

SAN JOSE CONSERVATION CORPS & CHARTER SCHOOL
CHARTER SCHOOL- Board of Directors Meeting
Thursday, October 4, 2018 7:30-9:00am
1560 Berger Drive, San Jose – Boardroom
MINUTES

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

CALL TO ORDER (Time: 8:43amPDT)

ROLL CALL (as noted below) *QUORUM ACHIEVED*

Board Members

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

APPROVAL OF AGENDA

Sandra called for a motion to approve the agenda. Liz made the motion. Hamid seconded it. Board voted unanimously to approve it.

APPROVAL OF MINUTES

Sandra called for a motion to approve the minutes of the September 6, 2018 Charter School Board meeting. Joyce made the motion. Hamid seconded it. Board voted unanimously to approve the minutes.

NEW BUSINESS

1. Board Committee Updates – Same as SJCC above.

- a. **Executive** – Same as SJCC above.
 - i. Board Committee Participation
 - ii. Board Expertise & New Board Prospects
 - iii. Board Training
 - iv. Strategic Planning Process
- b. **Charter School**– Joyce needs participation on the Charter School committee. Sandra and Joyce have been the only ones on the call. presented an explanation of ADA to the Board.
- c. **Finance** – Kim reported that the financial condition of the Charter School continues to be deficient due to a lower ADA than needed.
 - i. Cash position at end of August was \$95,000, a decrease of \$69,000 from July due to an advance payment to the YWCA for preschool, paid in August.
 - ii. AR is \$187,000 – all collectible
 - iii. CS owes \$463,000 to SJCC. This debt continues to grow.
 - iv. ADA: budgeted 150, down from 158 P2 last year. Actual ADA: 150.6 – **SEE E.D. REPORT AS APPENDIX 1 BELOW**
 - v. August revenue was \$114,000 from apportionment.
- d. **Audit** – Jess: Dorsey reported for Jess that auditors would be visiting week of October 8 and that all is proceeding as planned.

2. **Executive Director Report** – Dorsey reported that search for principal is on hold until spring. Good candidates are not available now due to talent shortage in education overall. Raul and Marcus are helping to stabilize staffing.
 - a. Updates
 - b. FY 18-19 Work Plan + Key Indicators/Metrics
3. **Next Board Meetings-** Sandra

Thursday, November 1, 2018, 7:30 – 9:00am at **2650 Senter Road**, San Jose: Liz and Sandra cannot attend the meeting. Anna to run the meeting.

ADJOURNMENT (Time: 8:59am PDT) Sandra called for a motion to adjourn the meeting. Jim made the motion and Hamid seconded it. Board unanimously approved it.

APPENDIX 1

Executive Director Report presented to the joint board of the San Jose Conservation Corps & Charter School - October 4, 2018

1. Charter School

ADA (Average Daily Attendance) - Total ADA is defined as the total days of student attendance divided by the total days of instruction.

As of 9/27/18	
Budget Target ADA	150
Actual ADA	148.16
Delta ADA	-1.84
Delta %	-1.23%
Delta \$	-\$24,742

Recruitment

- We brought in a lot of students from East Side Union High School District non-grad list so we have a lot of students who need less than 50 credits and should be graduating within 2-4 months.

Staffing:

- We were fully staffed by end of summer but unfortunately had a teacher quit on us the day before school started. Have had some trouble finding a good fit. Wanted to hire the right fit.
- **Erwin Garma** Math teacher at Berger will transition to Senter to support here and we will have a full staff at Senter.
- **Math Teacher** – Hired **Curtis Lin** as a new math teacher; he starts at 9/24 which is the start of Grading Period 2. He previously taught in Oakland Unified School District.
- **Campus Supervisor - Marcos Gutierrez** started this past Monday.
- **Principal** – We have interview six candidates for Principal; we have extended offers to two of them, but both declined offer. One candidate received an internal promotion to Principal and a five figure salary increase. The other declined the offer because she wanted a additional salary.
- In the absence of a Principal **Rahul Sharma** is acting administrative lead for the Charter School.
- Updated organizational chart attached.

Safety:

Berger campus:

- No major issues. **Senter campus:**

- **New location for school office** – To improve safety for staff and students at Senter, we have constructed a one room office off of Classroom #1. Tanisha will relocate from the Pike House to the new school office. In the new location, she will be able to better monitor both the inside and outside of the yard. The new facility will also increase her safety. Being positioned next to the front gate she will be able to regulate the entry and exit of students.

Graduates

- Already have 7 graduates so far
- Grading Period 1 ends today (9/21) and we should have at least another 5-8 potential grads after finals are graded.

Independent Studies

- We are not offering independent studies this academic year.

Counseling

- **County of Santa Clara Department of Behavioral Health** – We will have one counselor at our Berger campus on all day on Tuesdays and Thursdays.
- **YWCA Aspire Counselor** – We will have a counselor at Berger on Wednesdays.

WASC Renewal

- We do not need to submit an application for our WASC renewal this academic year.

FY 2018-19 Work Plan Overview

Key Performance Indicators:

1. ADA Aspirational Target: 210
2. ADA Budget Target: 150
3. Enrollment Target: 280
4. Student Climate Survey Satisfaction (#)

KEY PROJECTS AND INITIATIVES:

A. Develop a **blended (personalized) learning model** using integrated online learning platform B. Research, develop and apply for CDE **funding determination** to reduce classroom time

Acknowledgements: Rahul Sharma, Sophea Chea, Claudia Lira, John O'Keefe, and Janeth Beltran