

SAN JOSE CONSERVATION CORPS & CHARTER SCHOOL
CHARTER SCHOOL - Board of Directors Annual Meeting
Thursday December 5, 2019 7:30 - 9:00am
1560 Berger Drive, San Jose, CA 95112 – Boardroom
MINUTES

Conference Call (Call-in Number: 408-703-1455; no PIN)

CALL TO ORDER (Time: 7:32am pst)

ROLL CALL (as noted below)

Board Members

T	Sandra Murillo (President)	T	Hamid Saadat (Past President)	X	Mahmood Khan
T	Liz Hunt (Vice President)	T	Joyce Montgomery	T	Ramon Zaragoza
T	Leslie Brown (Treasurer)	T	Jim Stoch	T	John Medina
X	Fidel Gonzalez (Secretary)	T	Steve Lopes		

APPROVAL OF AGENDA

Sandra Murillo, president, called for a motion to approve the agenda. Liz Hunt made the motion and Steve Lopes seconded it. The Board unanimously approved the agenda.

APPROVAL OF MINUTES

Sandra Murillo, president, called for review and approval of November 7, 2019 SJCC Charter School Board meeting minutes. Liz Hunt made the motion and Steve Lopes seconded it. The Board approved the minutes with Sandra abstaining since she did not attend the November meeting.

NEW BUSINESS

1. Board Committee Updates – Sandra Murillo

a. Executive – Sandra

i. Board Development Update

1. Board member Application- Sandra asked board directors to complete it, sign it and email it to Andrea Maes by end of December.
2. Board Commitment/Agreement- Sandra asked board directors to complete it, sign it and email it to Andrea Maes by end of December.
3. **Board Lead** is an organization that matches non-profits with potential board directors: Sandra and Andrea attended meetings and we were accepted as an organization to have volunteers matched to us to become new Board Directors. We interview them and accept or reject them by April 15, 2020.

ii. Board Strategic Plan & Work Plan Updates – Sandra Murillo

iii. Recognition of Joyce Montgomery – Sandra paused the meeting to commend Joyce for her guidance, education and governance of the Charter School. Joyce is exiting the Board. Joyce served to make sure operational mistakes don't interfere with the education of our students.

b. Governance – Liz Hunt

i. New Bylaws with summary, specifically for the Charter School Board, will be sent to Board with notes and comments early January. Directors are to review and be ready to approve them at the February 2020 meeting. They are different than the Conservation Corps bylaws due to Brown Act and Public Information Act. We are moving to a smaller and separate Board for the Charter School. Sandra and Liz asked Board directors to volunteer to be on the new, separate Charter School board.

ii. Board Conflict of Interest Policy and Form: Sandra Murillo called for a vote to approve the form, which is due on December 31, 2019. Hamid Saadat made the motion and Steve Lopes seconded it. The Board unanimously approved it.

iii. Statement of Economic Interests – FPPC Form 700: Board members are to go online, read and sign the form if they are to be on the Charter School Board. We will need Charter School Board Directors to attend meetings in-person, or must post where they are joining from and make it public. Can listen in to Charter School Board meetings but

- won't be able to vote and participate. Want 5 Board directors and will meet less often. Liz and Sandra have already signed on. New Board must be ready by mid-January.
- iv. **Brown Act Training:** 2-hour training that shows the changes coming to Charter Schools January 1, 2020. All can attend but Charter School directors are required to attend. Dorsey encouraged Board to use the Charter School email that has been created for Board directors. Andrea asked that all Board directors transition to using the Board email account.
 - c. **Charter School** – Joyce & Rahul: ADA is at 135.93 vs. budgeted 130. 194 students enrolled with a goal of 215. Randall shot new footage of the students' activity that's available online. We have a coach for the B-Ball team. The football coach. Andrea Maes and Rahul Sharma will meet on WASC renewal. Andrea recognized the contribution that the teachers have made to the effort. Self-study Report must be ready in mid-January and sent to WASC review committee that will visit in March. Dorsey gave recognition to Rahul for his tireless hard work in under-staffed conditions.
 - d. **Finance** – Leslie & Kim
 - i. Financials – FY 19-20 October
 - ii. **For Approval:** Charter School First Interim Budget FY 19-20 – Based on an ADA of 130. **Sandra Murillo called for a motion to approve the interim budget. Liz Hunt made the motion and Joyce Montgomery seconded it. The Board voted unanimously to approve it.**
 - e. **Audit** – Joyce & Kim
 - i. **For Approval:** Charter School Independent Financial Audit FY 18-19: Good news: No findings. Auditors found some things that can be improved and that information has been passed on to Dorsey and his team. Dorsey and Joyce commended Kim and their team for their hard work and dedication to this effort.
 - ii. **Sandra Murillo called for a vote to accept the audit. Hamid Saadat made the motion and Steve Lopes seconded it. The Board voted unanimously to approve it.**
2. **CEO Report** – Dorsey gave highlights and asked that Board directors read it offline and email him any questions.
 3. **Next Board Meetings** – Sandra Murillo
Regular Board Meeting - Thursday, February 6, 2019, 7:30 – 9:00am at Berger Drive Campus

ADJOURNMENT (Time:8:25am) SANDRA MURILLO CALLED FOR A MOTION TO ADJOURN THE MEETING. HAMID SAADAT MADE THE MOTION AND JIM STOCH SECONDED IT. The Board voted unanimously to approve it.

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AGENDA APPROVAL

Sandra Murillo, president, called for a motion to approve the agenda. Liz Hunt made the motion and Hamid Saadat seconded it. The Board unanimously approved the agenda.

APPROVAL OF MINUTES

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NEW BUSINESS

1. **Housing Solutions Enterprise Presentation** – Dorsey introduced Vianey Nava as our affordable housing guru to help us navigate the challenges surrounding ADUs and the backyard model. She is working on a zoning law amendment to zoning law to allow ADUs in backyards not only in San Jose but Santa Clara County. Dave Cortese and Don Rocha are positive on the effort and may help champion to the amendment. Councilpersons Pam Foley and Maya Esparza and Working with Home First and other non-profits for support. Much work to do in who to market idea to, the amendment, funding, and logistics. Vianey wants to be ready to present it in March with a possible passage by April and go into effect in June, 2020. Ramon Zaragoza gave input: Applied Materials Foundation funds causes. Engineers without borders and commented that his wife is a structural engineer and ADUs are a growing part of her business.
2. **Board Committee Updates** – Sandra Murillo
 - a. **Executive** – Sandra
 - i. Board Development Update- Same as Charter School
 - ii. Board member Application- Same as Charter School
 - iii. Board Commitment/Agreement – Same as Charter School
 - iv. **Board Lead** is an organization that matches non-profits with potential board directors: Sandra and Andrea attended meetings and we were accepted as an organization to have volunteers matched to us to become new Board Directors. We interview them and accept or reject them by April 15, 2020.
 - v. Board Strategic Plan & Work Plan Updates – Sandra said that staff is working on their piece and we will continue to work on Board part. Finding more details that need to be amended and added.
 - b. **Governance** – Liz
 - i. Bylaws for Conservation Corps need to be updated, but there is no update at this time. After Charter School update, we will finish Corps bylaws. They are close to be being ready for Board approval.
 - ii. Board Conflict of Interest Policy and Form: Please complete and give to Kim. One form for both boards.

- iii. Sandra asked for a motion to approve the forms as written. **Hamid Saadat made the motion and Liz Hunt seconded it. The Board voted unanimously to approve it.**
 - c. **Finance** – Leslie & Kim
 - iv. Financials – October FY 19-20: Sandra asked for a motion to approve the financials. **Liz Hunt made the motion and Hamid Saadat seconded it. The Board voted unanimously to approve the financials for October FY 19-20.**
 - d. **Audit** – Kim
 - i. **For Approval:** Conservation Corps Consolidated Independent Financial Audit FY 18-19: No findings and we don't owe any other reporting. Sandra Murillo asked for a motion to approve the audit. **Hamid Saadat made the motion and Jim Stoch seconded it. The Board voted unanimously to approve and accept the audit.**
 - e. **Fund Development** – Liz Hunt: **Friday April 24, 11:30-1:30pm will be the annual fundraising Luncheon event**, to be held at the Berger Drive campus. 120K net revenue is the goal. Sandra and Liz asked Board to start reaching out to corporate sponsors. Jim suggested leveraging the tiny homes as a way to get corporate sponsors.
 - f. **New Business Development (Housing Solutions)** – Vianey Nava. John Medina suggested approaching major Silicon Valley companies to host a volunteer day, where their employees help build a tiny home on their campus. Jim Stoch suggested approaching construction companies. Great PR and branding opportunity and possible source for donations to the cause.
3. **CEO Report** – Dorsey gave kudos to Rahul Sharma and Sal Munoz for their hard work. Natalie Mendoza has resigned as our student recruiter to accept an opportunity with East Side Union High School District. Paula Flores is our top internal candidate to take over the job.
4. **Next Board Meeting**
Regular Board Meeting - Thursday, February 6, 2019, 7:30 – 9:00am at Berger Drive Campus

ADJOURNMENT (Time: 9:07am) **SANDRA MURILLO CALLED FOR A MOTION TO ADJOURN THE MEETING. JIM STOCH MADE THE MOTION AND HAMID SAADAT SECONDED IT. The Board voted unanimously to approve it.**