

APPROVED



## Lake View Charter School

# Minutes

## Special Board Meeting

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### Date and Time

Wednesday March 30, 2022 at 4:30 PM

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### Join Zoom Meeting

<https://sequoiagrove-org.zoom.us/j/4075258260>

Meeting ID: 407 525 8260

Passcode: 546272

One tap mobile

+14086380968,,4075258260# US (San Jose)

+16699006833,,4075258260# US (San Jose)

Dial by your location

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

Meeting ID: 407 525 8260

Find your local number: <https://sequoiagrove-org.zoom.us/u/kcv9bkellW>

“Meeting held pursuant to Government Code 54953 and emergency findings previously adopted by the Board”

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### Directors Present

Glad Donahue (remote), Jessica Coombs (remote), Serra Wells (remote)

### Directors Absent

Billie Adkins, Lindsay Mower

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### Guests Present

Darcy Belleza (remote), Jenell Sherman (remote), Julie Haycock-Cavender (remote), Kathleen Daugherty (remote), Katie Royer (remote), Kristie Nicosia (remote)

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## I. Opening Items

### A. Establish Quorum/Record Attendance

### B. Approval to Continue Meeting Virtually per Report of Findings

Jessica Coombs made a motion to continue to meet virtually.  
Serra Wells seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### C. Call the Meeting to Order

Glad Donahue called a meeting of the board of directors of Lake View Charter School to order on Wednesday Mar 30, 2022 at 4:37 PM.  
Serra Wells made a motion to start the Meeting.  
Jessica Coombs seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### D. Approval of Consent Agenda

Jessica Coombs made a motion to approve the Consent Agenda.  
Serra Wells seconded the motion.  
The Consent Agenda includes:

- Tonight's Agenda
- Minutes from March 16, 2022 Regular Meeting
- Kindergarten and Transitional Kindergarten Policy (update)

The board **VOTED** unanimously to approve the motion.  
Jessica Coombs made a motion to approve the minutes from Regular Scheduled Board Meeting on 03-16-22.  
Serra Wells seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### E. Public Comments on Non-Agenda Items

No public comments.

## II. Operations

### A. Approval of Executive Director Job Description

Serra Wells made a motion to approve the Executive Director Job Description.  
Jessica Coombs seconded the motion.  
Julie Haycock-Cavender presented the Executive Director Job Description.  
The board **VOTED** unanimously to approve the motion.

### B. Approval of Associate Executive Director Job Description

Jessica Coombs made a motion to approve the Associate Executive Director Job Description.  
Serra Wells seconded the motion.

Julie Haycock-Cavender presented the Associate Executive Director Job Description.

The board **VOTED** unanimously to approve the motion.

**C. Approval of Executive Director and Associate Executive Director Interview Timelines and Process**

The Governing Board accepted the Associate Executive Director Interview Timelines and Process.

**D. Approval of Organizational Charts**

Serra Wells made a motion to approve Organizational Charts.

Jessica Coombs seconded the motion.

Julie Haycock-Cavender presented the Organizational Charts.

The board **VOTED** unanimously to approve the motion.

**III. Finances**

**A. Approval of Salary Schedule**

Jessica Coombs made a motion to approve the Salary Schedule.

Serra Wells seconded the motion.

The board **VOTED** unanimously to approve the motion.

**IV. Closing Items**

**A. Board Member Requests to Add Items to Future Board Meetings Agendas**

No requests from the Governing Board.

**B. Announcement of Next Regular Scheduled Board Meeting**

Glad Donahue announced the Next Regular Scheduled Board Meeting is April 27, 2022 at 4:30 PM.

**C. Adjourn Meeting**

Serra Wells made a motion to adjourn the Meeting.

Jessica Coombs seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:21 PM.

Respectfully Submitted,  
Glad Donahue

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Prepared by:  
Katie Royer

Noted by:

*Billie adkins*

Board Secretary

**Public Comment Rules for Non-Agenda Items:**

Members of the public may address the Board on non-agenda items through the teleconference platform, Zoom, during the time allocation for public comment on non-agenda items. 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 during this time or simply communicate orally your desire to address the Board when the Board asks for public comments on non-agenda items. Speakers may be called in the order requests are received. Comments are limited to 2 minutes each, with no more than 15 minutes per single topic. If a member of the public utilizes a translator to address the Board, those members of the public are allotted 4 minutes each to accommodate translation time. By law, the Board is allowed to take action only on items on the agenda. However, the Board may, at its discretion, refer a matter to school staff or calendar the issue for future discussion.

**Public Comment Rules for Agenda Items:**

Members of the public may address the Board on 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 on that agenda item or simply communicate orally your desire to address the Board when the Board asks for public comment on that item. Public comment will be allowed following the staff report, if any, on each agenda item.

Speakers may be called in the order requests are received. Comments are limited to 2 minutes each, with no more than 15 minutes per agenda item. If a member of the public utilizes a translator to address the Board, those members of the public are allotted 4 minutes each to accommodate translation time.

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 Governing Board Office at (530) 927-5137 at least 48 hours before the scheduled board meeting so every reasonable effort can be made to accommodate you.

(Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)).

<b>TITLE</b>	3-30-22 Minutes LV -approved
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<b>AUDIT TRAIL DATE FORMAT</b>	MM / DD / YYYY
<b>STATUS</b>	● Signed

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## Document History



SENT

**04 / 28 / 2022**

15:11:05 UTC

Sent for signature to Billie Adkins  
(cleopatra.adkins@gmail.com) from  
katie.royer@sequoiagroves.org  
IP: 99.33.250.65



VIEWED

**04 / 28 / 2022**

17:54:01 UTC

Viewed by Billie Adkins (cleopatra.adkins@gmail.com)  
IP: 174.208.108.203



SIGNED

**04 / 28 / 2022**

17:54:12 UTC

Signed by Billie Adkins (cleopatra.adkins@gmail.com)  
IP: 174.208.108.203



COMPLETED

**04 / 28 / 2022**

17:54:12 UTC

The document has been completed.