



**SGCA Regular Board Meeting Minutes  
May 30, 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
- o Glad Donahue

**B. Bob McGuire called the meeting to order at 6:34 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. The 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:**

**i. Regular Board Meeting May 16, 2024**

Glad Donahu motioned to approve the May 16, 2024 minutes with the amended change to the name Glad Maxell to Gloria Maxwell on page 8.  
Janeal Cimino seconded the motion.  
Rollcall vote was taken. The motion passed unanimously.



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### **II. Operations**

#### **A. Discussion and Potential Action on the 2024-2025 Creative Back Office Contract**

Cory Cavanah presented the Board with a proposal for the 2024-2025 Creative Back Office Contract for \$78,000. This contract would be no increase in cost from the 2023-2024 contract and it included adding the payroll support.

Glad Donahue thanked Creative Back Office for the presentation and for the breakdown of services.

Gloria Maxwell thanked Creative Back Office for the breakdown of the budgets.

Julie Haycock-Cavender shared that Creative Back Office has been extremely helpful through the transition.

Bob McGuire expressed gratitude for Creative Back Office and their support during the challenging transition that took place this year.

Gloria Maxwell motioned to approve the 2024-2025 Creative Back Office Contract. Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

#### **B. Discussion and Potential Action on the Business Manager Job Description**

Julie Haycock-Cavender shared that after the last meeting there was a discussion about the scope of work that was approved for the Manager of Business and Operations. It was a very big job and would be better split between two jobs. One would focus on the business side and one that would focus on the operations and facilities side.

Gloria Maxwell asked about the new job descriptions and if these positions would be the replacement for the positions that were previously employed at SGCA. Julie Haycock-Cavender explained that yes these positions would replace the previous positions that are vacant. However, with the downsizing of the organization these positions would be at the coordinator level, not at the higher level on the salary schedule.



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Glad Donahue motioned to approve the Business Manager Job Description  
Janeal Cimino seconded the motion.  
Rollcall vote was taken. The motion passed unanimously.

### **C. Discussion and Potential Action on the Manager of Operations and Facilities Job Description**

Glad Donahue asked if this new position would replace the previously approved receptionist position. Julie Haycock-Cavender stated no this would be in addition to the receptionist position that was approved last meeting.

Janeal Cimino asked about the receptionist position and asked if there was already a receptionist position at the CSO. Julie Haycock shared that yes they had a receptionist, but she was also a support for the Special Education Department with the schools and that would be going back under the schools.  
Gloria Maxwell asked when would the job be posted to Edjoin. Julie Haycock-Cavender shared tomorrow.

Glad Donahue motioned to approve the Manger of Operations and Facilities Job Description.  
Janeal Cimino seconded the motion.  
Rollcall vote was taken. The motion passed unanimously.

### **D. Discussion and Potential Action on the CSO 401k 403b Plan - TCG**

Chris Jamail with TCG presented information on the 401K and 403b options. The CSO had been in contact with Chris and his organization when the CSO and the question was what retirement plans were allowed for this type of organization. Chris and his team took a deep dive into the organization and if the retirement plan needed to comply with ERISA or not. Chirs Jamail put together a proposal and presented the proposed contract to the Board.

Julie Haycock-Cavender shared that previously there were different levels of matching for retirement accounts, and that was getting to be very complicated as it was hard to keep track of everything. The goal is to go to a straight 8% for everyone



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and it would be the same at the schools as well. The staff would have the ability to roll-over their funds into the new retirement accounts. The staff that is going to the schools will have the option to go to CalSTRS2 pension, but the CSO cannot participate and that is why we are looking into a new plan. She was thankful that there were options available for the new size of the CSO.

Bob McGuire asked to clarify that the employees staying in the CSO will no longer have a 401k plan and instead will have a 403b plan. Julie Haycock shared yes that is correct. Bob McGuire also asked about how this information would be shared with the CSO staff. Chris Jamail shared that they would do all the sharing with the staff about the benefits options.

Janeal Cimino asked a clarifying question about the staff being able to move their funds over. Julie Haycock shared that the staff would no longer be able to contribute to the old plan, but their money could stay there. However, Chris will need to review the previous plans document to make sure that there are no outstanding items that could make things complicated with the roll-over.

Janeal Cimino motioned to approve the CSOs change from a 401k to a 403b Retirement plan.

Gloria Maxwell seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

### **E. Discussion and Potential Action on the Building Lease:**

#### **i. Zinfandel**

Julie Haycock-Cavender shared that she brought the lease that the Board approved in the last meeting to our legal counsel and they are currently working on the redlined items. She wanted to update the Board and to get their directions on next steps and if they wanted her to bring the redlined contract back to be approved, or if she could be given permission to move forward with the contract once legal completion of their redline recommendations.



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Gloria Maxwell made a motion to allow Julie Haycock-Cavender to have the power to move forward with the lease and contract negotiations for the Zinfandel location.

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

### III. Closing Items

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

Bob McGuire asked about the status of the moving costs for the building. Julie Haycock shared that they are working on getting a quote from a company that specializes in office building moves including being in compliance with FERPA laws for the moving of student records. This will be brought back to the board at the next meeting.

Gloria Maxwell asked a question about the bank and the tracking of funds. Julie Haycock shared no they did not have an answer yet, but she has it on her calendar to call them again. Julie Haycock shared she would send one way communication as soon as she heard.

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

Bob McGuire announced that the next regular scheduled board meeting was on June 13, 2024 at 6:30 pm.

#### C. Adjourn Meeting

Janeal Cimino motioned to adjourn the meeting at 7:32 pm.

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

Noted by:

*Glad Donahue*  
Glad Donahue (Aug 8, 2024 08:58 PDT)

Board Secretary


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Final Audit Report


2024-08-08

Created:	2024-08-05
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## "5-30-24 SGCA Regular Board Meeting Minutes" History

 Document created by Bryanna Brossman (bryanna.brossman@sequoiagrove.org)

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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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