

**SAN JOSE CONSERVATION CORPS & CHARTER SCHOOL  
CHARTER SCHOOL - Board of Directors Meeting MINUTES  
 Thursday, June 28, 2018 7:30-9:00 am  
 1560 Berger Drive, San Jose – Boardroom**

**CALL TO ORDER** (Time: 7:32)

**ROLL CALL** - We have a quorum.

**Board Members:**

X	Hamid Saadat (President)		Dan Law		Mahmood Khan
X	Jess Gutierrez (Vice President)	X	Leslie Brown	X	Steve Lopes
X	Sandra Murillo (Treasurer)		Anna Chan	X	Joyce Montgomery
X	Liz Hunt (Secretary)		Chris Cruz	X	Jim Stoch
	Mark Lazzarini (Immediate Past President)	X	Fidel Gonzalez	X	Jeremy Avila
				X	Serena Zhao

**Staff:** *Dorsey Moore*, Executive Director; *Kim Nguyen*, Contoller; *Ashley Koch*, CTE & Support Services Director

**APPROVAL OF AGENDA**

Motion to approve the agenda: Jim; Second: Jeremy; Vote: Approved unanimously.

**APPROVAL OF MINUTES**

Review and approval of **June 7, 2018** Charter School Board meeting minutes

Motion to approve the minutes: Jeremy; Second: Serena; Vote: Approved unanimously.

**NEW BUSINESS**

**1. Board Committee Updates**

a. **Executive –**

- i. *Board member Term Renewals* – Jim, Liz, Sandra, Mahmood, Leslie and Chris’s terms are up for renewal. Chris will not renew his term; in addition, Serena is stepping off the Board. Mahmood is planning on renewing his membership although he is not available to be here today. Everyone else has said they will renew their terms. Hamid talked to Dan who would like to stay involved even though he has moved out of the area.  
Motion to approve term renewal for Jim: Sandra; Second: Liz; Vote: Approved unanimously.  
Motion to approve term renewal for Liz: Sandra, Second: Jeremy; Vote: Approved unanimously.  
Motion to approve term renewal for Sandra: Liz; Second: Jim; Vote: Approved unanimously.  
Motion to approve term renewal for Mahmood: Jim; Second: Sandra; Vote: Approved unanimously.  
Motion to approve term renewal for Leslie: Sandra; Second: Jim; Vote: Approved unanimously.
- ii. *Board Officers* – The Executive Committee recommends the following slate for Board officers for the coming fiscal year 2018-19: *President:* Sandra Murillo; *Vice President:* Liz Hunt; *Treasurer:* Anna Chan; and *Secretary:* Jim Stoch. Hamid Saadat will be the *Past President*. The Executive Committee is made up of the 4 officers, the Past President, and the chair of the Charter School Committee. Joyce was appointed by the Executive Committee as the chair of the Charter School Committee. As the Treasurer Anna will chair the Finance Committee; Jess will continue to chair the Audit Committee; and Anna will chair the Fundraising Committee.  
Motion to Approve Sandra as the President: Liz; Second: Jim; Vote: Approved unanimously.  
Motion to Approve Liz as the Vice President : Sandra; Second: Jim; Vote: Approved unanimously.

Motion to Approve Anna as the Treasurer: Liz; Second: Jeremy; Vote: Approved unanimously.  
Motion to Approve Jim as the Secretary: Steve; Second: Jeremy; Vote: Approved unanimously.

- iii. *Future Meeting Schedule* – The next Board meeting will be on Thursday, September 6<sup>th</sup> from 7:30-9 am; the next Executive Committee meeting will be on Wednesday, August 29<sup>th</sup> at 4:30-5:30 pm.

b. **Charter School Committee** –

- i. *Principal's Report* – Ashley gave a quick update. 102 students Graduated and 85 of them walked. Are hiring, 3 openings and are interviewing and doing mock lessons. Want to have offers out next week. We are moving forward with the blended learning model and working on the details. Will be doing a 3 year implementation plan, Ashley meeting with Jobs for Future and will meet with other schools, and Summit.
- ii. *LCAP (Charter School FY 18-19 Annual Work Plan)* – Ashley presented the LCAP, which is the plan for the Charter School's goals and metrics for the 2018-19 school year. The Executive Committee recommends that the Board approve the LCAP.  
Motion to Approve the LCAP: Joyce; Second: Sandra; Vote: Approved unanimously.
- iii. *Safe and Secure Learning Environment for All Policy Mandate* – A new state law passed that impacted the education code so we needed to update our policies to state that we will not use immigration or citizenship status to discriminate against students. 4 policies were in existence and 2 were new. CSDC sent out a template with the Attorney General's language and Ashley then amended it to reflect our students' needs. The Executive Committee recommends that the Board approve them. This change is common to all schools, all of whom had to adopt these P&Ps.  
Motion to Approve these policies and procedures: Liz ; Second: Sandra; Vote: Approved unanimously.

c. **Finance** –

- i. *May 2018 Financial Update* – Sandra reported that there was not a lot of change for May. Cash is at \$76,000 and the School owes the Corps \$316,000. ADA was 158 in quarter 2 and was certified in June at 158. The decrease in ADA from 170 to 158 may result in a loss of \$400-500,000 for the school year. In May there was a decrease primarily because the Corps received pass-through funds in April for \$114,000 and we then expended the same to pass the funds on to the YWCA which impacts the financials. Net loss is at \$54,000. We are in the 11<sup>th</sup> month of the budget year and should be at 92%; revenue is at 89% and expenses are at 97%. What we can do to increase enrollment is use a blended learning model. Another strategy is to build a strong relationship with Foothill College and show them what we can achieve.
- ii. *LCFF (Charter School FY 18-19 Budget)* – Kim presented the budget. The budget is built on an ADA of 150 so it is very conservative. Kim made some small corrections since the last Board meeting and expenses stayed the same. Revenue is projected at \$1.8+ million, expenses are \$1.6+ million, and so there is a projected small profit of \$4,827. Per LCFF the amount of funding per ADA is about \$12,000. Indirect expenses includes administration, IT, finance, and payroll. The Corps will subsidize the School \$100,000 and with this subsidy the School will show a small net income. The Board expressed appreciation to Dorsey and Kim in keeping the budget very conservative. We have 4 teachers for each campus; if we can increase the ADA we could hire more staff. We can also look into getting SJSU involved. We will be submitting proposals to the Scott and Sharks foundations for counselors, and we still have staff from the county Drug and Alcohol Department. Ashley did a lot of relationship building with community-based

organizations, and is now in active talks with Work to Future which could bring a case manager on campus.

Motion to Approve the Charter School FY 18-19 Budget: Joyce; Second: Sandra; Vote: Approved unanimously.

2. **Executive Director Report** – Dorsey congratulated Ashley for moving into the Principal position. We had graduation here at Berger and it went well; we had about 80 people walk and everyone fit. Last year we did not have a recruiting team and we are trying something new this year. By moving the School to 1534 we will have bigger classrooms; this past year classes at 1560 were a little crowded.

3. **Next Board Meeting**

Thursday, **September 6**, 2018, 7:30 – 9:00 am, 1560 Berger Drive

**ADJOURNMENT** (Time: 8:09)

Motion to Adjourn: Jim; Second: Sandra; Vote: Approved unanimously.