



SGCA Regular Board Meeting Minutes May 21, 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
- o Gloria Maxwell

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 with a change made to the order of the agenda so that Matt Butler could present at the start of the meeting.

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 March 19, 2026

Gloria Maxwell motioned to approve the regular board meeting minutes from March 19, 2026.

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. The motion passed unanimously.



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II. Budget Update – Creative Back Office

Matt Butler shared that the schools approved the mid year budget revision. This included working out the catch-up payments to be able to cover the COLA payments. In addition, the mid-year budget review allowed the school and CSO staff to work together to look at any areas of cost savings. There is a current surplus, but there are projected costs that the CSO will have.

Matt also presented the check registry for the months of March and April.

In addition, Matt shared that the Board Resolution to approve the second COLA payment is set to be paid in July for work that was completed between January – June.

Lastly, Matt spoke about a preview for next board meeting. The next years budget was approved by the schools and we will be bringing that forward to the CSO for approval at the June Board Meeting. Matt shared that It was a really great experience working with the schools.

III. Closed Session – Closed Session: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1))

- **Title: Chief Operations Officer**

Glad Donahue motioned to move into closed session at 6:42 pm.

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

Gloria Maxwell motioned to move out of closed session at 7:17 pm.

Glad Donahue seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

Janeal Cimino reported out that during the closed session the board conducted the Public Employee Performance Evaluation for the Chief Operations Officer and that evaluation will be shared with the Chief Operations Officer, Desiree Miller.



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IV. Directors Update – Desiree Miller

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

- The CSO End of Year Report was shared at the April School Board Meetings and the CASSPP testing was a huge success.
- The 2026-2027 Service Agreements were shared with and approved by the school boards.
- The Service Agreements for next year will include school events reservations, print shop services, and consulting services (coaches and mentoring) between the schools and CSO.
- Matt Butler and Desiree have completed the budget for next year. The budget includes employee health benefits, purchase of new library van, print shop operations costs, and increased shipping costs.
- New positions that the CSO will be interviewing for are the business specialist and the print support specialist.
- A new space opened up next to the resource center that will house the print shop.
- The restitution team specialist team has grown this year.
- The technology team has done an amazing job with their impact on our families.
- The CSO staff has been amazing with all of their support of the schools.
- There are quite a few upcoming events at the end of the school year including End of Year one on One staff Meeting, Open Benefits Enrollment, Active Violence Training, End of Year Staff Meeting & Team Building Event, and a Library Team Collaboration Day.

V. Finances:

A. Discussion and Potential Action on Board Resolution – Cost of Living Adjustment 2026-2

Desiree explained that this Board Resolution is a resolution to approve the second Cost of Living Adjust payment. This resolution is the same form that the board approved last time, with updates being made to reflect that it would be the second payment.



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Rose Faramarzi-Rad motioned to approve Board Resolution – Cost of Living Adjustment 2026-2

Glad Donahue seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

VI. Operations

A. Discussion and Potential Action on the Print Support Specialist Job Description

Desiree Miller explained that this is a new position for the CSO where homeschool families can request that something be printed. The printed item would then be delivered either at a Park Day or shipped to the family.

Gloria Maxwell asked for clarification on the documents that would be printed and if it would be curriculum. Desiree Miller clarified that it would be school related documents, but the schools and the CSO are working on the guidelines.. Glad Donahue asked if there would be a charge to the families. Desiree confirmed that there would be a charge, but they working with the schools to finalize the cost.

Glad Donahue motioned to approve the Print Support Specialist Job Description.

Gloria Maxwell seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

B. Discussion and Potential Action on the Charter Tech Services Agreement

Desiree Miller explained that this contract looks different than previous years. There are some changes in the contract that include some legal language. There is a 5% increase, which has been normal increases over the years. Glad Donahue asked about the language that this contract includes the support of 3 employees. Desiree clarified that there is one person who is completely remote in addition to the employees that work in the office.

Gloria Maxwell motioned to approve the Charter Teach Services Agreement.

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. The motion passed unanimously.



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C. Discussion and Potential Action on the Services Agreement with Member Schools

Desiree Miller explained that these Services Agreements were worked on via collaboration between the schools and the CSO. It includes a few new services for next year: school events reservations, print shop services, and consulting services between the CSO and the schools.

Janeal Cimino asked for clarification on the S. in section 3 of the attachment. It appears that there was nothing listed for the letter, and if they needed to delay approval of the services agreement. Bryanna Brossman stated that the board could wait to approve the services agreement until the June Board meeting, or they could approve the agreement with the condition that Desiree Miller would check and report back to the board about the S. being blank in section 3.

Gloria Maxwell motioned to approve the Services Agreement with the Member Schools with the direction that Desiree Miller get clarification on the S. in section 3 that is missing and report that back to the CSO board members.

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

D. Discussion and Potential Action on the Sale of the Mercedes Lending Library Van

Desiree Miller explained that there is a 2018 Lending Library Van that is getting more costly to maintain. There is a projected \$3000 maintenance that it is due for in June. Desiree is seeking direction from the board on what they would like to do with the Lending Library Van. They could trade in the Van or they could try and sell it privately.

Glad Donahue motioned to approve trading in the 2018 Lending Library Van.

Gloria Maxwell seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

E. Discussion and Potential Action on the Purchase of an Additional Lending Library Van

Desiree Miller explained that there is a need to purchase an additional Lending Library Van. The cost for the Van has been built into the Services Agreements and Budgets for next school year.



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Gloria Maxwell motioned to approve the purchase of the additional Lending Library Van.

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

VII. Governance

A. Discussion and Potential Action on the Acceptance of Board Member for Sequoia Grover Charter Alliance as a Representative of Clarksville Charter School

i. Tiffany Farley - for Clarksville Charter School - May 21, 2026 - June 30, 2027

Bryanna Brossman explained that per the bylaws the member schools nominate the board members to serve on the CSO board. Tiffany Farley received a unanimous vote from the Clarksville Board committee that conducted her interview, and her nomination is being brought to the board this evening for acceptance. Tiffany Farley was present at the meeting and introduced herself to the CSO board.

Glad Donahue made a motion to accept Clarksville Charter School Representative to the Board.

Gloria Maxwell seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

VIII. 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 June 18, 2026 at 6:30 pm.

C. Adjourn Meeting

Gloria Maxwell motioned to adjourn the meeting at 7:45 pm.



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Glad Donahue seconded the motion.
Rollcall vote was taken. The motion passed unanimously.

Noted by:


Glad Donahue (Jun 19, 2026 16:37:10 PDT)

Board Secretary

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Final Audit Report

2026-06-19

Created:	2026-06-19
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2026-06-19 - 6:27:24 PM GMT
-  Document emailed to g.donahue.board@sequoiagrove.org for signature
2026-06-19 - 6:27:49 PM GMT
-  Email viewed by g.donahue.board@sequoiagrove.org
2026-06-19 - 11:36:09 PM GMT
-  Signer g.donahue.board@sequoiagrove.org entered name at signing as Glad Donahue
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-  Document e-signed by Glad Donahue (g.donahue.board@sequoiagrove.org)
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