

San Jose Conservation Corps + Charter School
Board of Directors – Executive Committee Meeting MINUTES
Tuesday, November 29, 3:00 - 4:30 PM

CALL TO ORDER (Time: 3:09 pm)

ROLL CALL (as noted below)

Board Members:		Staff:	
A	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	Andrea Maes (Ed Development Consultant)
A	Sandra Murillo (Past President) - on leave		

Guests: Alex Webb

I. FOR APPROVAL: AGENDA

On a motion made by Brenda and seconded by Bedriya, the committee approved the agenda with the addition of item C2. Vote: Aye from Ramon, Bedriye, and Brenda.

II. FOR APPROVAL: VIRTUAL MEETING

On a motion made by Brenda and seconded by Bedriye, the committee approved to meet virtually. Vote: Aye from Ramon, Bedriye, and Brenda.

III. PUBLIC COMMENT

There were no public comments on items not on the agenda.

IV. FOR APPROVAL: MEETING MINUTES

On a motion made by Ramon and seconded by Brenda, the committee approved the October 25, 2022, Executive Committee meeting minutes. Vote: Aye from Ramon, Bedriye, and Brenda

V. BOARD COMMITTEE UPDATES

There were no public comments

A. Executive Committee

1. **New Board Members** – Dorsey reported that Stephane Orosco will be coming to the 12/8 board meeting to be voted on as a new board member.
2. **Board Meetings** – the hybrid format worked well at the last board meeting and will continue.

B. Governance Committee

1. **By-laws Update** – The Governance committee, led by Liz, has worked hard to update the by-laws. They have been sent out in preparation for a special meeting of the board on 1/5/2022.

C. Charter School Committee

1. *Recommend for Approval by Board:* The **Charter School Interim Budget** was presented to the committee by Kim; there had been no changes since the draft presented last month. On a motion made by Ramon and seconded by Brenda, the committee voted to recommend approval by the board. Vote: Aye from Ramon, Bedriye, and Brenda.
2. *Recommend for Approval by Board:* **Rahul reviewed the new policy for Administering Medication and Monitoring Health.** He highlighted the section on having naloxone on campus and being able to administer it should they need to combat a potential opioid overdose. In the ESUHSD there have been 15 overdoses reported in just the last two months so it is critical that SJCCCS is prepared. Committee members asked questions about training, education, and liability. Further information will be shared at the full board meeting on 12/8. On a motion made by Ramon and seconded by Brenda, the committee voted to recommend approval by the board of this policy. Vote: Aye from Ramon, Brenda, and Bedriye.
3. **Principal's Report** - Rahul Sharma reported there are 146 students learning in person with 173 enrolled (27 enrolled in Independent Studies). Attendance continues to be high at 79.78% and ADA as of 11/26 is 128.68, just short of the revised budgeted ADA of 130. Enrollment tends to increase in January once traditional schools begin to identify students who will not graduate. The school held its third Community Day in celebration of Thanksgiving. Through a partnership with Compassion Bridges students and staff enjoyed a thanksgiving meal. In addition, Shea Salinas from the San Jose Earthquakes was the motivational speaker. ESUHSD came for the annual compliance visit on 11/10; there were no major findings and it was extremely positive. ESUHSD staff were impressed by the instructional progress and the climate and the culture on campus. The areas of growth suggested a focus on SED and ELL students; changes are already starting to be made around both of those programs. The WASC report is due 1/6. The WASC committee chair is visiting Thursday 12/8 and the full committee will conduct their review virtually on 2/16.
4. **Head of School Report** - Dorsey Moore had no further report this month.

D. Human Resources Committee

1. **Diversity, equity, and inclusion (DEI) work** – Dorsey reported that staff are continuing the work on this initiative, recently sharing policy updates including remote work and educational support for staff. The team is continuing to work on the salary equity study.

E. Finance Committee - Bedriye Usta & Kim Nguyen

1. *Recommend for Approval by Board Pending Finance Committee Discussion:* Kim briefly reviewed the **Charter School October 2022 Financial Report**. On a motion made by Brenda and seconded by Ramon, the committee voted to recommend approval to the board pending the final approval by the finance committee. Vote: Aye from Brenda, Ramon, and Bedriye.
2. *Recommend for Approval by Board Pending Finance Committee Discussion:* Kim briefly reviewed the **San Jose Conservation Corps October 2022 Financial Report**. On a motion made by Brenda and seconded by Ramon, the committee voted to recommend approval to the board pending the final approval by the finance committee. Vote: Aye from Brenda, Ramon, and Bedriye.

F. Audit Committee – Kim reported that the committee will meet this week to finalize the report with the auditors. However, due to a shortage in staffing, the audit firm is unable to complete the final report by the deadline and so SJCC has asked ESUHSD for an extension to January 31, 2023. This is a fairly routine occurrence and should be approved by ESUHSD.

G. Fundraising Committee – there was no report this month.

H. New Business Development Committee – there was no report this month.

VI. EXECUTIVE DIRECTOR REPORT

Dorsey updated the committee that all of the outstanding contracts have been signed and executed and many of the outstanding payments have also been received. The Corps did not have to use the line of credit as predicted. The last vice president position – VP Admin – still needs to be filled and has been opened for applications. There will be a Q1 strategic plan update presented to the full board at the next meeting. A holiday board mixer with the leadership team has been scheduled for Wednesday 12/14 from 5-7 and will be held at the Berger site to keep costs down as restaurants were very expensive this year. A calendar invite will be coming shortly.

- VII. NEXT EXECUTIVE COMMITTEE MEETING** - Scheduled Tuesday, January 24, 2023, 12:00-1:30 pm. **FOR APPROVAL:** On a motion made by Brenda and seconded by Ramon, the Committee voted to hold the next Committee meeting virtually. Vote: Aye from Brenda, Ramon, and Bedriye.

ADJOURNMENT (Time: 3:50 pm)