

San Jose Conservation Corps + Charter School
Board of Directors – Executive Committee MINUTES
Tuesday, November 23, 2021 12:00 – 12:30pm
Minutes

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	Jaime Croteau (Director of Strategy & Development)
A	Sandra Murillo (Past President)	P	Sheila Lau (Executive Assistant)

Guest attendees: Jaime Croteau, Janeth Beltran

1. Roll Call

2. Agenda Review and Approval

Liz made a change to the agenda that items requiring the committee's vote say "Recommend for approval". On a motion made by Ramon and seconded by Brenda, the committee approved the revised agenda by unanimous vote. Aye: Bedriye, Brenda, Liz, & Ramon.

3. Board Updates

- a. Recruitment of new Board members – Liz updated the committee on the tour with Sonia. We are also in discussion with two other potential Board members.
- b. Recommend for approval: October 2021 financial report – Kim presented the draft October 2021 financial report
 - o On a motion made by Brenda and seconded by Ramon, the committee unanimously recommended that the Board approve the October 2021 financial report by unanimous vote. Aye: Bedriye, Brenda, Liz, & Ramon.
- c. Recommend for approval: First interim Charter School Budget
 - o We had a thorough discussion about the Charter School's first interim budget. We have decided that we are not cutting the budget at this time because the ADA is up in the air.
 - o On a motion made by Ramon and seconded by Brenda, the committee unanimously recommended that the Board approve the first interim Charter School Budget by unanimous vote. Aye: Bedriye, Brenda, Liz, & Ramon.
- d. Financial audit – Kim updated the committee that the audit committee meeting is scheduled for Monday, November 29th.
- e. Grievance Policy & Procedure, and Form - Liz updated the committee that we have sent the policy to the lawyer for their review.
- f. Recommend for approval: 403B - Janeth updated the committee that the HR committee completed an analysis and comparison chart with 4 different choices. The HR committee recommends that Mutual of America administer the 403B benefit program for staff.
 - o On a motion made by Ramon and seconded by Brenda, the committee unanimously recommended that the Board approve the 403b program as proposed by the HR committee by unanimous vote. Aye: Bedriye, Brenda, Liz, & Ramon.
- g. Diversity, equity, and inclusion work- Janeth updated the committee that phase one has been completed. Janeth is working with the HR Consultant on the wage influencing factors and the data gathering process. The project deadline is February 2022.

4. Principal's Report

- a. Recommend for approval: Educator Effectiveness Funds Plan
 - o California Department of Education (CDE) needs the Board to approve the Educator Effectiveness Funds Plan before December 30th. We are looking to partner with BeTheChange Consulting to provide training workshops for our teachers.

- On a motion made by Ramon and seconded by Brenda, the committee recommended that the Board approve the Educator Effectiveness Funds Plan by unanimous vote.
Aye: Liz, Ramon, Bedriye, Brenda.
- b. Rahul reported that there is a break this week for the charter school and the ADA through last Friday is 100.45. The attendance is at 77.12%. Independence studies started 2 weeks ago and we have 20 students enrolled. We are hoping to remove the seat-based cap to help with the ADA. City Team is a Christian-based organization that is offering housing options to 5 of our students between the ages of 18-24 who are enrolled in school.

5. Head of School Report

- a. Strategic planning consultant - Liz reported that we have found a consultant to facilitate the process.
- b. Strategic planning process – Jaime presented the planning framework and timeline for 2022. Sheila will be sharing the presentation with the committee after the meeting. The board retreats will be held on Saturdays in spring 2022 and will be in-person.

6. Adjournment (Time: 1:02 PM)

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Board of Directors – Executive Committee MINUTES
Tuesday, November 23, 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)	P	Jaime Croteau (Director of Strategy and Development)
A	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 Bedriye, the committee approved the agenda by a unanimous vote.

3. Board Committee Updates

A. Executive

- i. Recruitment of new Board members - Liz updated the committee on the tour with Soniya. We are also in discussion with two other potential Bboard members.
- ii. The Holiday Party for the leadership team and Board members will be on December 10th, 5-7 PM, location to be determined.

B. Finance

- i. Recommend for Approval: October 2021 financial report - Kim reviewed the October Financials. On a motion made by Brenda and seconded by Bedriye the committee recommended that the Board approve the financial report by a unanimous vote.
- ii. Financial audit update: The auditors will join the Audit Committee meeting on November 29.

C. HR

- i. Grievance Policy & Procedure, and Form: Liz updated the committee that we have sent the policy over to the lawyer for their review.
- ii. Recommend for Approval: 403B - On a motion made by Brenda and seconded by Bedriye, the committee recommended that the Board approve the 403b program as proposed by the HR committee by a unanimous vote.
- iii. Diversity, equity, and inclusion work: Janeth updated the committee that phase one has been completed. Janeth is working with the HR Consultant on the wage influencing factors and the data gathering process. The project deadline is February 2022.

4. CEO Report

- a. Emergency Operations Shelters is ramping down to one shelter. There are 75 individuals in the shelters right now, so we may be extending the contract until April. Resilience Corps is doing well and looking to transition into county parks. We are planning to expand our Zero Waste Department and find a space for the housing department.
- b. We have decided to not do a luncheon again this year due to COVID-19. We are looking to do a virtual awards ceremony. The plan for the awards is to create two different videos to highlight the past year and a half about the work we've done together and the impact we have made.

5. Adjournment (Time: 1:19 PM)