



SGCA Regular Board Meeting Minutes April 18, 2024

I. Opening Items
A. Record Attendance

All Board Members were present at Rollcall:

- o Janeal Cimino
- o Glad Donahue
- o Rose Faramarzi-Rad
- o Gloria Maxwell
- o Bob McGuire

B. Bob McGuire called the meeting to order at 6:40 PM.
C. Approval of the Agenda

Janeal Cimino made a motion to approve the Agenda.
Glad Donahue seconded the motion.
Rollcall vote was taken. Motion passed unanimously.

D. Public Comments:

Bob McGuire 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:

- a. Regular Board Meeting March 14, 2024**
Rose Faramarzi-Rad motioned to approve the March 14, 2024 meeting minutes.
Janeal Cimino seconded.
Rollcall vote was taken. Motion passed unanimously.



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II. Closed Session

- A. Janeal Cimino made a motion to go into Closed Session at 6:54 pm.
Glad Donahue seconded the motion.
Rollcall vote was taken. Motion passed unanimously.

Glad Donahue made a motion to come out of Closed Session at 7:43 pm.
Rose Faramarzi-Rad seconded the motion.
Rollcall vote was taken. Motion passed unanimously.

Action taken in Closed Session: Bob McGuire reported out that there was no reportable action taken during closed session.

III. Director's Update:

[Julie Haycock](#) touched on what she has been working on since stepping in.

- Communication: Staff was notified that the schools and CSO will be changing their agreement and that some staff will transition to the schools from the CSO.
- Payroll: Staff has started using time clocks to clock in and out. Leases: renewing leases for the three locations, working with contractor to do some work on the Clarksville location to bring it up to code. Working with landlord to determine who is responsible for the work.
- Finance Committee: Met this week, putting system in place for approving spending.
- School Support: SGCA is providing support to prom for those students that need help, and will give money for decorations.
- Staff Appreciation: End of year CSO staff appreciation in LA for those that live there, still planning local event.
- Enrollment Team: working hard processing 5100 students for next year. 500 still on the wait list.
- Compliance Team: Kudos to team for completing LP & attendance and work staples. Next week will start to review Master Agreements for next year.



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- **Ordering Team:** Vista Ordering System closed for the school year. Working on processing 5500 new orders. Awesome job. Accounts Payable: Processing 100 invoices a day and managing the breakdown and billing for each school.

IV. Operations

A. Approval of 2023 Audit - Creative Back Office

The voluntary audit is done with no major concerns. A noted concern in the audit was regarding the year to year contract with the schools that does not secure the CSO's future, but that is the nature of our organization.

Janeal Cimino made a motion to approve the 2023 Audit as submitted.

Glad Donahue seconded the motion.

Rollcall vote was taken. Motion passed unanimously.

B. Budget Update - Creative Back Office

Cory Cavanah presented the monthly budget update. Things looked good, and there were no surprises.

C. Approval of Job Description - Governance Liaison

Janeal Cimino made a motion to approve the Job Description - Governance Liaison

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. Motion passed unanimously.

V. Closing Items

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

No Board comment were made.

B. Announcement of Next Regular Scheduled Board Meeting

The next regular scheduled Board Meeting is May 30, 2024 at 6:30 PM with a possibility for a special board meeting on May 16, 2024.



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C. Adjourn Meeting

Glad Donahue motioned to adjourn the meeting at 8:21 pm.

Janeal Cimino seconded.

Rollcall vote was taken. Motion passed unanimously.

Noted by:

Glad Donahue

[Glad Donahue \(May 24, 2024 20:57 PDT\)](#)

Board Secretary


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Final Audit Report


2024-05-25

Created:	2024-05-24
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 Signer g.donahue.board@sequoiagrove.org entered name at signing as Glad Donahue

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 Document e-signed by Glad Donahue (g.donahue.board@sequoiagrove.org)

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