School as an additional insured to SGCA's insurance policies and shall provide the School with such proof upon the School's request. SGCA's applicable policies shall be primary and noncontributory and waiver of subrogation endorsements. SGCA shall name the School as an additional insured under all SGCA's policies.

- b. Each Party shall be responsible for obtaining and maintaining workers' compensation coverage and unemployment insurance for its employees.
- c. The Parties' insurance coverages shall take into consideration that staff at the School are employees of the School and not employees of SGCA; and that the staff of SGCA are employees of SGCA and not employees of the School.

14. Quality Control. SGCA agrees to use its best efforts to maintain high-quality and responsive services at all times. If the School has a concern regarding the quality of any SGCA Service (or a concern regarding any SGCA employee providing services to the School), it shall provide the details of the concern in writing to the CEO of SGCA noting the particular service and the concerns and facts supporting the quality concern ("Notice of Concern"). SGCA will work to improve any service quality concern noted in the Notice of Concern pursuant to this section as quickly as possible, but in no event more than five (5) business days following receipt of the Notice of Concern. If the School continues to have a concern regarding the quality of the service noted in the Notice of Concern, the School may issue a Corrective Action Plan ("CAP") to SGCA reasonably designed to ameliorate the quality concern. The CAP will include (1) an assessment of the quality deficiency; (2) a synopsis of the corrective action(s) to be taken; and (3) a planned CAP completion date – when all corrective actions will be completed. If SGCA fails to fully implement the CAP or fails to fully implement the CAP by the date specified therein, the School may take over that particular service(s) and determine how much the School's Service Fee, as described in Section 5, shall be reduced by the reduction in services.

15. Evaluations.

- a. Annual Customer Evaluation Survey. In addition to the Quality Control measures provided in Section 14, at least once annually, SGCA will send

DRAFT

the member schools a customer service evaluation in the second half of the school year to allow the member schools to provide feedback and input to SGCA.

- b. Annual SGCA Leadership Staff Evaluations. Before the Annual Evaluation of SGCA's Leadership Staff, member schools will be allowed to provide SGCA's Board with feedback and input regarding SGCA's Leadership Staff. The actual evaluations will remain the responsibility of the SGCA.
- c. Annual SGCA CEO Evaluations. Before the Annual Evaluation of SGCA's CEO, member schools will be allowed to provide SGCA's Board with feedback and input regarding SGCA's CEO. The actual evaluation will remain the responsibility of the SGCA Board.

16. Termination.

- a. The School may terminate this Agreement without cause or a financial penalty upon at least sixty (60) days written notice to SGCA, and such termination shall be effective as of the end of the then-current school year to minimize disruptions to the School's operations and the operations of the other member schools supported by SGCA.
- b. Either Party may terminate this Agreement for breach of a material term or condition of this Agreement upon sixty (60) days' written notice to the other Party. Such written notice shall identify the breach and provide thirty (30) days for the other Party to cure. If the other party fails to cure the breach to the satisfaction of the other, the Agreement may be terminated immediately following the cure period.
- c. In the event that any new enactment, repeal, or change of any federal, state, or local law, regulation, or court or administrative decision or order materially affects the performance of the Parties in conformity with this Agreement, the Parties shall promptly commence negotiations in good faith regarding a mutually agreeable approach (including without limitation, an amendment to the Agreement) to address the changes. If, despite such good faith negotiations, the Parties are unable to agree upon an acceptable approach, then either Party may elect to terminate the Agreement without further obligation or liability to the other, by delivering written notice of termination to the other at least ninety (90) days in advance of the effective date of such termination, or in such lesser time as is reasonable under the circumstances.
- d. In the event of termination for any reason, the following conditions shall apply:
 - The School shall pay SGCA any due and unpaid portion of the Annual Fee and costs for Services performed by SGCA through the effective date of termination.
 - SGCA shall provide assistance to the School to transition to another service provider, during which time the School shall reimburse SGCA

DRAFT

for all reasonable expenses incurred by SGCA in providing such transition assistance.

- The School shall cease all use of the Intellectual Property of SGCA as soon as reasonably practicable but in no event later than the current school year. SGCA shall cease all use of the Intellectual Property of the School as soon as reasonably practicable but in no event later than the current school year.
- As soon as practicable, SGCA shall return to the School all student-related, fiscal, and human resources data, and all other records of the School maintained by SGCA, whether held in electronic or physical form. SGCA shall additionally: complete a full data migration of the School's data and records in a disaggregated and accessible/usable format; migrate Google accounts from the current domain to a new domain, if applicable; configure new G-Suite domains, if applicable; transfer any ownership rights in the School's Intellectual Property, including domain name(s).

17. Liability. Each Party shall remain and be responsible for its own debts and obligations. Nothing in this Agreement shall be construed as imposing on a Party any liability arising out of the operations of the other Party, except as such liability may result from the performance of the first Party's obligations under this Agreement.

18. Indemnification.

- a. SGCA shall indemnify, defend, and hold harmless the School, and its officers, employees, and agents ("School Indemnitees"), from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable attorneys' fees and costs of litigation ("Claims"), raised by third parties against any School Indemnitees arising out of the SGCA's performance of its obligations under this agreement, negligence, or willful misconduct, except for such loss or damage arising from the sole negligence or willful misconduct of the School Indemnities. In the event any School Indemnitee is made a party to any Claim arising from SGCA's actions, SGCA shall provide a defense to the School Indemnities or at the School's option reimburse the School Indemnities their costs of defense, including reasonable attorneys' fees, incurred in defense of such claims.

School shall indemnify, defend, and hold harmless the SGCA, and its officers, employees, and agents ("SGCA Indemnitees"), from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable attorneys' fees and costs of litigation ("Claims"), raised by third parties against any SGCA Indemnities arising out of the School's performance of its obligations under this agreement, negligence, or willful misconduct, except for such loss or damage arising from the sole negligence or willful misconduct of the SGCA. In the event any SGCA Indemnitee is made a party to any Claim arising from School's actions, School shall provide a defense to the SGCA Indemnities or at the

DRAFT

SGCA's option reimburse the SGCA Indemnitees their costs of defense, including reasonable attorneys' fees, incurred in defense of such claims.

- b. **Notice and Defense.** The indemnified party pursuant to Section 18a above (the "Indemnified Party") shall give the party providing indemnification thereunder (the "Indemnifying Party") prompt written notice of any claims, losses, damages, liabilities, penalties, fines, expenses or costs subject to indemnification ("Indemnified Claims"), and if requested by the Indemnified Party requests, the Indemnifying Party shall undertake the defense thereof by representatives chosen by the Indemnifying Party and agreed to by the Indemnified Party, which agreement will not be unreasonably withheld, delayed, or conditioned. The Indemnified Party shall make available to the Indemnifying Party or its representatives all records and other materials required by them and in the possession or under the control of the Indemnified Party, solely for the use of the Indemnifying Party and its representatives in defending any such Indemnified Claim, and shall in other respects give reasonable cooperation in such defense.

19. Fiduciary Obligations. The governing bodies for both Parties have reviewed the scope of Services and compensation provided in this Agreement in good faith, and in a manner in which they believe to be in the best interests of their respective organizations, and with such care, including reasonable inquiry, as an ordinary prudent person in a like position would use under similar circumstances, and have determined that the Services contained herein are in the best interests of their respective organizations, and that the compensation to be paid is fair and reasonable.

20. Assignment. No Party shall assign this Agreement, any interest in this Agreement, or its rights or obligations under this Agreement without the express prior written consent of the other Party. This Agreement shall be binding on, and shall inure to the benefit of, the Parties and their respective permitted successors and assigns.

21. Dispute Resolution. If a dispute arises out of, or in connection with this Agreement, and the Parties do not resolve some or all of the dispute through negotiation, then the Parties agree to attempt to resolve the matter through mediation prior to the filing of any litigation. Following negotiations, either Party may submit a notice of intent to mediate. This notice shall be in writing and shall specify the issue(s) in dispute. The Parties agree to jointly select a mediator. Each Party shall be responsible for its own costs and expenses related to participation in mediation. Each Party shall cooperate fully and fairly with the mediator and shall attempt to reach a mutually satisfactory compromise on the matter in dispute. If the matter is not resolved pursuant to this section within thirty (30) days from initiation of the dispute resolution either party may resort to any legal remedy available to that party including litigation.

22. Notice. All notices, requests, demands, or other communications (collectively "Notice") given to or by the Parties under this Agreement shall be in writing and shall be deemed to have been duly given on the date of receipt if transmitted by email or personally served on the Party to whom Notice is to be given, or seventy-two (72) hours after mailing by United States mail first class, registered or certified mail, postage prepaid, addressed to the Party to whom Notice is to be given, at such Party's address set forth below:

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To SGCA: Sequoia Grove Charter Alliance
ATTN: [Desiree Miller](#)
[3101 Zinfandel Drive](#)
[Suite 350](#)
[Rancho Cordova, CA 95650](#)
Email: desiree.miller@sequoiagrove.org

To School: Clarksville Charter School
ATTN: Jenell Sherman, Executive Director
4818 Golden Foothill Pkwy, Suite #9
El Dorado Hills, CA 95762
Email: jenell.sherman@sequoiagrove.org

23. Headings. The descriptive headings of the sections and/ or paragraphs of this Agreement are inserted for convenience only, are not part of this Agreement, and do not in any way limit or amplify the terms or provisions of this Agreement.

24. Amendments. No supplement, modification, or amendment of this Agreement shall be binding unless in writing and executed by both Parties indicating an intent to amend this Agreement. The Parties anticipate additional and/or revised services to be provided through amendments to Attachment A and commensurate adjustment of the Annual Fee, if necessary. Such amendments may be negotiated directly by the staff of the School and SGCA at any time and shall be brought to the governing body of each Party to approve, if necessary. If any Authorizer raises material concerns in relation to this Agreement or the delivery of the Services, the Parties will discuss and negotiate in good faith how to address such concerns and whether any modifications to the Services or this Agreement are necessary.

25. Entire Agreement. This Agreement constitutes the entire agreement between the Parties with respect to the subject matter contained herein and supersedes all agreements, representations and understandings of the Parties with respect to such subject matter made or entered into prior to the date of this Agreement

26. Arm's Length and Independent Counsel. This Agreement has been negotiated at arm's length and between persons (or their representatives) sophisticated and knowledgeable in the subjects in this Agreement. Accordingly, any rule of law or legal decision that would require interpretation of any ambiguities against the Party that has drafted it is not applicable and is waived. The provisions of this Agreement shall be interpreted in a reasonable manner to affect the purpose of the Parties and this Agreement. Each Party has been advised by or had an opportunity to seek advice from, its independent counsel regarding this Agreement.

27. No Waiver. No waiver of any provision of this Agreement shall constitute, or be deemed to constitute, a waiver of any other provision, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the Party making the waiver.

28. Severability. If any provision of this Agreement is invalid or contravenes California law, such provision shall be deemed not to be a part of this Agreement and shall not affect the validity or enforceability of its remaining provisions, unless such invalidity or unenforceability would defeat an essential purpose of this Agreement.

DRAFT

29. Governing Law. This Agreement shall be governed by and interpreted under California law.

30. Authority to Contract. Each Party warrants to the other that it has the authority to enter into this Agreement, that it is a binding and enforceable obligation of said Party, and that the undersigned has been duly authorized to execute this Agreement.

31. Counterparts. This Agreement may be executed in two or more counterparts, including by DocuSign or other electronic signature, each of which shall be deemed an original and all of which together shall constitute one instrument. A faxed, .pdf, or other electronic copy of the fully executed original version of this Agreement shall have the same legal effect as an executed original for all purposes.

IN WITNESS WHEREOF, the Parties execute this Agreement as of the Effective Date above.

Sequoia Grove Charter Alliance, a
California nonprofit public benefit
Corporation

By: _____

Name: _____

Title: _____

Date: _____

Clarksville Charter School, a California
nonprofit public benefit Corporation

By: _____

Name: _____

Title: _____

Date: _____

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ATTACHMENT A DESCRIPTION OF SGCA SERVICES

- 1. INSURANCE / GROUP RATE FOR MEDICAL BENEFITS / ENROLLMENT AND SUPPORT**
 - A. Support with securing group rates for Medical Benefits
 - B. Split bill the Schools for Medical Benefits
- 2. PASS-THROUGH GROUP LICENSING AND GROUP ENROLLMENT**
 - A. Work with the School as an “honest broker” to purchase requested group licenses shared amongst the member schools.
 - B. Subscriptions vary year to year based on school input and availability.
 - C. Split bill the schools for pass-through bulk contracts
- 3. TECHNOLOGY – FIREWALLS – TECHNICAL SUPPORT – PHONE SERVICES – INTERNET SERVICE – SOFTWARE LICENSING - BULK PRICING, SUPPORT, ORDER FULFILLMENT**
 - A. Student Tech Equipment Order Fulfillment, Returns, and Repairs
 - B. Teacher & Staff Tech Equipment Order Fulfillment, Returns, and Repairs
 - C. Set-up and maintenance of AWS account
 - D. Set-up, maintenance, and distribution of Testing computers
 - E. Procurement, maintenance, and distribution of internet hotspots
 - F. Set up and maintenance of telecommunication systems (phones)
 - G. Information Technology Desktop Support for Staff & Students
 - H. Set up and maintenance of equipment in physical offices (internet, infrastructure, printing)
 - I. Accounting and inventory of all Tech assets
 - J. Maintain software agreements and licensing
 - K. Tech Vendor interface
 - L. AUP (Acceptable Use Policy) Compliance Support
 - M. Network and Device Content Filtering and Virus Support (Compliance with: The Children Internet Protection Act (CIPA), Children’s Online Privacy Protection Act and Rule (COPPA), Family Educational Rights and Privacy Act (FERPA), and Health Insurance Portability and Accountability Act of 1996 (HIPAA))
 - N. Maintain firewall between member school and Sequoia Grove to ensure ownership and confidentiality of emails and data
 - O. Maintain shared Google tenant for member school and Sequoia Grove
 - P. Coordinating bulk hardware and software purchases
 - Q. Shipping costs for family/ student Tech and Teacher devices billed back at the actual cost to the appropriate School
 - R. Ensure adequate tech equipment is available for all schools for local and state testing
 - S. Track and oversee computer and router numbers
 - T. Provide support to all test locations and teachers throughout the window, including, but not limited to basic tech troubleshooting and student login issues. Assist with DAY-OF testing site delivery and support

DRAFT

4. LENDING LIBRARY –VEHICLES – DRIVER – INVENTORY CONTROLS

- A. Maintain Lending Library System
- B. Maintain Lending Library Materials/Inventory
- C. Collaborate with schools on library schedule and maintain the calendar
- D. Maintain Returns System
- E. Implement the Charter Inventory Returns Process/ restitution process
- F. Provide mobile lending library van(s) and driver(s)
- G. Community engagement i.e Newsletters and Social Media posts
- H. Participate in and support school events
- I. Perform shipping process for library materials
- J. Check inventory to ensure all items are included and in good working order for each order
- K. Maintain Van registration, insurance, repairs, and maintenance

5. EVENTS

- A. School Events
 - a. Provide assistance as requested for staff, student, and community events, including but not limited to dances, graduation, showcases, fall events, planner distribution, technology distribution, CAASPP, PFT, etc. Support may include securing facilities, preparation of consumable materials, delivering and set-up of requested food, beverages, or prizes, event set-up, teardown, storing of event materials, and staffing of events or other requested services.
 - b. Other events can be added with additional negotiated rates
- B. Testing Events
 - a. Create and maintain Physical Fitness Testing (PFT) test boxes: ruler, stopwatch, etc. approx.
 - b. Provide and prepare snacks and awards for students at the Health and Wellness Fair/PFT and CAASPP (SGCA-funded)
 - i. Collaborate with Testing Coordinators for supply order
 - c. Schedule Library pick-up and delivery day in conjunction with Testing locations/dates
 - d. Provide live tech support during testing sessions

6. OPERATIONS – FACILITIES MANAGEMENT – WORKSPACE

- A. Assist member schools with school-operated facilities as requested, including leases, utility contracts, janitorial, appropriate licensing
- B. Provide open workspace and access for school staff and teachers in both Sequoia Grove office buildings inclusive of appropriate seating, internet access, copy/fax, and comfort control

7. FUNDRAISING- DONATIONS- SPECIAL EVENTS

- A. Provide and coordinate fundraising efforts on behalf of the member schools to support their special projects
- B. Collect, verify, and keep a record of all charitable donations
- C. SGCA will keep an appropriate accounting record of all fundraising, donations, and special event monies received. SGCA and the Schools will meet regularly to determine the appropriate usage of said funds.
- D. SGCA will provide payment to vendors as needed
- E. Provide all donors with an appropriate charitable donation receipt. Any thank-you gift for the donor should be paid for from the donations collected and recorded on

DRAFT

the accounting register.

- F. Provide regular updates and regular accounting while fundraising projects are underway

8. **RECOGNITION**

- A. Annual Founders Award for graduate
 - a. Provide ongoing support for the funding of the Annual Founders Award scholarship fund
 - b. Provide one ~~\$1000~~ Founders Award Financial Scholarship
- B. Staff Appreciation
 - a. In collaboration with school staff, design and provide a Baby Care package for staff members who add an infant family member during the school year, SGCA-funded
 - b. Other staff appreciation events and/ or packages as agreed upon with schools



School District
2024 Ford Transit Cargo Van
VIN: 1FTBR1Y83RKA95797
Stock# CV105370
5/12/2025 1:25 PM

Incentive programs and rebates are estimates, subject to change and verification. Tax Profile: 8.75% Tax

CASH PURCHASE	
Market Value	50,825.00
Discount and Rebate Savings	- 5,672.00
Vehicle (after Savings)	45,153.00
Taxes / Fees	4,859.33
Due On Delivery	50,012.33

Interest Rates, Pricing, Rebates and Terms are estimates, subject to change and apply only on 5/12/2025.
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Chief Operations Officer	
Job Title	Chief Operations Officer
Direct Report	Board of Directors
FLSA Status	Exempt
Position Type	Full Time, M-F -7:30AM to 4:00PM
Salary Schedule	Exempt Leadership
Classification	Administrator
Board Approved	
Revised	

SUMMARY OF POSITION

The Chief Operations Officer will oversee and support the daily operations of the CSO, and serve as the representative of the CSO in all aspects of management, facilities, and staff oversight.

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

- Observe and evaluate personnel
- Provide direct support to the Library Services Manager, Library Team, Business Manager, and Receptionist/Business Assistant.
- Manage and participate in lease and contract negotiations and renewals

- Coordinate with technology company to ensure that all aspects of contract with schools and CSO are being fulfilled
- Meet regularly with the Business Manager and Back Office Service Provider regarding budgets, contracts, and invoices relating to services provided.
- Meet regularly with the Admin Team from the partner schools to discuss and evaluate services, processes, requests, etc.
- Create, write, and maintain contracts
- HR Responsibilities:
 - Compose/update job descriptions
 - Update salary schedule with assistance from back office
 - Post open positions on Edjoin
 - Facilitate Interviews, reference checks, position offers/declinations
 - Send and process new hire paperwork
 - Manage benefit selections in EASE for all CSO employees
 - Work with back office to set up employees in payroll system
 - Facilitate and manage staff vector training
 - Facilitate HR meetings between staff/supervisors, etc.
 - Provide support with progressive discipline
 - Provide leadership training to supervisors as needed
- Attend and present information and updates at regular meetings of the Governing Board
- Meet regularly with the Governance Liaison to create agendas, organize materials, and provide support to the Governing Board for all board meetings
- Assist with shared drives, documents, scheduling, and agendas
- Resolve and respond to employee inquiries, complaints and questions
- Set up and process and assist in interviews for all new hires
- Assist with coordination of event requests of schools outlined in service agreements
- Other duties as assigned

REQUIRED SKILLS/ABILITIES

- Attention to detail and accuracy; excellent organizational, analytical, and problem-solving skills
- Ability to gather information and prepare reports
- Ability to adhere to timelines
- Ability to maintain accurate records and maintain confidentiality at all times
- 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

- BA or equivalent years of experience in business management
- Experience working in an educational environment
- Employee management experience
- Charter School experience 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 are 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; and extensive reading, primarily on a computer monitor. Occasional travel is 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 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

SEQUOIA GROVE CHARTER ALLIANCE
AGREEMENT FOR EMPLOYMENT OF CHIEF OPERATIONS OFFICER

This Employment Agreement (“Agreement”) is entered into by and between the Sequoia Grove Charter Alliance (“SGCA”) and Desiree Miller (“COO”) (either the SGCA or COO may be referred to as Party, or collectively as the Parties), effective July 1, 2025 (“Effective Date”) with respect to the following recitals:

RECITALS

- A. The SGCA desires to hire Employee to fulfill the role of the COO on full-time basis.
- B. Employee desires to accept employment as the COO with the SGCA on the terms and conditions set forth in this Agreement.

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **Recitals.** The above recitals are true and correct and incorporated into the Agreement by reference.
2. **Term.** COO is hired commencing on July 1, 2025. The COO will work on a full-time basis (i.e. a minimum of forty (40) hours per week)
3. **Duties.** COO agrees to satisfactorily perform all the duties of COO as set forth in the SGCA’s job description for the position of COO, and such other duties as may be assigned by the SGCA’s Board of Directors (“Board”). It is anticipated that Employee’s work hours will encompass the SGCA’s normal hours of operation as well as any additional hours which are necessary to the accomplishment of Employee’s duties.
4. **Compensation.** In consideration for the services to be rendered under this Agreement, the SGCA will pay COO a salary of \$127,656 per the Board-approved 2025-26 salary schedule (Administrator Step 1) less all applicable withholdings and deductions. Wages will be paid on a semi-monthly basis beginning with the first pay period following the Effective Date of this Agreement and in accordance with the SGCA’s regular payroll practices. COO is an exempt employee and therefore is not eligible for overtime pay.
5. **Acceptance of Interim Assignment.** COO acknowledges that the SGCA’s offer of employment is based upon her willingness to perform all duties as assigned.
6. **Qualifications.** COO acknowledges that she has reviewed the SGCA’s job description for the position and all other documents that set forth the required job qualifications. COO represents and warrants that she meets all required job qualifications.
7. **At Will Employment.** COO’s employment with the SGCA is at-will. This means that either the SGCA or the COO may terminate this Agreement and the COO’s employment at any time with or without cause or advance notice. No one other than the Board has the authority to alter this employment at-will relationship, to enter into an agreement for

employment for a specified period of time or to enter into any agreement other than what is provided in this Agreement. Any such alteration or agreement must be in writing and must be approved by the Board.

8. **Fringe Benefits.** The COO shall be entitled to any entitlements or benefits, as outlined in the employee handbook or as set forth herein.
 - a. **Phone/Internet and Vehicle Allowance:** The SGCA agrees to provide COO an allowance in the amount of \$175 per pay period to cover automobile/mileage expenses, internet use, and the use of personal cell phone for work-related purposes. This payment shall be subject to all appropriate taxes and withholdings. COO will be responsible for all insurance, maintenance, operating, and other expenses incurred in connection with COO's automobile. The SGCA shall make appropriate reports of such payment to the Internal Revenue Service and the California Franchise Tax Board, as provided by applicable law. The allowance is intended to be in lieu of reimbursement of all expenses incurred by COO for automobile/mileage, internet and cell phone on behalf of SGCA. If COO believes that this allowance does not adequately reimburse her for expenses incurred as a result of performing her duties for SGCA, Interim CEO shall promptly notify the SGCA Board of Directors.
9. **Fingerprinting.** COO shall at all times comply with the fingerprinting and criminal background investigation requirements of the California Education Code ("Education Code") section 45125.1. The SGCA currently has a valid Department of Justice clearance for COO. COO further agrees and acknowledges that if at any time during her employment by SGCA, COO learns or becomes aware of additional information, which differs in any way from the representations set forth above, COO shall immediately notify SGCA and shall not have contact with SGCA students until the fingerprinting and background check requirements have been satisfied and the SGCA determines whether any such contact is permissible.
10. **Governing Law/Venue.** This Agreement, and the rights and obligations of the Parties shall be construed and enforced in accordance with the laws of the State of California. The venue for any action arising from this Agreement shall be in Sacramento County, California.
11. **Arbitration.** COO and the SGCA mutually agree that any and all existing and future disputes, claims or controversies arising out of or relating to COO's employment, the termination thereof, or otherwise arising between COO and the SGCA shall, in lieu of a jury trial or other civil action, be resolved by final and binding arbitration pursuant to the Federal Arbitration Act as set forth in **Attachment A**.
12. **Construction of Agreement.** This Agreement shall not be construed more strongly against either Party regardless of which Party is responsible for its preparation.
13. **Entire Agreement.** This Agreement, including attachments, constitutes the entire agreement and understanding between the Parties. There are no oral understandings, terms or conditions and no Party has relied upon any representations, express or implied, not

contained in this Agreement. All prior understandings, terms or conditions are deemed to be merged into this Agreement.

14. **Amendment.** No amendment of the terms or conditions of this Agreement shall be valid unless in writing and signed by the SGCA.
15. **Headings.** Section headings are provided for organizational purposes only and do not in any manner affect the scope, meaning or intent of the provisions under the headings.
16. **Notices.** Except as may be otherwise required by law, any notice to be given shall be written and shall be either personally delivered, sent via email, sent by facsimile transmission or sent by first class mail, postage prepaid and addressed as follows:

[Continued on Following Page]

SGCA:

Board@sgca.org
3101 Zinfandel Drive, Ste.350
Rancho Cordova CA 95650

COO:

Desmiller530@gmail.com
Desiree Miller
12448 Hidden Valley Road
Grass Valley CA 95949

Notice personally delivered is effective when delivered. Notice sent by first class mail shall be deemed received on the fifth (5th) day after the date of mailing. Either Party may change the above address by giving written notice pursuant to this paragraph.

17. **Conflict with Laws/Severability.** This Agreement is subject to all applicable laws and regulations. If any provision of this Agreement is found by any court or other legal authority, or is agreed by the Parties, to be in conflict with any code or regulation governing its subject, the conflicting provision shall be considered null and void. If the effect of nullifying any conflicting provision is such that a material benefit of the Agreement to either Party is lost, the Agreement may be terminated at the option of the affected Party. In all other cases, the remainder of the Agreement shall continue in full force and effect.
18. **Waiver.** Any waiver of any breach of any term or provision of this Agreement shall be in writing and shall not be construed to be a waiver of any other breach of this Agreement.
19. **Execution of Agreement/Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed a duplicate original when all counterparts are executed, but all of which constitute a single instrument. Photographic, scanned, digital, electronic or faxed copies of such signed counterparts may be used in lieu of the originals for any purpose. The Parties agree, where practicable, to permit the use of DocuSign, or another electronic signature technology.

THE PARTIES, having read and considered the above provisions, indicate their agreement by their authorized signatures below.

COO

Sequoia Grove Charter Alliance

Desiree Miller

Signatory of the Board

Date

Date

July 2025						
S	M	T	W	T	F	S
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August 2025						
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5-2026

21230225 Day Staff Calendar



School Year Dates	
21 Aug 4	Teachers Return to Work
Aug 18	First Day of School
Jan 6	End of Semester 1
Jan 13	Report Cards Due
May 29	Last Day of School
Jun 2	Report Cards Due
Jun 3	Last Teacher Day

Holidays	
Jul 2	SGCA Founder's Day
Jul 3-4	Independence Day
Sep 1	Labor Day
Nov 11	Veterans Day
Nov 13-14	Staff In-Service
Nov 24-Dec 1	Thanksgiving/Fall Break
Dec 22-Jan 2	Winter Break
14 Jan 19	Martin Luther King Jr. Day
Feb 13	Lincoln Day
Feb 16	Washington Day
Mar 30-Apr 6	Spring Break
May 25	Memorial Day
Jun 19	Juneteenth

January 2026						
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February 2026						
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April 2026						
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May 2026						
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June 2026						
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21	22	23	24	25	26	27
28	29	30				

School Closed

Staff In-Service Days

Last Day of Semester 1

First & Last Day of School

Staff Meetings

Board Meetings