



**SGCA Regular Board Meeting Minutes
February 20, 2025**

I. Opening Items:

A. Record Attendance

The following Board Members were present at Rollcall:

- o Janeal Cimino
- o Rose Faramarzi-Rad
- o Robert McGuire
- o Gloria Maxwell - arrived at 6:39 pm.

B. Janeal Cimino called the meeting to order at 6:38 PM.

C. Approval of the Agenda

Robert McGuire made a motion to approve the Agenda.
 Rose Faramarzi-Rad 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
Darcy Belleza	Darcy Belleza spoke about the work being done with the school and SGCA on the Comprehensive Safety Plans. Darcy went to the Clarksville Resource Center and participated in a fire drill. Having an in person drill was an excellent learning experience. The team did a debrief and gathered some ideas on how to be prepared for other emergencies. She wanted to commend Desiree and the collaboration that is happening with SGCA and the schools.

E. Approval of Board Meeting Minutes:



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i. Regular Board Meeting December 19, 2024

Robert McGuire motioned to approve the December 19, 2024 minutes.

Gloria Maxwell seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

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

Title: Chief Executive Officer

Gloria Maxwell motioned to enter closed session at 8:46 pm.

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

Rose Faramarzi-Rad motioned to come out of closed session.

Robert McGuire seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

There was nothing to report out from the Closed Session. The board did not take any action.

III. Directors Update - Desiree Miller

Desiree Miller gave a short update to the board about the following:

- Brooklyn is the new office manager. She is doing a great job. Desiree expressed a lot of gratitude for the staff who helped while they were searching for a new office manager.
- The Brivo System has been successfully installed at the Clarksville Resource Center. The Sacramento Office is in progress, but that system should be up very soon.
- SGCA had its first fire drill at the Clarksville Resource Center. Deputy Campira will be leading an emergency and active shooter training at the Clarksville Resource Center.
- SGCA has been working on the budget for the next year. A few items that are being considered are the purchase of a third lending library van, adding an



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additional library driver, and updating the salary schedule.

IV. Finances:

A. Budget Update - Creative Back Office

Matt Butler shared that a lot has happened since the last meeting. The budget revision went into effect in January and the first COLA payment went out to the staff. Moving forward, the staff will be receiving their COLA payment on a monthly basis. The partner schools processed catch up payments to the CSO that came through in January. They have been working to develop the 2025-2026 Budget with the partner schools. There is a current surplus of \$92,753, but the current budget still has an ending fund balance of \$0.

Matt spoke about the budget versus the actuals. He explained that they are about 50% of the way through the budget which is a great place to be. He also spoke about the cashflow so far and the projected cash flow for the remainder of the year. Lastly, Matt presented the check detail from December 2024 - January 2025.

Matt Butler also shared that things are moving in a positive direction with the schools.

Janeal Cimino asked about the hiring of a third lending library driver and the purchase of a third van. She was curious if there would be an increase in park days with this purchase, or is it to replace the vans that are breaking down. Desiree shared that the new van is for the longer distance park days to make sure that our employees are safe while driving to park days. There is a desire to add more park days next year and to use the two older vans for closer park days. Janeal continued to ask if the schools are willing to help fund this new van and the additional driver. Desiree said yes. Matt Butler confirmed that this is projected for next school year, and would be built into the budget for the 2025-2026 school year.

B. Discussion and Potential Action on Adding and Removing Check Singers from the Bank Account.

Julie Haycock shared that this was already approved at a previous board meeting via Board Resolution. However, the bank requires board meeting minutes instead of a board resolution. Lastly, the resolution stated that Bob McGuire was coming off of



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the bank account, but the bank account had Robert McGuire listed. So we needed to make sure that Robert's legal name was listed in the board meeting minutes.

Robert McGuire motioned to remove Robert McGuire from the bank account and as a check signer and to add Desiree Miller, the Operations and Human Resources Manager, Rose Faramarzi-Rad, the board Treasurer, and Janeal Cimino, the board President, to the bank account and as check signers.

Gloria Maxwell seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

V. Operations

A. Discussion and Potential Action on the Library Services Coordinator Job Description

Desiree Miller shared that the current title of Library Service Coordinator title did not accurately reflect the management of staff that falls under this role. In addition, there were a few items that fall under his position but the job description did not have that listed.

Janeal Cimino asked if there needs to be a pay increase given the adding of duties. Julie Haycock shared that being a manager puts him on a different column on the salary schedule.

Gloria Maxwell motioned to approve the Library Services Coordinator Job Description.

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

VI. Closing Items

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

There were no Directors Comments or Requests.

B. Announcement of Next Regular Scheduled Board Meeting



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Janeal Cimino announced that the next regular scheduled board meeting will be held on March 20, 2025 at 6:30pm.


C. Adjourn Meeting

Rose motioned to adjourn the meeting at 7:35 pm.

Gloria Maxwell seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

Noted by:


[Gad Donahue \(Mar 23, 2025 09:25 PDT\)](#)

Board Secretary







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Final Audit Report

2025-03-23

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-  Email viewed by g.donahue.board@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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