San Jose Conservation Corps + Charter School
Board of Directors – Executive Committee MINUTES
Tuesday, October 26, 2021 12:00 – 12:30pm

Executive Committee Members & Staff A=Absent; P=Present

P	Liz Hunt (President)	P	Dorsey Moore (Executive Director)
P	Ramon Zaragoza (Vice-President) 12:32pm	P	Kim Nguyen (Controller)
P	Bedriye Usta (Treasurer)	P	Rahul Sharma (Charter School Principal)
P	Brenda Burks-Herrmann (Secretary)	A	Andrea Maes (Development Consultant)
P	Sandra Murillo (Past President) 12:06pm	P	Sheila Lau (Executive Assistant)

1. **Roll Call**

2. **Agenda Review and Approval**
   On a motion made by Brenda and seconded by Bedriye, the committee approved the agenda by unanimous vote. Aye: Bedriye, Brenda, Liz, Ramon, & Sandra.

3. **Board Updates**

   A. Annual Board Forms – Liz reminds the Board members the due date to complete the forms was 10/15.
   B. Brown Act Compliance – Liz states that we are still looking into if Board committees have to follow Brown Act.
   C. Grievance Policy & Procedure, and Form - The committee would like to make a change to the policy by adding a statement that employees can reach out to HR directly if they are not comfortable with reporting to their supervisors, and that supervisors must report any grievances to HR immediately.
   D. *Recommend for approval:* September 2021 financial report – Kim presented the draft September 2021 financial report.
      - On a motion made by Sandra and seconded by Brenda, the committee unanimously recommended that the Board approve the September 2021 financial report. Aye: Bedriye, Brenda, Liz, Ramon, & Sandra.
   E. Financial audit – Kim reports that the audit was completed, and the report from the auditors may take a little longer.
   F. *Recommend for approval:* Creating operational reserve & Reserve policy - All board members read the memo & approved to increase to 3 months reserve.
      - On a motion made by Brenda and seconded by Sandra, the committee unanimously recommended that the Board approve the policy. Aye: Bedriye, Brenda, Liz, Ramon, & Sandra.

4. **Principal's Report**
   a. Rahul reports that the current ADA is 104.5.

5. **Head of School Report**
   a. Operations - Dorsey reports that we might need to dip into the reserve for this year but is optimistic that we will bounce back.
   b. Strategic Planning - Jaime will be presenting the work plan and strategic planning process at the full board meeting. We are working on selecting dates for the retreat so we can add to people's calendars.
   c. Diversity, equity, and inclusion – we have initiated the contract with the consultant to help with the process. HR committee provided information so that the consultant can do the analysis. It may take about 10 weeks to complete the analysis.

6. **Adjournment** (Time: 12:50 PM)

San Jose Conservation Corps + Charter School
Board of Directors – Executive Committee MINUTES
Tuesday, October 26, 2021 12:30 – 1:00 pm

Executive Committee Members & Staff A=Absent; P=Present

P	Liz Hunt (President)	P	Dorsey Moore (Executive Director)
P	Ramon Zaragoza (Vice-President)	P	Kim Nguyen (Controller)
P	Bedriye Usta (Treasurer)	P	Rahul Sharma (Charter School Principal)
P	Brenda Burks-Herrmann (Secretary)	A	Andrea Maes (Development Consultant)
P	Sandra Murillo (Past President)	P	Sheila Lau (Executive Assistant)

1. **Roll Call**

2. **Agenda Review and Approval**
   On a motion made by Brenda and seconded by Ramon, the committee unanimously approved the agenda.

3. **Board Committee Updates**
   A. **Executive**
      i. Recruitment of new Board members - Liz updated the committee that Alex Webb will attend the board meeting on 11/4. Alex was recruited by Hamid Saadat. The goal for the governance committee is to recruit 5 new board members. There are 3 potential board members attending the December meeting.

   B. **Governance**
      i. Annual Board forms - Sheila will be following up with the remaining 4 members.

   C. **Finance**
      i. *Recommend for Approval:* September 2021 financial report - Kim reviewed the September financials. On a motion made by Sandra and seconded by Brenda, the committee unanimously recommended approving the financial statements, and to take it off of the consent agenda for the Board meeting.
      ii. *Recommend for Approval:* Increase Line of Credit - On a motion made by Brenda and seconded by Sandra, the committee unanimously recommended to increase the line of credit up to $1,000,000.
      iii. Financial audit update: The audit was completed and the report is pending.
      iv. *Recommend for Approval:* Creating an operational reserve & Reserve policy - On a motion made by Brenda and seconded by Sandra, the committee unanimously recommended that the Board approve the policy.

   D. **HR**
      i. Grievance Policy & Procedure - The HR Committee will be making changes to the policy and form.
      ii. Diversity, equity, and inclusion work - there will be changes to the salary rates for a few people.
      iii. 403B Update - Provided a summary of things to consider and look at in terms of pricing, term of service eligibility, etc. The goal is to have it set up starting July 2021, but the administrator thinks they will have to start it in February 2022.
      iv. Compensation Philosophy - We are looking to create a compensation philosophy to do a salary evaluation every few years to be more transparent with staff.

4. **CEO Report**

i. We are starting to scale down on the emergency shelters by December. The city of San Jose would like us to continue the food boxing until June. We no longer need corps members from other conservation corps to help us.
ii. The city of San Jose has reached out to us to continue the Resilience Corps program past the 6 months. We are pushing hard to get a15% overhead rate.
iii. The Prop 68 Audit is being completed this week. We used this funding for upgraded equipment, tools, and technology to increase our productivity.
iv. Jaime will be presenting the work plan and strategic planning in the upcoming Board meeting.

5. Adjournment (Time: 1:25 PM)