

SAN JOSE CONSERVATION CORPS + CHARTER SCHOOL
CONSERVATION CORPS - Board of Directors Meeting MINUTES
Thursday MARCH 5, 2020 7:30 – 8:15 am
1560 Berger Drive, San Jose, CA 95112 – Boardroom

CALL TO ORDER (Time: 7:33 am PST)

BOARD MEMBER ROLL CALL (as noted below) P-Present; A-Absent

P	Sandra Murillo (President)	P	Hamid Saadat (Past President)	P	John Medina
P	Liz Hunt (Vice President)	P	Mahmood Khan	P	Ramon Zaragosa
P	Leslie Brown (Treasurer)	P	Jim Stoch	P	Chris Cruz
A	Fidel Gonzalez (Secretary)	A	Steve Lopes	P	Brenda Herrmann

Staff in attendance: Dorsey Moore (CEO), Sal Munoz (Deputy Director), Kim Nguyen (Controller), Rahul Sharma (Charter School Principal), Andrea Maes (Development Director)

Program Staff & Corpsmembers in attendance: Louise Bruce, Director of Recycling; Patrick Thornsburg, Recycling Manager; Lucas Montoya, Corpsmember

Guests in attendance: Bedriye Usta

APPROVAL OF AGENDA

Liz Hunt moved to approve voting on the new Board member to the end of the meeting. Hamid Saadat moved to accept the agenda as revised. Jim Stoch seconded the motion and the **Motion Passed – 10-0.**

APPROVAL OF MINUTES

Liz Hunt called for approval of the February 6, 2020 minutes. John Medina moved to accept the minutes. Jim Stoch seconded the motion and the **Motion Passed – 10-0.**

NEW BUSINESS

1. **Presentation: Zero Waste/Recycling Department** – Louise Bruce, Patrick Thornsburg and Lucas Montoya presented information on this program. Zero Waste is properly recycling materials as much as possible and minimizing the amount of material that goes into landfill. Louise presented the new system that has each Corps member rotate to each part of the recycling program on a monthly basis. This better trains the student in each area and prepares them for employment after leaving the Corps. The team is pursuing new contracts with City of Sunnyvale for glass recycling and recycling food waste into animal food.
2. **Board Committee Updates**
 - a. **Executive** – Sandra announced that Fidel Gonzalez needs to resign from the Board. The Executive Committee recommends that the Board approve Fidel's resignation. Hamid made the motion and Chis Cruz seconded the motion. It passed 10-0 to accept Fidel's resignation. We will need a new Secretary for the Board.
 - b. **Governance** – Liz gave an update. The Corps bylaws will not be approved today because there are items still pending for the Charter School bylaws. Almost every Board member has completed a Board member application,

agreement, and Conflict of Interest form and sent them to Andrea. Dorsey will follow up with those Board members who still need to submit the forms.

- c. **Finance** – Kim Nguyen reviewed the January 2020 financials. The Board was pleased with the positive direction of the SJCC financial condition.
 - d. **Fund Development** - Liz gave an update on the Spring Luncheon which will be held on Friday, April 24, 2020 at Berger Drive from 11:30-1:30. Board members should reach out to their networks and invite people to sponsor and attend the event. We need to consider a back-up plan for the event because of the potential impact of the coronavirus situation on attendance; the Fundraising committee will discuss this.
 - e. **New Business Development (Housing Solutions)** – Dorsey provided an update. For the Tiny Homes Project Phase 1 was piloting the design and determining the cost. Phase 2 is getting zoning laws passed and building 30 more units. We will be building more units with partners.
 - f. Andrea- Annual Luncheon update: Liz: Tickets are free. CAN make a donation when making a reservation. Working on sponsors. \$17,500 corporate and individual donations committed to date. Ramon asked about social media: We have LinkedIn, Facebook and Instagram pages.
3. **CEO Report** – Dorsey provided updates on selected items in the CEO report. We will hear back next week on the Google grant we submitted. The Governor has declared a state of emergency for California because of coronavirus so staff are considering the impact on our Corpsmembers as we cannot pay them if we have to close the operation. Dorsey’s full report was emailed to all Board members for their closer review.
 4. **Approval of New Board Member** - The Executive Committee recommended the approval of Bedriye Usta as a new Board member. Bedriye is a CPA with PWC and will be an excellent resource for us and support for Kim Nguyen. Motion to approve Bedriye as a new Board member: Hamid Saadat made the motion Second: Liz Hunt. Motion passed 10-0. The Board welcomed Bedriye as a new director.
 5. **Next Board Meeting - Regular Board Meeting** - Thursday, April 2, 2020, 7:30 – 8:15 am at the Senter Rd. Campus. Our next Board meeting may need to be virtual if the Corona virus becomes a problem.

ADJOURNMENT (Time: 8:41 am) Sandra Murillo called for a motion to adjourn the meeting. Jim Stoch made the motion and Hamid Saadat seconded it. The motion passed unanimously, 10-0.

SAN JOSE CONSERVATION CORPS & CHARTER SCHOOL
CHARTER SCHOOL - Board of Directors Meeting MINUTES
Thursday MARCH 5, 2020 8:15 - 9:00am
1560 Berger Drive, San Jose, CA 95112 – Boardroom

CALL TO ORDER (Time: 8:41 am pdt)

BOARD MEMBER ROLL CALL (as noted below) P-Present; A-Absent/Excused

P	Sandra Murillo (President)	P	Hamid Saadat (Past President)	P	John Medina
P	Liz Hunt (Vice President)	A	Mahmood Khan	P	Ramon Zaragosa
A	Leslie Brown (Treasurer)	P	Jim Stoch		
A	Fidel Gonzalez (Secretary)	A	Steve Lopes		

Staff in attendance: Dorsey Moore (CEO), Sal Munoz (Deputy Director), Kim Nguyen (Controller), Rahul Sharma (Charter School Principal), Andrea Maes (Development Director)

PUBLIC COMMENT

This portion of the meeting is reserved for persons desiring to address the Board as posted publicly outside of the Berger drive building. There were no public members present desiring to comment.

APPROVAL OF AGENDA

Hamid Saadat noted incorrect dates on the agenda. Hamid moved to accept the agenda as revised. Jim Stoch seconded the motion and the **Motion Passed – 6-0.**

APPROVAL OF MINUTES

Sandra Murillo called for approval of the February 6, 2020 minutes. Liz Hunt moved to accept the minutes. Hamid Saadat seconded the motion and the **Motion Passed – 6-0.**

NEW BUSINESS

1. **Board Committee Updates** – Sandra Murillo
 - a. **Executive** – Sandra
 - i. **Board Development**

Fidel Gonzalez resigned as Secretary and director of the Board. Liz Hunt moved to accept his resignation and Hamid Saadat seconded the motion. The Board voted unanimously 7-0 to accept the resignation.

Governance – We had created separate bylaws for Charter School because of new state law; however, at the last Board meeting we realized that we needed to do more research on how to do so. Andrea reviewed the memo on the Charter school bylaws and the options we have to proceed. We will be contracting with an attorney to do more research on this and look at what other schools are doing. We need a clear separation of Charter School business from Corps business. Exec comm. recommends that we allow staff time to do more research and postpone CS guidelines. Hamid made the motion, Ramon Zaragoza seconded it. **Motion Passed 6-0.**

Every Charter School Board director will need to complete Form 700. Online link will be sent to all. Completed forms to be sent to Kim who will then forward to the district. All Charter School Board members need to do the online Brown Act training as soon as possible.

- c. **Charter School** – Rahul Sharma gave an update. ADA is up for first time in 5 years. We are at 138.5 vs. a budgeted 130. We had the WASC accreditation visit in the past 3 days and it went well. We will get a full report in 4-6 weeks with the determination as to whether we are granted a 3-year or 6-year accreditation. Dorsey gave kudos to Rahul and the staff for their hard work and to Board directors Sandra Murillo and Liz Hunt for participating in meetings.
- d. **Finance** – Kim Nguyen reviewed the January 2020 financials. Due to improved ADA, the CS financial condition showed all green. We have been able to begin to pay down the debt to the SJCC.

Approval of 2nd Interim Budget for Charter School: The Board had to approve a first interim budget for the Charter School in December and a second interim budget in March. For the 2nd interim budget we kept ADA the same and made slight changes to revenue and expenses. Liz Hunt made a motion to accept the 2nd interim budget for the Charter School. Hamid Saadat seconded the motion and the **Motion Passed – 6-0.**

- 2. **Executive Director Report** – Dorsey wanted to recognize Rahul for all of his work in preparing for the WASC accreditation while continuing to do his principal duties. Dorsey also thanked Andrea for her work coordinating the work for it. The WASC exit meeting was held yesterday and it looked good. Our next Board meeting will be held at the Senter campus to congratulate staff for the WASC success.

3. **Next Board Meetings**

- **Regular Board Meeting** - Thursday, April 2 2020, 8:15 – 9:00am at Senter Campus – may be virtual if Corona virus is a factor.

ADJOURNMENT (Time: 9:07pst) Sandra Murillo called a motion to adjourn the meeting. Hamid Saadat made the motion and Liz Hunt seconded it. The motion passed unanimously – 6-0.