

SAN JOSE CONSERVATION CORPS + CHARTER SCHOOL
CONSERVATION CORPS - Board of Directors Meeting MINUTES
Thursday May 7, 2020 7:30 - 8:30am
Zoom Conference Call

CALL TO ORDER (Time: 7:37 am) by Sandra

BOARD MEMBER ROLL CALL (as noted below) P-Present; A-Absent

P	Sandra Murillo (President)	A	Mahmood Khan	P	Ramon Zaragoza
P	Liz Hunt (Vice President)	P	Jim Stoch	P	Chris Cruz
A	Leslie Brown (Treasurer)	P	Steve Lopes	P	Brenda Herrmann
P	Hamid Saadat (Past President)	P	John Medina	P	Bedriye Usta

STAFF in attendance: Dorsey Moore (CEO), Sal Munoz (Deputy Director), Kim Nguyen (Controller), Rahul Sharma (Charter School Principal), Andrea Maes (Development Director)

APPROVAL OF AGENDA

Motion to approve agenda: Liz Second: Jim. Vote: Sandra, yes; Liz yes; Hamid yes; Jim yes; Steve yes; John yes; Ramon yes; Chris yes; Brenda yes; Bedriye yes. *Agenda is approved.*

APPROVAL OF MINUTES

Motion to approve April 2nd, 2020 Conservation Corps Board meeting minutes: Hamid Second: Chris. Vote: Liz yes; Hamid yes; Jim yes; Steve yes; John yes; Ramon yes; Chris yes; Brenda yes; Bedriye yes. Sandra abstained. *Minutes are approved.*

NEW BUSINESS

- 1. Presentation: SJCC COVID-19 Emergency Response** – Dorsey introduced staff and corps members who are doing a lot of work for emergency response. Corps members are at 6 different emergency shelters and 2 hotels, and are working around the clock in 2-3 shifts. We didn't have time to train corps members so they needed to jump in and think on their feet.

Ruth Herrera is the supervisor for all sites which she visits every day to talk to HomeFirst and the corps members. HomeFirst has loved all of the corps members that they have worked with. Corps members are really enjoying this work and it makes them appreciate what they have.

Alan Armenta has been a corps member for 5 years and is the lead at the Gateway shelter for the graveyard shift. His group makes sure clients follow all safety rules, clean up the area, and makes sure they have all supplies they need ie razors, soap. They are appreciating helping people and giving back to the community. Clients are young to elderly, and some clients have no help at all.

Clarence Jones has been with the Corps since February and is working the swing shift at the Fairgrounds. They are helping clients sign up and link to different services; making sure that safety guidelines are being followed; and helping clients apply for housing and benefits. His favorite part has been helping others. Clarence said he had struggled with homelessness himself and this was the best way to give back. Unfortunately they can't meet all needs of clients.

Antonio Sanchez has been at Corps for 2½ years and is in AmeriCorps. He is working at the Gateway shelter at the Fairgrounds. The experience has made him appreciate being

with his family and being able to give back. He said it can be emotionally stressful; clients are dealing with domestic abuse and other issues. He helped 2 clients who were getting frustrated and wanted to fight resolve an issue. Clients have to be discharged if don't follow the rules.

Board members thanked the corps members for their work and dedication. Corps members have been exceptional at thinking on their feet and initially were running the Gateway site. Our corps members are managing graveyard shifts on their own. Attendance by corps members has been high at 95% because they see that if they're not there, no one else is there to help.

This project is a county-wide coordinated effort. People can't just walk in to a shelter; they must go to a city response team who does an assessment and then refers the client to one of the shelters. Once the client arrives we complete the assessment. People are coming from other parts of the state because we have these facilities. This may be a new area of training for our corps members.

Many thanks go to Sal for coordinating this project and to Louise Bruce! There hasn't been much media coverage on this because of privacy concerns for clients. Board members can visit but they need to let HomeFirst know in advance because have a policy that no visitors are allowed.

2. Board Committee Updates

- a. **Executive** – Sandra, Ramon and Dorsey presented to the Latino Board Leadership Academy and will be Zooming with a potential new Board member who reached out to us.
- b. **Governance** – No report.
- c. **Finance** – Kim gave the report for the March FY 19-20 financials. Dorsey thanked Kim for her work doing her regular monthly tasks along with grant requirements and creating tracking for new projects. The Charter School paid the Corps \$150,000. In terms of COVID-19 Loans & Grants, Kim secured a paycheck protection program (PPP) loan for \$905,000! We also received a \$10,000 grant. We have also applied for a \$2 million loan but haven't heard back yet.
- d. **Audit** – Kim gave an update. We put out an RFP for a new firm but did not receive any proposals. We will keep the same firm but request to work with a different partner.
- e. **Fund Development** - We have not set a date yet for our fundraising luncheon. This past Tuesday was a second round for Giving Tuesday and we are going to make it a month-long campaign in May. Andrea is working with Network for Good and MightyCause to set up a fundraising page. Randall is working on a video. We would like to do a \$15,000 matching grant from the Board which is what we as a group usually raise annually for the lunch; then we can contact past attendees and market this as an opportunity for them to give. We have \$5,000 in other sponsorship funding which Andrea will ask if we can add to this. Any money we raise will go for general operating support. Board members can send a check or donate online. We are a quarter way to the goal already!
- f. **New Business Development (Housing Solutions)** – Vianey had to leave us to take care of family matters. She did an amazing amount of work and got us our needed zoning code amendments. We are in the queue with Rotary to talk about Tiny

Homes. Randall is working on videos. We have a wide audience and we want to get the word out. We also discussed starting a capital campaign to buy land. The first priority is to get some of the Portable Living Units (PDUs) out in the community.

3. CEO Report – Dorsey asked everyone to read his written report.

4. Next Board Meeting - Thursday, June 4, 2020, 8:15 – 9:00am

ADJOURNMENT (Time: 8:34) Sandra Murillo called for a motion to adjourn the meeting. Motion: Brenda; Second: Jim. Vote: Sandra, yes; Liz yes; Hamid yes; Jim yes; Steve yes; John yes; Ramon yes; Chris yes; Brenda yes; Bedriye yes. *Meeting is adjourned.*

SAN JOSE CONSERVATION CORPS & CHARTER SCHOOL
CHARTER SCHOOL - Board of Directors Meeting MINUTES
Thursday May 7, 2020 8:30 - 9:00am
Zoom Conference Call

CALL TO ORDER (Time: 8:35) by Sandra

BOARD MEMBER ROLL CALL (as noted below) P-Present; A-Absent

P	Sandra Murillo (President)	A	Hamid Saadat (Past President)	P	John Medina
P	Liz Hunt (Vice President)	A	Mahmood Khan	P	Ramon Zaragoza
A	Leslie Brown (Treasurer)	P	Jim Stoch		
	(Secretary)	P	Steve Lopes		

STAFF in attendance: Dorsey Moore (CEO), Sal Munoz (Deputy Director), Kim Nguyen (Controller), Rahul Sharma (Charter School Principal)

PUBLIC COMMENT

This portion of the meeting is reserved for persons desiring to address the Board on any matter not on the Agenda as posted publicly outside of the Berger drive building. *There were no public members present desiring to comment.*

APPROVAL OF AGENDA

Motion to approve the agenda: Liz. Second: Jim. Vote: Sandra yes; Liz yes; Jim yes; Steve yes; John yes; Ramon yes. *Agenda is approved.*

APPROVAL OF MINUTES

Motion to approve April 2nd, 2020 SJCC Charter School Board meeting minutes: Liz. Second: Ramon. Vote: Liz yes; Jim yes; Steve yes; John yes; Ramon yes. Sandra abstained. *Minutes are approved.*

NEW BUSINESS

Members of the public had the opportunity to comment on any matter on the Agenda. *There were no public members present desiring to comment.*

1. Board Committee Updates

a. **Executive** – No report.

b. **Governance** –

- i. FPPC Form 700 Process and timeline. The form is now due on July 1st. This is required for all Charter School Board members. Please send the form to Kim on or before 7/1. Andrea will send a link to a webinar on how to complete the form that is hosted by the Charter School law group.
- ii. Brown Act Training: This is required for all Charter School Board members.

c. **Charter School** – Rahul gave an update. We went online with our curriculum almost a month before East Side Union High School District. Approximately 80% of students are logging in and this is increasing. Teachers have been very flexible and are doing calls with students. We have had 14 graduates just do the online learning and we are now at 72 graduates. We may get to 100 graduates by the end of the school year. Board members need to approve the following two actions:

- i. Waive Community Service Graduation Requirement. Because of the COVID-19 pandemic we need to be flexible in granting graduation and the state of California has given us flexibility to do this. We require 50 elective credits but electives are

not required by the State. We want to waive this requirement for our intended graduates. John suggested that we ask students to make a pledge to do these community service hours on their own time. The Executive Committee recommends approval of this waiver.

Liz made a motion to waive the community service graduation requirement. Steve seconded the motion. Vote: Sandra yes; Liz yes; Jim yes; Steve yes; John yes; Ramon yes. *The waiver is approved.* 6-0-0.

- ii. Reduce graduation credit number from 180 to 150 during COVID-19 pandemic. We are asking to waive 30 elective credits and decrease them from 50 to 20 for a total of 150 credits. Electives are not required by the state of California. ESUHSD has agreed for us to do this. Many charter schools serving adults are already at 150 credits. With the economy softening those without a high school diploma will be disadvantaged, so this would help position our corps members for better earning power. This would be just for this school year. The Executive Committee recommends approval of this requirement.

Liz made a motion to reduce the graduation credit number from 180 to 150 during the COVID-19 pandemic. Steve seconded the motion. Vote: Sandra yes; Liz yes; Jim yes; Steve yes; John yes; Ramon yes. *The reduction is approved.* 6-0-0

- iii. FY20-21 charter school calendar. We need to give the FY20-21 school calendar to the County Board of Education before our next Board meeting.

Jim made a motion to approve the FY20-21 school calendar. Liz seconded the motion. Vote: Sandra yes; Liz yes; Jim yes; Steve yes; John yes; Ramon yes. *The calendar is approved.* 6-0-0

- d. **Finance** – Kim gave an update on the March FY19-20 financials. The School was able to make a payment to the Corps.

2. CEO Report – Dorsey gave an update and noted the following:

- Many thanks to Rahul and his team for doing phenomenal work!
- He also wanted to thank Jim Stock for his connection to contacts that has helped.
- We will start doing financial coaching in July.
- Everyone on the management team has done a fantastic job getting things done and is communicating well.

3. Next Board Meeting - The next Board Meeting will be on Thursday, June 4, 2020, 7:30 – 8:15am at the Berger Drive Campus or on Zoom.

ADJOURNMENT (Time: 9:10) Jim made a motion to adjourn the meeting. Liz seconded the motion. Vote: Sandra yes; Liz yes; Jim yes; Steve yes; John yes; Ramon yes. *Meeting is adjourned.*