



SGCA Special Board Meeting Minutes May 16, 2024

I. Opening Items A. Record Attendance

The following Board Members were present at Rollcall:

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

The following Board Members were absent at Rollcall, but arrived later in the meeting:

- o Glad Donahue

B. Bob McGuire called the meeting to order at 6:37 PM. C. Approval of the Agenda

Gloria Maxwell made a motion to approve the Agenda.

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken:

In Favor:

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

Opposed:

- o None

Absent:

- o Glad Donahue

The motion passed.

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
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No Public Comments	
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E. Approval of Board Meeting Minutes:

a. Regular Board Meeting April 18, 2024

Rose Faramarzi-Rad motioned to approve the April 18, 2024 meeting minutes.

Gloria Maxwell seconded.

Rollcall vote was taken:

In Favor:

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

Opposed:

- o None

Absent:

- o Glad Donahue

The motion passed.

II. Closed Session

A. Janeal Cimino made a motion to go into Closed Session at 6:43 pm.

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken.

In Favor:

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

Opposed:

- o None

Absent:

- o Glad Donahue



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The motion passed.

Glad Doanhue arrived at 7:08 pm and entered into Closed Session.

Janeal Cimino made a motion to come out of Closed Session at 7:15 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-Cavender](#) touched on what she has been working on since the last Board Meeting:

- Graduation will be taking place on May 28, 2024.
- The different teams at the CSO have been extremely busy with the end of the school year.
- Julie has been working with school leadership on the following items:
 - Benefits
 - 401k and 403b Plans
 - Shared Services Agreement
 - PTO Leave, Sick Leave, Employee Handbooks, and Calendars to be consistent with the schools.
 - Building Leases
- Enrollment Team: 750 new students have been processed in the 4 weeks, and there are 6000 students who are returning for next school year. The waiting list is starting to build up as there were 1100 new student applications.
- CALPADS Team: They have been working on rollover data and the various reporting that has to be done to the state.
- Staff celebrations have been taking place in person both in Southern California and in Sacramento.



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IV. Finances

A. Budget Update - Creative Back Office

Matt Butler from Creative Back Office presented the finance update to the board. Things were looking good. There were some changes made to the beginning fund balance in response to the audit where it was recommended that funds should be logged differently.

Glad Donahue asked about carrying over fund balances and the decision when the CSO was started and the expectation that any extra funds would be returned back to the schools.

Corey Cavanah shared that in year 1, there was language in the contract that any surplus would be returned to the schools. He was unsure if it was included in the contracts for year 2 and year 3. However, the audit does address the returns of surpluses and it would be important to look at that carefully moving forward.

Julie also shared that moving forward it would be important to make sure that there is some funding set aside for the operations of the CSO during the month of July before the next year's service agreement kicks in. In addition, she shared that she has been working on that with the schools.

V. Operations

A. Discussion and Potential Action on Back Office Service Providers

Bob McGuire shared that there was some discussion about looking into different options for the Back Office Service Providers.

Janeal Cimino shared that the finance committee had spoken about wanting to know what options were available for the CSO. Previously, there were concerns that the board was not receiving financial reports or updates. However, she felt that the CSO was good with continuing with Creative Back office for now, and that the previous concerns may not have been the fault of Creative Back Office.

Bob McGuire asked for Julie Haycock-Cavenders perspective. Julie Haycock-Cavender shared that Corry and Matt have brought a lot to light and have been working to move in a positive direction. In addition, there are some



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concerns about the changes that are coming to the CSO and having historical knowledge can be very helpful.

Bob McGuire shared that he felt Creative Back Office were giving 110%.

Glad Donahue agreed with Bob McGuire. She also shared that she was not pleased with the lack of financial transparency previously, but that they have risen to the occasion.

Bob McGuire made a motion for the Board to give a vote of confidence to Creative Back Office.

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. Motion passed unanimously.

B. Discussion and Potential Action on Job Descriptions - Director/Manager of Business Operations & Business Assistant

Julie shared that with the changes to the CSO for next year, there is a need to have a Director /Manager of Business Operations & Business Assistant to oversee the operations of the CSO. She also shared that she felt it would be beneficial to post the positions as soon as possible to help with the training of these two positions. Rose Faramarzi-Rad asked when the position would be posted. Julie shared that she would love to post it on Monday.

Janeal Cimino asked when would the positions start. Julie shared that it would best if they could start by July 1st.

Gloria Maxwell made a motion to approve the Job Descriptions - Director / Manager of Business Operations & Business Assistant.

Janeal Cimino seconded the motion.

Rollcall vote was taken. Motion passed unanimously.

C. Discussion and Potential Action on Update to Salary Schedule

Julie shared that there was an update that needed to be made to the coordinator column of the salary schedule due to changes in the minimum wage laws.

Janeal Cimino asked if the receptionist was on his schedule and Julie

Haycock-Cavender shared that was an hourly position that would be on a different



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salary schedule.

Gloria Maxwell asked if the CSO had anyone on the Senior Director Level. Julie Haycock-Cavender shared that we did not. Gloria Maxwell continued to ask if it might be helpful to amend the schedule now to remove the Senior Director column. Julie Hayckc suggested that they keep that column for now and that it could always be amended in the future.

Glad Donahue made a motion to approve the Update to the Salary Schedule.

Gloria Maxwell seconded the motion.

Rollcall vote was taken. Motion passed unanimously.

D. Discussion and Potential Action on Charter Tech Services Contract

Julie Haycock-Cavender shared that Charter Tech Services was who the schools and CSO contracted with for tech services, and that every year the contract needs to be renewed. A question was asked about this approval coming before the approval of the services agreements with the school and if they should wait. Julie Haycock-Cavender shared that this was going to be part of the CSO contract with the schools and that the schools were going to approve the contract as well.

Gloria Maxwell made a motion to approve the Charter Tech Services Contract with the caveat that Julie Haycock-Cavender has the ability to amend the contract as needed based on the discussions and approval with the schools.

Glad Donahuel seconded the motion.

Rollcall vote was taken. Motion passed unanimously.

E. Discussion and Potential Action on the Building Leases

i. Roseville Office

ii. Sacramento Office

Kevin Lynch presented to the board about the building negotiations that have been taking place around the possible changes with the office locations in the sacramento area. He presented to the board a three year lease agreement for the Roseville Office.



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Gloria Maxwell asked about market trends with leases dropping, but that this lease was increasing. Kevin Lynch that is true, but the Eureka area is a strong area where rents have been holding and not dropping. Gloria shared that people love the Roseville location. Julie Haycock-Cavender agreed that a lot of meetings take place in that office.

Bob McGuire asked if there was a provision in the lease that if there was a reason the schools / CSO no longer needed the building due to a loss of authorization would they be able to get out of the lease. Kevin stated there is language to protect the organization.

Gloria Maxwell asked about the Sacramento office change and what changes may be made with a possible downsizing of the CSO. Kevin shared that the newly proposed location had a lot of great things that the CSO needed for the operations they were continuing to manage. An example is a locked underground parking structure for the Lending Library Vans. Julie Haycock-Cavender also shared that what is currently in person at the office location is going to continue to stay with the CSO.

Kevin Lynch presented about the Zinfandel location, the newly proposed location for what is currently in the Sacramento office. He shared that there is only a \$200 difference a month between the Sacramento office and the Zinfandel location. Julie Haycock-Cavender also shared that there are a lot of positives about the Zinfandel location such as locked overnight parking, a safer neighborhood, and restaurants on the ground level of the building.

Bob McGuire asked if there would be more room to expand if things grow with the lending library. Kevin Lynch shared that there are other options available in the area for storage.

Rose Faramarzi-Rad stated that the safety components of the building were a positive benefit.

Janeal Cimino made a motion to approve the renewal of the Roseville Office lease



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(aka the Eureka location).

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. Motion passed unanimously.

Janeal Cimino made a motion to move forward with the Zinfandel location.

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. Motion passed unanimously.

VI. Closing Items

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

The Board requested that a system for how returned items are managed and if they are not usable how they are disposed of. Julie Haycock-Cavender stated that she would ask the library staff to do a presentation at a future board meeting to discuss the process.

Gloria Maxwell asked about moving costs and for Julie to work with the schools on negotiating the cost of moving and the sharing of that cost.

B. Announcement of Next Regular Scheduled Board Meeting

The next regular scheduled Board Meeting is May 30, 2024 at 6:30 PM.

C. Adjourn Meeting

Gloria Maxwell motioned to adjourn the meeting at 8:49 pm.

Janeal Cimino seconded.

Rollcall vote was taken. Motion passed unanimously.



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Noted by:

Glad Donahue
[Glad Donahue \(Jun 5, 2024 15:25 PDT\)](#)

Board Secretary


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Final Audit Report

2024-06-05

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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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