



SGCA Regular Board Meeting Minutes March 19, 2026

I. Opening Items:

A. Record Attendance

The following Board Members were present at Rollcall:

- o Janeal Cimino
- o Rose Faramarzi-Rad
- 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.

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 November 20, 2025

Rose Faramarzi-Rad motioned to approve the regular board meeting minutes from November 20, 2025.

Glad Donahue seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

ii. Special Board Meeting February 17, 2026



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Rose Faramarzi-Rad motioned to approve the special board meeting minutes from February 17, 2026.

Glad Donahue seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

II. Governance–

Annual Board Brown Act Trainings

Kevin Davis from Procopio conducted the Board Annual Brown Act Training. Kevin Davis reviewed the following:

- What is the Brown Act.
- Why Sequoia Grove has chosen to comply with the Brown Act.
- What does the Brown Act mean for the Sequoia Grove Board.
- Sequoia Groves may act with written consent as long as the action does not relate directly to services provided by the member's charter schools.
- Notice of Board Meetings must be posted 72 hours before a regular meeting, 24 hours before a special meeting, and provided to the member schools.
- Meeting can be held at the corporation's principal office, any place within California that is designated within meeting notice, or via teleconference
- Items can be added to the agenda, but there are very strict requirements.
- Public Comments at the Board Meetings

Chief Operations Officer Evaluation Tool

Bryanna Brossman gave a little background about the work that was done previously to create an evaluation tool for the top employee at the Charter Services Organization. She also shared that this agenda item is being presented to the board so that they can consider how they would like to move forward with evaluating the Chief Operations Officer.

Janeal Cimino shared that previously there was not a strong evaluation tool and the input from the schools is extremely important because it helps the board to know if the CSO leadership is meeting the needs of the member schools.

Glad Donahue expressed that she really feels like the surveys from staff, from Sequoia



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Grove and from the member schools are extremely helpful.

Julie Haycock shared that when this evaluation was created, the CSO looked very different than it is right now, and she would caution the board from sending out surveys to all of the school staff, but instead suggested that surveys be given to the people who work closely with Desiree on a regular basis such as Janell Sherman and Dr. Fernandez.

Glad Donahue expressed would like to see input from each of the schools participating in the surveys about how the CSO is doing.

Julie Haycock shared that there could be a committee that includes two board members and a representative from each of the schools to be on the evaluation committee. There were some questions about if the evaluation committee would be the ones to evaluate the Chief Operations Officer or to work on finalizing the evaluation tool. Bryanna Brossman clarified that the evaluation committee from before was formed to create the evaluation tool, not to evaluate the Chief Operations Officer.

Glad Donahue shared that she thinks it would be helpful to have a board committee to fine tune the survey questions and make some updates to the evaluation tool as the CSO structure has changed since the last time this tool was used.

Julie Haycock offered to help the committee come up with the questions for the surveys, and to help manage the distribution of those surveys. The board was very thankful for Julie Haycock being willing to help in that capacity as she has extensive background knowledge of the CSO and the Chief Operations Officer position.

Glad Donahue motioned to create a board committee consisting of Glad Donahue and Rose Faramarzi-Rad to finalize the COO Evaluation tool, work with Julie Haycock to distribute the staff and member schools surveys, and to bring that data back to the Board so they can evaluate the COO at the May Board Meeting.

Rose Faramarzi-Rad 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 CSO received back the Workers Compensation Audit and it went extremely



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well.

- Health-A-Poolozza was a huge success with the school.
- The staff at the CSO has been gearing up for CAASP testing.
- The events at the resource center have been a huge success.
- The annual active violence training has been rescheduled to June 24, 2026.
- There is a new suite next to the resource center that is opening up that would allow the schools to hold meetings.
- The Print Shop is a new department that Desiree has been working with the schools to have for the 2026-2027 school year. This would be a service where families could request to print items and there would be a designated staff member available to assist the families.

IV. Finances:

A. Budget Update - Creative Back Office

Matt Butler shared a budget update with the Board. He explained that Desiree, Dr. Fernandez and he have worked together to talk about the budget revision that is necessary to cover the additional costs that the CSO had related to the COLA payments, 403b matches, and postage. Overall, there is a net increase of \$53,000 needed to cover the costs. The schools have discussed possible payment options to cover these costs. The plan is for the member schools to take their budget revisions to their boards at the April Board meeting for approval.

Lastly, Matt shared that they have been working very closely with the schools to start planning for the 2026-2027 school year and things are moving along well.

B. Discussion and Potential Action on the Mid-Year Budget Revision

Glad Donahue motioned to approve the Mid-Year Budget Revision that would then be taken to the member schools at the April board meeting.

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

V. Operations



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A. Discussion and Potential Action on the 2026-2027 Sequoia Grove Charter Alliance Calendar

Julie Haycock shared that the schools approved their calendars for the 2026-2027 school year, and the CSO has worked to create their calendar that includes the Board Meeting dates.

Rose Faramarzi-Rad motioned to approve 2026-2027 Sequoia Grove Charter Alliance Calendar.

Glad Donahue seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

B. Discussion and Potential Action on Job Descriptions:

- i. Office Manager**
- ii. Business Specialist**
- iii. Library Services Lead**
- iv. Library Services Manager**
- v. Mobile Library Specialist**
- vi. Resource Center Lead**
- vii. Resource Center Specialist**
- viii. Restitutions Lead**
- ix. Restitution Specialist**

Julie Haycock explained that Desiree Miller has been working with the CSO staff to ensure that the Job Descriptions are accurate and up-to-date given the changing structure of the CSO and the unique work in each department.

Glad Donahue motioned to approve the job descriptions.

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

VI. Closing Items

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

There were no Directors Comments or Requests.



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B. Announcement of Next Regular Scheduled Board Meeting

The next regularly scheduled board meeting is on May 21, 2026 at 6:30 pm.

C. Adjourn Meeting

Rose Faramarzi-Rad motioned to adjourn the meeting at 7:48 pm.

Glad Donahue seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

Noted by:


Glad Donahue (May 23, 2026 17:02:28 PDT)

Board Secretary

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Final Audit Report

2026-05-24

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-  Document created by Bryanna Brossman (bryanna.brossman@sequoiagrove.org)
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-  Email viewed by g.donahue.board@sequoiagrove.org
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-  Signer g.donahue.board@sequoiagrove.org entered name at signing as Glad Donahue
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