

**SAN JOSE CONSERVATION CORPS + CHARTER SCHOOL**

**Board of Directors - Meeting MINUTES**

**Thursday, November 3, 2022, 7:30 - 9:00 am**

**Location: 1560 Berger Drive, San Jose, CA 95126, 1st floor Conference Room and also on Zoom**

**CALL TO ORDER:** Time: 7:39 am

**ROLL CALL: Board Members:**

P	Liz Hunt (President)	P	John Medina	P	Alex Webb
P	Ramon Zaragoza (Vice President)	P	Steve Lopes	P	Deryk Clark
P	Bedriye Usta (Treasurer)	P	Hamid Saadat	P	Michelle Retana
P	Brenda Herrmann (Secretary)	P	Leslie Brown		
A	Sandra Murillo (Past President; LOA)	P	Chris Cruz		

*Staff in attendance: Andrea Maes, Dervla Church, Dorsey Moore, Jaime Croteau, Julienne Enge, Kim Nguyen, Patrick Boyle, and Rahul Sharma*

- I. **FOR APPROVAL: AGENDA** – On a motion made by Brenda and seconded by John, the board voted to approve the agenda with one change – the removal of item F1. Vote: Aye from Liz, Ramon, Bedriye, Brenda, John, Steve, Hamid, Leslie, Alex, Deryk, and Michelle. No vote from Chris.
- II. **FOR APPROVAL: VIRTUAL MEETING** – After considering the circumstances of the emergency and on a motion made by Brenda and seconded by Deryk, the Board voted to continue to offer remote meeting options to its members. Vote: Aye from Liz, Ramon, Bedriye, Brenda, John, Steve, Hamid, Leslie, Chris, Alex, Deryk, and Michelle.
- III. **PUBLIC COMMENT** – There were no comments from the public on any items not on the agenda
- IV. **FOR APPROVAL: CONSENT AGENDA** – On a motion made by Ramon and seconded by Alex, the board voted to approve the consent agenda: the 10/6/2022 Board meeting minutes; the San Jose Conservation Corps September 2022 Financial Report; and the Charter School September 2022 Financial Report. Vote: Aye from Liz, Ramon, Bedriye, Brenda, John, Steve, Hamid, Leslie, Chris, Alex, Deryk, and Michelle.
- V. **PRESENTATION**  
The SJCC+CS Marketing/Communications Team gave a brief presentation to the Board. The presentation included and overview of the goals of the communications/marketing efforts, brief bios of each of the 3 team members, and some data metrics that track usage across social media channels and the SJCC+CS website. The team has been busy creating videos, building the organization’s social media presence, creating a digital action center, and working on other projects. The videos that the team created for the Resilience Corps helped secure funding for the second year of the program, and the videos have also been helpful in boosting staff morale.
- VI. **PUBLIC COMMENT** – There were no comments from the public on any items on the agenda.
- VII. **BOARD COMMITTEE UPDATES**
  - A. **Executive Committee**
    1. **New Board Member** - Stephanie Orosco was unable to join the meeting today and thus her board candidacy will be voted on at the next meeting.
    2. **Board Meeting Format** – In general the board members liked the hybrid format which allowed members to join either in person or virtually.
    3. **Announcements** – The annual conflict of interest forms will be sent to board members to sign as well as information on how to complete training on the Brown Act, which will be due by December 20<sup>th</sup>; Liz will send a link to Board members to do this. The board will hold a special meeting on January 5<sup>th</sup> to review the by-laws.
  - B. **Governance Committee**
    1. **Committee Membership** – Brenda has joined the Governance Committee. Committees are now all assigned and full.
  - C. **Charter School Committee**
    1. **Principal’s Report** – Rahul Sharma gave the principal’s reports. Currently, ADA is 128.6, with 79.3% attendance, and 186 students enrolled. There have been 29 graduates thus far this year. There was a career fair on 11/2 that included representatives from 17 different post-graduate institutions and programs. The sports league started today, with football. Beautiful Day completed their work weekend, upgrading the classrooms with new LED lighting and fresh paint as well as making improvements to the outdoor patio and landscaping. ESUHSD will conduct its compliance visit on 11/10. The WASC mid-cycle report will be turned in by 1/5, with the committee visit scheduled for 2/16.
    2. **Head of School Report** - Dorsey Moore did not have any updates this month.
  - D. **Human Resources Committee**

1. **Diversity, Equity, and Inclusion (DEI) Work** – This item will remain on the agenda as a reminder that work is ongoing. There will be a report from staff sometime in the spring.

**E. Finance Committee**

1. **Review and Discussion:** Kim presented a draft of the interim budget for the Charter School, which will be brought in front of the board for final approval in December. The interim budget is updated to reflect a budgeted ADA of 130 and new federal funding that has been received through the Expanded Learning Opportunities (ELO) grant, the A-G Completion Grant, and the Educator Effectiveness Grant. With the addition of this new federal funding as well as increases in the per-student allocation through LCFF, the net projected budget will remain relatively stable despite increased expenses due to new staff hires. Many of the new hires are being partially funded through the new federal grants.

**F. Fundraising Committee**

1. **Annual Luncheon:** Jaime gave a report about the 35<sup>th</sup> Anniversary Luncheon which took place on September 30<sup>th</sup>. There were 260 people in attendance, including several elected officials, representatives from event sponsors, and our community partners who were being presented with awards. Fundraising on the day of the event was down this year however sponsorships were relatively strong. The Development staff is meeting to discuss whether and how this event might change in the future to better meet both our goals for community building with our partners and financial fundraising goals.

**G. New Business Development Committee** – There was no update.

- VIII. **CEO/Executive Director Report** - Dorsey Moore gave the CEO report. Recently the cash position was struggling because some of the payments for our contracts, primarily through the city, are lagging but they have been pushed through and are being executed. The line of credit was reactivated as a financial safety-net, but Dorsey reported that it will likely not need to be used. Staff will be advocating to pay off the note for 1560 Berger Drive sometime in early 2023. The CalTrans contract is up for approval on 12/13; the new contract will be for another three-year funding cycle. New Development staff will be working hard over the next few months to secure funding through several program-related public grants that are available. The VP of Social Enterprise started last week; we also have a potential candidate for the VP of Administration. Related to the Pay Equity Study, the HR staff announced the new educational support program for staff which will help to pay for related higher education expenses. The hope is that staff will be able to start to use this funding as early as this spring. On 10/20/22 SJCC was presented with the Collaborative Impact Award for the Resilience Corps Program by the Silicon Valley Council of Nonprofits. U.S. Representative Zoe Lofgren recognized the Youth Leadership Movement, which is being incubated within SJCC+CS, with a congressional allocation. We are planning for a holiday mixer in December and more information will be shared soon. The construction team completed their upgrades at the Berger Campus including noted improvements to the Board Room.
- IX. **Next Board Meeting** – The next meeting of the board will be held on Thursday, December 1st at 7:30 am. On a motion made by Brenda and seconded by Hamid, the board voted to hold the next meeting in a hybrid format. Vote: Aye from Liz, Ramon, Brenda, John, Steve, Hamid, Leslie, Chris, Deryk, and Michelle. No vote from Bedriya and Alex

**ADJOURNMENT:** Time: 9:07 am