



SGCA Regular Board Meeting Minutes March 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
- o Glad Donahue - arrived at 6:50 pm.

B. Janeal Cimino called the meeting to order at 6:31 PM.

C. Approval of the Agenda

Gloria Maxwell made a motion to approve the Agenda.

Robert McGuire 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 February 20, 2025

Robert McGuire motioned to approve the February 20, 2025 minutes.

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

II. Directors Update - Desiree Miller

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



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- Testing - The CSO staff is preparing for CAASPP & PFT Testing. PFT testing events have been a success.
- Zinfadel Office Updates - there are some interviews being conducted to replace a staff member who moved onto a new opportunity with the schools and the Brivo system has officially been installed.
- Emergency preparedness - staff from the CSOs and the Schools attended an in person emergency training at the resource center led by Deputy Campora. The training was extremely informative.

III. Finances:

A. Budget Update - Creative Back Office

Matt Butler shared that the biggest updates for this month are that they received the 2023-2024 audit.

Matt shared that there is not a huge change from the previous month. He also shared that the COLA payments have been going out. That is the reason for the net change of about \$250,000 from the adopted budget as has been discussed previously and the budget revision.

Budget vs. Actuals report shows that we are about 60% of the way through the budget projected for the year.

Janeal Cimino asked about the number of bills for one entity that are going out on the same day. Matt Butler explained that funds are coming in different deposits from each of the schools, and there are different payments that are paid based on the funds that are received.

Glad Donahue arrived at 6:50 pm.

B. Discussion and Potential Action on the 2023-2024 Audit Report

Matt Butler presented the audit for the year end of June 30, 2024. He explained that this audit is different from the audit that the schools have to go through. The audit for Sequoia Grove is a financial audit. Matt explained that he shares every single financial item from that year and the audit team selects what items they would like to see the detail on.

Matt Butler shared how the audit report was written and the explanations in each of



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the sections.

Gloria Maxwell asked about the one audit finding from June 30, 2023. Matt clarified that this was from the previous year's audit. Matt shared that was not correct and he needs to take this information back to the auditor to be corrected.

Matt Butler shared that Part II Findings shows that there were no audit findings related to the financial statements for the year ended June 30, 2024.

Gloria Maxwell asked about the board meeting stipends for Board Members and it appears that these items do not have a negative impact on the audit report. Matt Butler confirmed that the stipends are budgeted items and the documentation for the Board Stipends were provided to the auditor if requested during the audit.

Matt Butler shared his screen that had the audit report from the 2022-2023 showing that there were no audit findings in last year's audit and that was a mistake on this year's audit.

Gloria Maxwell motioned to accept the 2023-2024 audit report with the direction given to Matt Butler that he will take the audit report back to Christy White to have the correction made about the previous year's audit.

Rose Rose Faramarzi-Rad seconded

Rollcall vote was taken. The motion passed unanimously.

C. Discussion and Potential Action on the Salary Schedule

Julie Haycock explained that with the change in the structure to the CSO for this year, there was a need to look at the salary schedule. In addition, they looked at the salary schedules of the schools and there were some discrepancies between the schedules found at the school versus at the CSO. The CSO is looking to adopt a similar salary schedule for the CSO. Julie Haycock also shared that the staff would be receiving a percentage pay raise with this new schedule.

Glad Donahue asked about the changes to people's salary and inquired about the amount that each person would be receiving. Matt Butler shared that the average raise would be approximately 10.5%. Glad Donahue asked how the averages were for the lowest member on the salary schedule vs. the highest member on the salary schedule. Matt shared that there are some increases that are higher, but the average is about 10%. Glad Donahue wanted to make sure that people who are



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working hard, even if they have a lower salary, are getting an appropriate percentage as compared to those with a higher salary.

Matt Butler explained that each person has a unique situation with the salary schedule and where they land with the changes. He did also explain that the comparisons are hard because this is a completely different salary schedule.

Gloria Maxwell asked about the current salary schedules and if they were lower than the schools. Jenell Sherman shared that the CSO and the schools were on different salary schedules and that created issues with the staff who applied to schools or the CSO. Jenell also shared that they had paid for an audit of the salary schedules at the school level to determine if their salary schedules were appropriate, and so they made changes to their schedules.

Gloria Maxwell motioned to approve the Salary Schedule as presented.

Rose Rose Faramarzi-Rad seconded.

Rollcall vote was taken. The motion passed unanimously.

IV. 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

The board discussed if there were any items needed for the April Board meeting. It was discussed that there are no budget or operational items that cannot wait until May. The board directed Bryanna Brossman to handle the notification of cancelling the April Board Meeting. Janeal Cimino announced that the next regular scheduled board meeting will be held on May 15, 2025 at 6:30pm.

C. Adjourn Meeting

Robert McGuire motioned to adjourn the meeting at 7:28 pm.

Glad Donahue seconded the motion.

Rollcall vote was taken. The motion passed unanimously.



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Noted by:


Chad Donahue (May 30, 2025 09:53 PDT)

Board Secretary

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Final Audit Report

2025-05-30

Created:	2025-05-29
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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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