



**SGCA Regular Board Meeting Minutes
June 13, 2024**

I. Opening Items

A. Record Attendance

The following Board Members were present at Rollcall:

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

B. Bob McGuire called the meeting to order at 6:40 PM.

C. Approval of the Agenda

Glad Donahue 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 30, 2024

Glad Donahu motioned to approve the May 30, 2024 minutes

Janeal Cimino seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

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

Title: Interim CEO



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Janeal Cimino motioned for the Board to move into closed session at 6:48 pm.
Rose Faramarzi-Rad seconded the motion.
Rollcall vote was taken. The motion passed unanimously.

Janeal Cimino motioned for the Board to move out of closed session at 7:32 pm.
Glad Donahue seconded the motion.

Bob McGuire shared that no reportable action was taken during closed session.

III. Operations

A. Discussion and Potential Action on the 2024-2025 CEO Contract

The Board discussed having Julie Haycock-Cavender to stay on as a part time CEO at an hourly rate during the transition with the new Business Manager.. Procopio helped with the drafting of the CEO Contract.

Janeal Cimino motioned to approve the 2024-2025 CEO Contract where Julie Haycock-Cavender would be paid an hourly rate of \$75 an hour and receive the following fringe benefits:

- Phone / Internet and Vehicle allowance of \$300 a month
- Eligible for Medical / Dental / and Vision Insurance
- 5 Days of Paid Sick Leave

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

B. Discussion and Potential Action on the 2024-2025 Services Agreement with the Member Schools

Julie Haycock-Cavender shared that the CSO staff meets with the school administration and creates a budget based on the services that the CSO will provide. The three contracts (Feather River, Clarksville, and LakeView) together provide 100% of the funding for the CSO.

The services provided for the 2024-2025 school year is going to be much smaller



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and the schools felt that certain items that were previously with the SCO were better housed under the schools. Services that the CSO will provide include the lending library, insurance benefits, vehicles and drivers for park days, certain events, facilities management, fundraising / donations for special events, scholarships and staff appreciation items.

Janeal Cimino asked about the records team that is being moved to the school but will still be located in the CSO leased building and if the schools would be paying for that. Julie Haycock-Cavender shared that this cost is built into the budget that was created by the CSO and the member schools.

Janeal Cimino asked about library returns and when items are not in great condition when being returned. How can the CSO take steps to help with the process of disposal of items and not create a lot of work for the library staff. Stepahnie Terrell was able to explain the process that the lending library staff walks through when they receive items that are damaged / in not great condition.

Janeal Cimino motioned to approve the CSO Service Agreement with the Member Schools.

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

C. Discussion and Potential Action on the 2024-2025 Employee and Board Calendar

Julie shared the proposed employee calendar would match the school's calendar. This calendar also has the Board Meeting schedule listed as the second Tuesday of each month.

The board also discussed the start time of the Board Meetings and stated that they would keep the start time at 6:30 pm, but could reevaluate in the future if needed.

Rose Faramarzi-Rad motioned to approve the 2024-2025 Employee and Board Calendar.

Janeal Cimino seconded the motion.

Rollcall vote was taken. The motion passed unanimously.



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IV. Director's Update

A. CEO Report – Julie Haycock-Cavender

Julie Haycock-Cavender shared that the teams have made it to the finish line and Julie praised all of the hard work that the teams have done and reported on the following:

- The Enrollment Team is continuing to pull from the waitlist each week and approximately 6000 students have been enrolled to start in August.
- CALPADS / SIS Team - They work on reporting that needs to go to the state and updating the student information system. The team attended a training with school pathways, the student information system.
- The Ordering Team has completed a total of 83,533 orders through 5/30/2024.
- Library Services Team has seen a 10% increase in total library usage from 22-23 to the 23-24 school year.
- The Compliance Team works on processing all paperwork that comes from families including attendance, work records, Grid Lock Check, the Home Data Collection Form, master agreements and addendums, and work samples. They have reviewed 161,442 documents this year.
- The Accounts Payable Team is caught up on processing invoices. They have completed over 57,095 invoices.
- Leases - the leases for the Zinfandel building have been finalized and this information will be shared with the staff tomorrow during the staff meeting.
- Julie Haycock-Cavender has been working with Chipman, a company that specializes in office spacing moving, to coordinate the move to the new building.
- The manager of operations and the receptionist / business assistant positions are posted on edjoin.
- The benefits portal is open and the 403b plan is moving forward.

V. Finances

A. Budget Update - Creative Back Office

Matt Butler with Creative Back Office presented a budget update. Matt shared that



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in the next board meeting there will be a presentation with the end of the year numbers and where that will land in comparison to the adopted budget. ‘

B. Discussion and Potential Action on the 2024-2025 Budget

Matt Butler presented a projected budget for the 2024-2025 school year with the goal of having a projected end of year balance of \$0.

Janeal Cimino shared that seeing a \$0 projected end of year balance makes her nervous. Matt Butler shared that he understood and that is a challenge that the CSO has to grapple with given that any excess funds are returned to the member schools.

Rose Faramarzi-Rad motioned to approve the 2024-2025 Budget as presented.

Janeal Cimino seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

VI. Governance

A. Discussion and Potential Action on the Reaffirming of Board Member Terms

- i. Glad Donahue for Lakeview Charter School - July 1, 2024 - June 30, 2026**
- ii. Rose Faramarzi-Rad for Feather River Charter School - July 1, 2024 - June 30, 2026**
- iii. Janeal Cimino for Clarksville Charter School - July 1, 2024 - June 30, 2026**

Bryanna Brossman explained that the Board's Bylaws state that board member terms are to be for 2 years and the terms are to be staggered. Glad Donahue, Rose Faramarzi-Rad and Janeal Cimino's current terms end on June 30, 2024, and these board members expressed interest in continuing to serve on the board for another term.

Glad Donahue motioned to approve the reaffirming of the Board Member Terms for: Glad Donahue, Rose Faramarzi-Rad, and Janeal Cimino for July 1, 2024 - June 30, 2026.



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Rose Faramarzi-Rad seconded.

Rollcall vote was taken. The motion passed unanimously.

VII. Closing Items

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

Rose Faramarzi-Rad requested that we do training on the Brown Act. Bryanna Brossman shared that she is working with Darcy Belleza to coordinate training with the Brown Act and financial training. Julie Haycock shared that Creative Back Office would like to do a training on financials possibly even in person.

Rose Faramarzi-Rad asked about stipend for the Board Meetings and if they come per meeting or annually. Julie Haycock shared that Matt Butler processes these and that the last two should be coming. Bryanna Brossman shared that Julie Haycock-Cavender and her are working with Procopio to gather more information about the Board Meeting stipends.

Glad Donahue shared about a Lake View training that was put on by Dr. Fernandez and if there was any way for the CSO board to be notified when that is happening because she would like to attend. Bryanna Brossman shared that she can coordinate with Darcy Belleza about notifying the CSO board about any training the schools are receiving.

Glad Donahue asked about fundraising and what fundraising can be done by the CSO. Julie Haycock-Cavender shared that the schools have strict rules about fundraising since they receive public funds, and so the CSO can help with the types of fundraising that the schools are not able to do.

Janeal Cimino asked about students who want to participate in high school sports when they are homeschooled. Glad Donahue shared that it is based on each district and their own policies. Julie Haycock-Cavender suggested that they reach out to the high school department to get clarification.



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B. Announcement of Next Regular Scheduled Board Meeting

Bob McGuire announced that the next regular scheduled board meeting was on July 11, 2024 at 6:30 pm.

C. Adjourn Meeting

Janeal Cimino motioned to adjourn the meeting at 8:32 pm.

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

Noted by:

Glad Donahue

[Glad Donahue \(Aug 31, 2024 20:26 PDT\)](#)

Board Secretary


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Final Audit Report


2024-09-01

Created:	2024-08-31
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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