

SAN JOSE CONSERVATION CORPS + CHARTER SCHOOL
Board of Directors - Meeting MINUTES
Thursday, February 2, 2023
Location: 1560 Berger Drive, San Jose, CA 95112 and via Zoom

CALL TO ORDER: Time: 7:34 am

ROLL CALL: Board Members:

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

Staff: Dorsey Moore, Jaime Croteau, Rahul Sharma, and Andrea Maes

Guests: Stephanie Orosco

- I. **FOR APPROVAL: AGENDA** – On a motion made by Sandra and seconded by Chris, the Board voted to approve the agenda. Vote: Aye – Ramon, Brenda, Sandra, John, Steve, Hamid, Leslie, Chris, Deryk, Michelle
- II. **FOR APPROVAL: VIRTUAL MEETING** – On a motion made by Hamid and seconded by Chris, the Board reconsidered the circumstances of the emergency and voted to include virtual meeting options. Vote: Aye – Ramon, Brenda, Sandra, John, Steve, Hamid, Leslie, Chris, Deryk, Michelle
- III. **PUBLIC COMMENT** – There were no public comments on any items not on the agenda.
- IV. **FOR APPROVAL: CONSENT AGENDA** – On a motion made by Hamid and seconded by Chris, the Board voted to approve the consent agenda items: the December 8, 2022 and January 5, 2023 Board meeting minutes, the SJCC December 2022 financial report, and the Charter School December 2022 financial report. Vote: Aye – Ramon, Brenda, John, Steve, Hamid, Leslie, Chris, Deryk, Michelle; Abstain - Sandra
- V. **PUBLIC COMMENT** – There were no public comments on any items on the agenda.
- VI. **PRESENTATION**
 - A. Fernando Limon, the Emergency Operations Manager, gave a presentation about the emergency response work SJCC crews had done during the recent atmospheric river storms. The crews set up emergency shelters in partnership with the City of San Jose and did sandbagging for the city of East Palo Alto and the Santa Clara Valley Water District. He also spoke briefly about plans to train crews to be ready for future emergencies and ways to facilitate partnerships to be able to deploy quickly for emergency work. Fernando recognized the construction crew that was instrumental in creating wooden pallets for the temporary shelters. The construction crew (GET NAMES) and their supervisors (John Dyer, Construction Manager, and Carlos Padilla Construction Coordinator and crew supervisor) were in attendance and the corpsmembers talked about their experience.
- VII. **BOARD COMMITTEE UPDATES**
 - A. **Executive Committee**
 1. **Brown Act Training:** Andrea is working with CSDC to help facilitate setting up accounts for the board members who have not completed the training.
 2. **Conflict of Interest forms:** Nearly all board members have turned in their conflict of interest forms. Andrea reminded the board again that this is part of our compliance efforts for the ESUHSD.
 3. **Brown Act Implementation:** Andrea reviewed some of the changes that will be coming related to the Brown Act as the state of emergency ends at the end of February. A poll will be sent out to gather input from board members about their preferred meeting time so that we can ensure a quorum is present in person. It is likely that the March meeting will be held in person, with a virtual attendance option available only for emergencies, per the new bill AB 2449 that has passed and went into effect in January.
 4. **Form 700:** Andrea reminded all Board members that they will be required to submit the Form 700 by April 1st. Information will be shared, particularly for new board members who are filling out the form for the first time.
 5. **New Board Members:** Dorsey introduced Stephanie Orosco who is a new board member candidate. She has previously served on the SJCC board and has professional experience in HR. The Governance Committee will be reviewing her application and will bring it before the board for a vote, likely at the March meeting.
 6. **FOR APPROVAL:** Upon recommendation from the Exutive Committee and on a motion made by Brenda and seconded by Sandra, the board voted to approve the ED/CEO Succession Plan. Vote: Aye – Brenda, Sandra, John, Hamid, Leslie, Chris, Deryk, Michelle; Abstain – Ramon

B. Governance Committee

1. **Bylaws Update:** Andrea reported, for Liz, that the by-laws are going to a final review by the Governance Committee and are slated to come before the board in March for final approval. All changes that were discussed at the January meeting have been made and approved by the attorneys.

C. Charter School Committee

1. **FOR APPROVAL:** Rahul briefly reviewed the policy that details the coordination of school based COVID testing. On a motion made by Sandra and seconded by Brenda, the board voted to approve the California Department of Public Health (CDPH) Testing Framework per SB1479. Vote: Aye – Ramon, Brenda, Sandra, John, Hamid, Leslie, Chris, Deryk, Michelle
2. **FOR APPROVAL:** Rahul briefly reviewed the School Accountability Report Card (SARC) for 21-22 School Year, explaining that the data is largely drawn from the California Department of Education. He explained how the reported graduation rate is calculated, which follows a standard four-year cohort definition. On a motion made by Brenda and seconded by Hamid, the board voted to approve the School Accountability Report Card (SARC) for 21-22 School Year. Vote: Aye – Ramon, Brenda, Sandra, John, Hamid, Leslie, Chris, Deryk, Michelle
3. **Discussion:** Rahul reviewed the Climate Survey results with the board. He highlighted the positive results around caring climate and safety.
4. **Principal's Report:** Rahul reported that ADA as of February 1st was 129.98, just under the 130 budgeted ADA and just over the P1 ADA which was reported at 129.80; enrollment is 172; and the attendance rate is 82.09%, the highest it has ever been. Rahul credited the staff for their impact on the attendance rate, as they are noticing when students are not there and reaching out.
5. **Head of School Report –** Dorsey recognized the staff for their great work in creating a positive climate for our corpsmembers.

D. Human Resources Committee

1. **Diversity, Equity, and Inclusion (DEI) Work –** Dorsey reported that the committee was meeting the same day as this meeting to review the report from Trusaic. Also, pay scale classification guidelines are being developed to increase transparency on how staff members can move up within a pay scale. Dorsey commended Janeth Beltran and Jasmin Fuentes for their hard work on these initiatives.

E. Finance Committee

1. **Audit –** Dorsey reported that the work on the audit has been done and we are in the queue for the final review. ESUHSD has been notified of the delay, which several other schools are also experiencing.

- F. Fundraising Committee –** Leslie reported that the committee had met to discuss changes to the format of our fundraising events, including re-envisioning the Fall event into something outdoors and more interactive, with a focus on corpsmembers. She commended the new development team for helping to create new goals for fundraising. A new event that will possibly be added is an agency-wide graduation celebration that would include corpsmembers graduating from both the charter school and the job training program.

- G. New Business Development Committee -** Dorsey reported that the committee will be meeting again in late February.

VIII. CEO/Executive Director Report

- A. Strategic Plan Q2 update: Jaime gave the highlights of the Q1 & Q2 combined results of the key indicators. She clarified that the process for collecting data around some of the indicators is still being worked on. The increased number of post-secondary programs corpsmembers are being exposed to was a general highlight of the key indicators.
- B. Dorsey reported that crews were moving to storm repair in several regional parks and will be taking on projects related to a new forestry grant in Big Basin and Butano State Park. Resilience Corps 2.0 will be launching with 35 corpsmembers and it is looking likely there will be a 3.0 planned. Dorsey recognized John Medina who hosted crews for a field trip at his construction job site building multi-family affordable housing units.

- IX. Next Board Meeting -** Thursday, March 2, 2023 at 7:30 am. On a motion made by Sandra and seconded by Hamid, the board voted to hold the next meeting in a hybrid format if it is possible. Vote: Aye – Brenda, Sandra, John, Hamid, Chris, Deryk, Ramon

ADJOURNMENT: Time: 9:03 am