



SGCA Regular Board Meeting Minutes November 20, 2025

I. Opening Items:

A. Record Attendance

The following Board Members were present at Rollcall:

- o Janeal Cimino
- o Rose Faramarzi-Rad
- o Glad Donahue
- o Gloria Maxwell arrived at 6:36 PM

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.

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
No Public Comments	

E. Approval of Board Meeting Minutes:

i. Regular Board Meeting September 18, 2025

Glad Donahue motioned to approve the regular board meeting minutes from September 18, 2025.

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

ii. Special Board Meeting September 18, 2025



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Glad Donahue motioned to approve the special board meeting minutes from September 18, 2025.

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:

- The success of the library team. Most orders are caught up by 10:00 am most days. The park days have been going extremely well.
- The Employer's-Workers' compensation audit has been completed and submitted. We should get the results from that audit within the next two months or so. The informal feedback has been that our audit is looking really good.
- Matt Butler and Desiree have been working on calculating the costs for individual supplies at
- The office holiday breakfast is on December 19th.
- STEAM events at the Resource Center have been a huge hit.
- Boys' bathroom partition walls are now installed at the Resource Center.

III. Finances:

A. Budget Update - Creative Back Office

Matt Butler shared a budget update with the Board. Matt Butler shared that they now have final numbers from last year and are looking for the spending from the last few months. Through October 31st the revenue has been about \$872,000 but the expenses have been about \$887,000 which means we have been spending more than we have taken in. However, this is common for the start of the year because there are often upfront costs that are needed at the beginning of the year that are then paid for throughout the year. Matt gave the example of the ID cards at the start of the year which had upfront costs of purchasing the printers and ID cards.

Matt Butler shared that the amount of cash on hand that the CSO has is equal to 51 days. Cash on Hand is essentially that if the CSO stopped receiving payment from the schools, they have enough cash for 51 days.



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Matt Butler and Desiree Miller shared how they are now breaking down the different office costs and supplies based on location. This has been done to ensure that each location supplies and snacks costs stays within budget throughout the year.

Looking at the spending until this point, the CSO has spent about 35% of the annual budget. Matt Butler, Desiree Miller and Dr. Fernandez from the schools have been looking at the budget and it does not appear that there needs to be any budget revisions at this time. The only cost that has been higher than anticipated is the postage budget. However, it looks like it is going to calm down later in the year.

Janeal Cimino asked for clarification on shipping costs since the shipping costs for student technology and that is taken out of the students instructional funds. Julie Haycock shared that there are other shipping costs such as records, ID cards, teacher items that get shipped and with the major growth in student enrollment that cost has gone up.

B. Update Unaudited Actuals - Creative Back Office

Matt Butler shared that the Unaudited Actuals are not yet complete for the CSO. However, the CSO does not have the same reporting requirements as the schools for the unaudited actuals. The goal is to have a draft of the audit for the January Board Meeting.

IV. Operations

A. Discussion and Potential Action on the Park Safety Plan

Deisree Miller shared that she and Chris have been working on the Park Safety Plan since last spring. Desiree shared that it is important to have a guide when the CSO employees are out at Park Days for different scenarios they might encounter. It is meant to be an extensive reference to keep the employees safe because of the unpredictability that comes with being out and traveling to the various locations.

Rose Faramarzi-Rad motioned to approve the Park Safety Plan.

Glad Donahue seconded the motion.

Rollcall vote was taken. The motion passed unanimously.



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V. Governance

A. Update on Filling Board Member Vacancy

Bryanna Brossman shared with the board the update that she received from Darcy Belleza about the search for a Board Member to represent Clarksville Charter School at the CSO. They have been sharing information about the vacancy, but have not received any interest. Darcy Belleza will continue to reach out and search for potential board members.

B. Discussion and Potential Action on the Scheduling of the Annual Board Member Training.

Bryanna Brossman shared that per the Bylaws, the SGCA board is required to participate in annual training for the Brown Act. However, she wanted to ask for board member feedback about waiting to schedule the Brown Act training until after the board vacancy has been filled. The Board agreed that waiting until after the vacancy is filled would be the best time to schedule the annual board training.

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 January 15, 2026 at 6:30 pm.

C. Adjourn Meeting

Glad Donahue motioned to adjourn the meeting at 7:12 pm.

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

Noted by:


Glad Donahue (Mar 20, 2026 21:06:04 PDT)



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Board Secretary


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Final Audit Report

2026-03-21

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