



**SGCA Special Board Meeting Minutes
February 17, 2026**

I. Opening Items:

A. Record Attendance

The following Board Members were present at Rollcall:

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

B. Janeal Cimino called the meeting to order at 6:39 PM.

C. Approval of the Agenda

Gloria Maxwell 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	

II. Financials:

A. Discussion and Potential Action on the Board Resolution - Cost of Living Adjustment 2026-1

Desiree Miller shared with the board that an announcement was made at an all staff meeting that a COLA stipend was going to be paid to the school staff. The school leadership team reached out to the CSO leadership team and shared that they wanted the employees of the CSO as well to receive the stipend, but that this approval had to be taken to the SGCA board.



SGCA Special Board Meeting Minutes February 17, 2026

This resolution would be for the first payment of the COLA stipend. The leadership team of the CSO met with Matt Butler from Creative Back Office and there is enough funding in the budget to cover the first payment, but there is not enough funding to provide the second half of the COLA payment. The member schools are planning to take the request for additional funding to cover the second COLA stipend payment back to their boards in March.

Gloria Maxwell asked if this COLA payment would be an addition to the pay scale or a one-time payment. Desiree shared that this would be a one-time payment.

Julie Haycock also shared that halfway through the year is a normal time for the CSO and the school to look at the service agreements to make sure that there are not any adjustments that need to be made.

Gloria Maxwell asked if the COLA payment would be heavily taxed. Julie Haycock shared that discussions were had with Matt Butler from Creative Back Office about having this payment come on a different date than their normal payday to prevent higher taxes.

Rose Faramarzi-Rad shared that bonuses are heavily taxed and Matt shared that this is not considered a bonus but a one time stipend. Rose also asked about this happening again in the future and is this something that the schools will be sure to include in the payments to the CSO. Matt Butler shared that they have a strong relationship with the schools and that they try to plan as much as possible for these types of payments in the budget.

Gloria Maxwell made a motion to approve the Board Resolution- Cost of Living Adjustment 2026-1

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

B. Budget Update - Creative Back Office

Matt Butler shared with the board that since the November Board Meeting, nothing has significantly changed with the budget beyond the COLA stipend. Revenue received is slightly higher than the actual expenditures, but that allows the CSO to



SGCA Special Board Meeting Minutes February 17, 2026

cover the first part of COLA stipend.

Matt shared that things are looking well financially with the cash on hand sitting at 57 days. Matt also shared that he plans to discuss with the school leadership team what the expectations are for the CSO as it relates to cash and other financial planning. The goal is to have enough funds to cover anticipated expenses, but not to have too large of a surplus at the end of the year.

C. Discussion and Potential Action on the Draft 2024–2025 Audit Report

Matt Butler presented the Audit Report for the 2024–2025 school year. This is not just a financial audit, but a complete audit of Sequoia Grove. There were no audit findings this year, which is wonderful news. Matt Butler did share that there were some slight audit adjustments related to the leases of CSO. These audit adjustments had an impact on the final numbers as it relates to if the CSO needed to pay back the schools at the end of the 2024–2025 school year. Matt Butler shared that originally it was looking like there would be a small payment made back to the schools, but with these audit adjustments the end of the year numbers are below the 3% threshold.

Gloria Maxwell made a motion to approve the 2024–2025 Audit Report.

Rose Faramarzi–Rad seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

III. Governance

A. Update on Filling Board Member Vacancy

Bryanna Brossman shared the following update with the board: Darcy Belleza and her team had conducted an interview for a possible board member for the CSO, but ultimately decided not to move forward. She is also reaching out to some previous school board members to see if they are interested in serving on the CSO board.

IV. Closing Items

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

There were no Directors Comments or Requests.



SGCA Special Board Meeting Minutes February 17, 2026

B. Announcement of Next Regular Scheduled Board Meeting

The next regularly scheduled board meeting is on March 19, 2026 at 6:30 pm.

C. Adjourn Meeting

Rose Faramarzi-Rad motioned to adjourn the meeting at 7:17 pm.

Gloria Maxwell seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

Noted by:



[Gidd Donahue \(Mar 20, 2026 21:04:55 PDT\)](#)

Board Secretary







2-17-26 SGCA Special Board Meeting Minutes.docx

Final Audit Report

2026-03-21

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