



SGCA Special Board Meeting Minutes June 18, 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

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

C. Approval of the Agenda

Glad Donahue made a motion to approve the Agenda.

Gloria Maxwell 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 May 15, 2025

Glad Donahue motioned to approve the May 15, 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:



SGCA Special Board Meeting Minutes June 18, 2025

- The 2025 graduation and the support that the CSO gave for graduation.
- The new library driver started on June 16th and the CSO is working to hire an additional driver to support their growing needs.
- Desiree Miller presented at the June Board Meetings for each of the schools and that it was a positive experience.
- In partnership with the schools, SGCA will issue a one-time stipend for each of the staff members.
- The CSO is working on introducing student ID cards through ID123.
- The CSO purchased a third library van.

Janeal Cimino asked about the Digital ID Cards. She shared that she would be willing to offer her family as 'guinea pigs' to try them out over the summer.

Glad Donahue asked about the \$16,000 still in the budget for ID cards and asked Desiree if that was still needed. Desiree shared that yes that was still needed to cover costs of software and supplies for those requesting physical cards

III. Finances:

A. Budget Update - Creative Back Office

Matt Butler shared a budget update with the Board. No questions were asked.

B. Discussion and Potential Action on a 3% One-Time COLA Stipend for all SGCA Staff

Matt Butler gave a brief overview explaining that the schools were offering this as a result of strong fiscal budgeting and said that the CSO could follow suit.

Glad Donahue motioned to approve the 3% one-time COLA stipended for all SGCA Staff.

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

C. Discussion and Potential Action on the 2025-2026 Budget

Matt Butler presented the 2025-2026 Budget for the Board to Review. Glad



SGCA Special Board Meeting Minutes June 18, 2025

Donahue asked about the postage line item - \$83,000 for FY 25-26 up from \$30,000 from current year. Matt explained that the schools and CSO agreed that instead of billing back postage to each school on each item, it would make more sense to do a split billing of the total annual cost for postage.

Glad Donahue motioned to approve the 2025-2026 Budget
Rose Faramarzi-Rad seconded the motion.
Rollcall vote was taken. The motion passed unanimously.

D. Discussion and Potential Action on the Creative Back Office Contract

Matt Butler presented the proposed contract for the 2025-26 school year which included a provision for two years (2026-27) which would keep the cost the same for two years. He shared that this year they added full payroll processing, 403b processing, in addition to all of the other functions. When he opened it for discussion, Glad asked about what would happen if we needed to end the contract early and Matt explained that there were different scenarios available in the event that it needed to be terminated. Janeal suggested that the board should meet with Julie Haycock & Desiree Miller in closed session to discuss their perceptions of Creative Back Office before they approve the new contract. Julie Haycock informed the board that a closed session would require an additional special board meeting to be held prior to June 30, 2025 in order to approve the contract in time for the new fiscal year. Julie Haycock asked if she could offer her perspective at the time in the open board meeting and they said yes. Julie shared that her experience with CBO has been extremely positive, professional, and transparent. She shared that she has 100% confidence that moving forward with a two year contract would be in the best interest of the organization. Robert McGuire shared the same sentiment and added that working with Matt Butler and Cory Cavanah has been a great experience and they are very professional and he too, supported approval of the contract. Desiree Miller also shared that she too felt very comfortable moving forward with the contract.

Rose Faramarzi-Rad motioned to approve the Creative Back Office Contract
Glad Donahue seconded the motion.



SGCA Special Board Meeting Minutes June 18, 2025

Rollcall vote was taken. The motion passed unanimously.

IV. Operations

A. Discussion and Potential Action on Workplace Violence Prevention Plan

Desiree Miller presented the plan. Rose Faramarzi-Rad thanked her for the work on the plan.

Gloria Maxwell motioned to approve the Workplace Violence Prevention Plan

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

B. Discussion and Potential Action on the 2025-2026 Employee Handbook

Desiree Miller presented the updated handbook and highlighted the updates.

Gloria Maxwell motioned to approve the 2025-2026 Employee Handbook.

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

C. Discussion and Potential Action on the Injury and Illness Prevention Plan

Desiree Miller Presented the plan to the board for consideration.

Glad Donahue motioned to approve the Injury and Illness Prevention Plan

Gloria Maxwell seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

D. Discussion on the Assistant to the Chief Operations Officer

Julie Haycock explained that she would continue to support the COO in all areas as requested until at least until December 2025.

V. Governance

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

- i. Gloria Maxwell for Feather River Charter School – July 1, 2025 – June 30, 2027



SGCA Special Board Meeting Minutes June 18, 2025

Glad Donahue motioned to approve Reaffirming the Board Members Term of Gloria Maxwell for Feather River Charter School - July 1, 2025 - June 30, 2027
Rose Faramarzi-Rad seconded the motion

Rollcall vote was taken:

- Janeal Cimino - Aye
- Rose Faramarzi-Rad - Aye
- Robert McGuire - Abstain
- Gloria Maxwell - Aye
- Glad Donahue - Aye

The motion passed.

B. Recognition of Service of Board Member:

i. Robert McGuire

Janeal Cimino thanked Bob for his service to the CSO board and wished him well. Julie Haycock and Desiree Miller thanked Bob as well.

C. Discussion on Filling Board Member Vacancies:

Julie Haycock informed the board that Bryanna Brossman will work with Darcy Belleza in the schools to help fill the vacancy.

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

The next regularly scheduled board meeting is on September 18, 2025 at 6:30 pm.

C. Adjourn Meeting

Robert McGuire motioned to adjourn the meeting at 7:52 pm.

Glad Donahue seconded the motion.

Rollcall vote was taken. The motion passed unanimously.



**SGCA Special Board Meeting Minutes
June 18, 2025**

Noted by:

Glad Donahue

[Glad Donahue \(Sep 18, 2025 20:24:20 PDT\)](#)

Board Secretary

6-18-25 SGCA Special Board Meeting Minutes.docx

Final Audit Report

2025-09-19

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