



SGCA Regular Board Meeting Minutes September 18, 2025

I. Opening Items:

A. Record Attendance

The following Board Members were present at Rollcall:

- o Janeal Cimino
- o Rose Faramarzi-Rad
- o Gloria Maxwell
- o Glad Donahue

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

C. Approval of the Agenda

Rose Faramarzi-Rad 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 June 18, 2025

Gloria Maxwell motioned to approve the June 18, 2025 minutes.

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

II. Governance

A. Discussion on Board Meeting Protocols and Norms:



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The board was presented with a presentation about Board Members responsibilities, protocols and norms by Bryanna Brossman. This was a review for the board members as they are starting a new year. Rose asked if this presentation could be shared with them. Bryanna said she would be happy to send them the powerpoint.

B. Update on Filling Board Member Vacancy:

Bryanna Brossman shared with the board the process that is done for nominating SGCA board members and the steps and the collaboration that has taken place with Darcy Belleza to find a new board member. Glad Donahue asked if this information has been shared with teachers. Darcy Belleza shared that information has gone out to staff and teachers via the Sequoia Scoop and other places like social media. Glad Donahue asked about having information on a flyer that could be given out at park days. Darcy Belleza shared that it was a really creative idea and not something they had thought of before. Glad Donahue asked about the schools and if there were any vacancies at the school level. Darcy Belleza shared that there are vacancies, but they are working on getting them filled.

C. Discussion and Potential Action on the Bylaws

Bryanna Brossman shared with the board that there were some updates that needed to be made to the Bylaws given the change in the primary location of the corporation.

Gloria Maxwell motioned to approve the Updated Bylaws

Glad Donahue seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

III. Directors Update - Desiree Miller

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

- The hiring of our new Library & Restitution Specialist and a new Lending Library Driver.
- The new Library Van is almost all done. The shelving is going in the van at the end of September. In addition the CarPlay has been installed in two of our vans.
- ID Card Update - we went with the digital platform I23. We are completely



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caught up with the ID requests. We did have to purchase a new ID card printer which arrives on Monday.

- The resource center is doing really well with a lot of exciting opportunities.
- Park Day Safety Plan is being worked on. It outlines clear steps to follow in case of an emergency. We plan to bring this to the board for review in November.

IV. Finances:

A. Budget Update – Creative Back Office

Matt Butler shared a budget update with the Board. Matt Butler shared that our budgeted expenditures were very close to our budgeted numbers. The year ended with a Year End Balance of \$76,408. Per the contract with the member schools, if SGCA has more than a 3% reserve at the end of the year the additional funds would be returned to the member schools. Therefore, \$12,890 is due to be returned to the member schools. The schools agree with these numbers, and Matt is going to run the final number by the auditor before we pay the money back to the schools. Janeal Cimino commended Matt Butler for his work on the budget.

Janeal Cimino asked about the amount for technology services costs. Matt shared that is the entire Charter Tech Services contract, which does not include the physical equipment. However, it is the technology support for all of the schools. This technology contract includes a specific staff member that is always available to help and support students and staff. Julie Haycock also added that they also manage the chromebooks for testing. Desiree Miller shared that Charter Tech Services does an amazing job and they are very busy at the start of the school year.

Glad Donahue asked about the cost for postage and is that because we are shipping stuff out in lieu of park days. Matt Butler shared that UPS is mostly used by the tech services. Matt Butler explained that he used to bill back the member schools for postage, but this year the contract has changed and now it is just part of the fee. Glad Donahue asked about the shipping of items to families and if there is an increase in the cost for shipping instead of picking up at park days. Janeal Cimino shared that there is a fee for shipping items that comes out of students' instructional funds. Glad Donahue also asked about staff appreciation and gear line items and why it was so high. Matt Butler shared that they did increase that line



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item for this year. Janeal Cimino asked about the increase in teachers and staff with the growing enrollment of schools and if that had an impact. Desiree Miller explained that there was an increase in staff with hiring at SGCA, but it was only for SGCA not for the school staff. Glad Donahue asked for clarification on what staff appreciation included and Matt shared there were some end of the year events that took place that had some increased costs. He is happy to share the breakdown costs for staff appreciation via email, and Glad Donahue said thank you.

Gloria Maxwell shared that she was very happy to see funds going back to the schools.

Matt Butler shared at the next meeting he will have a report on the next few months of the year. The board thanked Matt Butler for his presentation.

V. 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 November 20, 2025 at 6:30 pm.

C. Adjourn Meeting

Glad Donahue motioned to adjourn the meeting at 7:28 pm.

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

Noted by:


Glad Donahue (Nov 22, 2025 20:48:41 PST)

Board Secretary

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Final Audit Report

2025-11-23

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