



## SGCA Special Board Meeting Minutes November 14, 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
- o Gloria Maxwell arrived at the meeting at 6:57 pm.

#### B. Janeal Cimino called the meeting to order at 6:34 PM.

#### C. Approval of the Agenda

Bob McGuire made a motion to approve the Agenda.

Glad Donahue seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

#### D. Public Comments:

Janeal Cimino 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 October 17, 2024

Glad Donahue motioned to approve the October 17, 2024 minutes.

Bob McGuire seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

### II. Directors Update - Julie Haycock Cavender

Julie Haycock-Cavender gave the board an update on the teams settling into their new



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roles, new locations, and new leadership. The library staff has been doing an amazing job. The Clarkville resource center hosted their annual Harry Potter week even in October.

The front office is pretty settled with Alexis Macias as the new office manager. She is doing an amazing job with all the different things that go into running the office smoothly and supporting the schools and CSO.

New signs were ordered for the office that has the CSO and school's logos as a good reminder about who we are and what we represent as a support organization.

There are a few things that are currently in the works, the Brivo system is being installed for more security and electronic access. We are also working on staff and office safety plans. There is a requirement from the state that we are to have a violence in the workplace plan, and we have been working with an outside consultant to have a strong plan for the office and for people in the field.

Insurance Update - we have received the \$25,000 check from the insurance for the stolen check from 2022.

Janeal Cimino asked about the days that got switched for park days and why they changed. Julie Haycock-Cavender shared that Desiree Miller is working with the library staff and she is who we need to check with to get more information about the switch, but that there could be many reasons for the switch.

### **III. Finances:**

#### **A. Budget Update - Creative Back Office**

The Board received a Budget Update from Matt Butler with Creative Back Office. Matt Butler shared that this budget update includes the Draft COLA Compensation that is being discussed tonight and that the school boards will be taking it to their boards for potential approval at their December meeting. This budget is approximately \$100,000 higher than the original adopted budget and that is mostly due to the 6% COLA increase.

Matt presented a side by side presentation about the changes in budget from the July adopted budget and this newly projected budget. There were several areas that were impacted because salary payments impact other things like health and



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benefits & social security.

Janeal Cimino asked about the general liability insurance cost as previously it was shared that the insurance costs were going to go down, but it does not appear to have gone down yet. Matt shared that it was assumed that the insurance costs would go down with the CSO shrinking in employee numbers. Matt shared that Desiree Miller is the one that is working with the insurance company, but he can follow-up with her to see where things are.

Glad Donahue asked about paying the general liability for the employees that moved over to the schools. She asked about the coverage that is being paid and if there was a surplus at the end of the year for those costs. Matt Butler shared that was a good question that they would have to ask the insurance company about.

Bob McGuire asked about the insurance liability and what is included in the calculations for the insurance and if it was employee number based. Matt Butler shared that there are a number of factors that go into the liability calculations.

Janeal Cimino asked about the payments for Charter Tech Services because they are large lump sum payments happening at different times throughout the year. Charter Tech Services provides pass through tech services for the schools, and Matt shared that the large lump sum payments are due to the billing back from the schools.

Gloria Maxwell arrived at 6:57 pm.

### **B. Discussion and Potential Action on the Draft COLA One-Time Compensation**

Matt Butler shared that there is a potential for a 6% COLA One-Time Compensation that could be provided to the CSO staff just like it has been provided to the school staff. This increase in funding has to be approved by the schools and that is being presented to the school boards at the December Board meeting. The plan would be to pay the COLA in two lump sum payments, one after the first of the year and the second at the end of the school year.

Bob McGuire inquired about how to best present this to the staff so that they know



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this is a one-time payment and not an ongoing raise in their salary. Julie Haycock shared that they would work with the schools to use similar communication about the one-time payment.

Jenell Sherman shared that with the schools they gave a contract addendum that states it is a one-time payment. Bob McGuire expressed that would be a positive way to handle things as well with the CSO.

Bob McGuire motioned to approve providing the draft One-Time Cola.

Rose seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

### **IV. Governance:**

#### **A. Discussion and Potential Action on the Board Meeting Stipend Comparisons to Other Non-Profit Organizations:**

Bryanna Brossman presented information to the Board about Meeting Stipend Comparisons with other non-profit organizations in California.

Bob McGuire expressed that the CSO is truly a unique organization that does not have direct comparisons. As a result, he feels they should keep our compensation set where it is at. Especially given that there were protections from the Directors and Officers Insurance.

Rose Faramarzi-Rad shared that she has friends who also serve on larger non-profit boards who receive stipends for their time. She also asked about the possibility of the board stipend being raised at some point in the future.

The board decided to continue to the next agenda item without taking action on the Board Meeting Stipend Comparisons to Other Non-Profit Organizations.

#### **B. Discussion and Potential Action on the Board Meeting Stipends:**

Bob McGuire shared some historical background about the Board Mee



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ting stipend and how Sequoia Grove Board members did not receive a stipend at first, but later information was presented that it was something that could be allowed. In addition, there were protections provided by the Directors and Officers Insurance.

Janeal Cimino shared that she is concerned about the heavily litigious state of California and that she is concerned about any loss of protections.

Gloria Maxwell expressed that the board should keep it until the end of the year, and take a look at the budget impact then to see if it needs to be adjusted. Bob McGuire shared that this item is built into the budget for the school year.

Janeal Cimino suggested that Bryanna Brossman can put a google questionnaire together to ask board members if they would like to receive the board stipend.

Glad Donahue shared that not receiving compensation would make things more challenging to recruit board members. She also shared that she reached out to her school board, Lake View Charter School, and they said they were fine with her receiving the board stipend.

Gloria Maxwell motioned to keep the stipend in place until the end of the school year and for the board to take a look at this information at the end of the school year to see if there is an impact on the budget.

Bob McGuire seconded the motion.

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

The motion passed.

### **V. Closing Items**



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

Janeal Cimino expressed concerns over identity theft and asked about the posting of things online with check registries having information about people all listed with their full names. Bryanna Brossman shared that the board has chosen to follow the Brown Act which means that this is public information and would be provided if requested. Matt Butler shared that he can look into possibly abbreviating names or only putting last names on the financial reports.

Janeal Cimino also asked about the money from the missing check and if that is currently included in the budget. Matt shared that it was not. It was clarified that they did not receive the full amount for the missing check because the insurance had a \$10,000 deductible that came off the total payout from the insurance company.

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

Janeal Cimino announced that the next regular scheduled board meeting will be held on December 19, 2024 at 6:30pm.


### C. Adjourn Meeting

Glad Donahue motioned to adjourn the meeting at 8:03 pm.

Gloria Maxwell seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

Noted by:

  
[Glad Donahue \(Jan 1, 2025 16:32 PST\)](#)

Board Secretary







# 11-14-24 SGCA Special Board Meeting Minutes.docx

Final Audit Report

2025-01-02

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