

**SAN JOSE CONSERVATION CORPS & CHARTER SCHOOL
CHARTER SCHOOL - Board of Directors Meeting MINUTES**

Thursday, December 6, 2018 7:30 – 9:00am

1560 Berger Drive - Boardroom

CALL TO ORDER (Time: 7:38 am)

ROLL CALL – As noted below, quorum established (need 7)

Board Members:

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

Staff: Dorsey Moore, Executive Director; Kim Nguyen, Controller; Sal Munoz, Operations Director

APPROVAL OF AGENDA

Motion to approve the agenda: Mark ; Second: Liz; Vote: Approved unanimously.

APPROVAL OF MINUTES

Review and approval of **November 1, 2018** Charter School Board meeting minutes.

Motion to approve the minutes: Mark; Second: Hamid; Vote: Approved unanimously with Sandra & Liz abstaining.

NEW BUSINESS

1. Board Committee Updates –

a. Executive –

- i. *Bylaws* – Liz will present them at the retreat. Joyce confirmed that Brown Act requirements do not need to be in the by-laws.
- ii. *Strategic Planning Process Update* – The retreat will be in January 2019, location to be determined. The agenda will be: a Charter School training & key governance issues; a Brown Act refresher; assessments presented by the staff on the Charter School, CTE, financials, etc.; and information that the Board needs to make strategic decisions. We will have a second retreat in March (tentative March 16). We will draft a strategic plan and bring it to the April Board meeting; we want to approve it at the May Board meeting. Information will be sent out before the retreat. Many felt the Board needed 2 strategic planning sessions since many on the Board are newer to the organization.

b. Charter School –

- i. *Local Indicators* – Joyce explained that the Local Indicators are state-created accountability metrics that we grade ourselves on; some apply to us and some do not. We will report these every year. The FY18-19 Quarter 1 indicators were sent out to all the Board members for their review before the meeting. The Board does not need to approve the local indicators; the minutes only have to reflect that the Board reviewed them.
- ii. *FY18-19 First Interim Budget* – Kim reviewed the 3 interim budget scenarios for the Charter School that she sent out. She is recommending that the Board approve the third one which has an ADA of 130 and is very conservative in revenue. The ADA projection is realistic based on our actuals for the past 5 months. Kim listed the various sources of

revenue for the Charter School for clarity. ESUHSD requires that we approve the interim budget and the deadline is 12/15. Joyce noted that we still need to work on getting materials out to Board members in a timely way so they have time to review them.

Motion to approve the Interim Budget Scenario #3: Liz; Second: Hamid; Vote: Approved unanimously.

c. **Finance** – Kim reviewed the most recent finance report.

d. **Audit** – Jess reported he, Joyce, Anna and Sandra reviewed the audit and recommend that the Board approve it today. He needed to make changes to the format of the report as well as grammatical issues and references. He will work with everyone and the auditor to improve the process after we close the books. Jess thanked Joyce, Kim and others for working on the audit and being so diligent.

Motion to approve the audit: Jess; Second: Joyce; Vote: Approved unanimously.

2. Executive Director Report – Dorsey reviewed his report and made the following comments:

- Natalie Mendoza has been doing a phenomenal job in reaching out to high school districts and giving tours.
- Dorsey attended a conference of Charter School/Conservation Corps and student attendance is down by approximately 50%. People cannot afford to not work in this economy.
- Raul Sharma has also been outstanding in the job he's doing.
- We have 35 student graduates to date.

3. Next Board Meeting will be at the Strategic Planning retreat on January 12, 2019 from 9 am – 3 pm. Location to be determined. The next regular Board meeting will be on February 7th 7:30-9 am at Berger Drive.

ADJOURNMENT (Time: 8:24 am)

Motion to adjourn: Mark; Second: Anna; Vote: Approved unanimously.