

San Jose Conservation Corps + Charter School
Board of Directors – Executive Committee Meeting MINUTES
Tuesday, May 24, 2022
Meeting held via Zoom

CALL TO ORDER (Time: 12:04 PM)

ROLL CALL A= Absent, P= Present

Board Members:		Staff:	
P	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	Jaime Croteau (Director of Strategy & Development)
P	Sandra Murillo (Past President)	P	Sheila Lau (Executive Assistant)

I. APPROVAL OF AGENDA

On a motion made by Sandra and seconded by Bedriye, the Executive Committee approved the meeting agenda with the change of making the LCAP and LCFF a presentation and discussion rather than a recommendation for approval. Vote: Aye from Bedriye, Liz, and Sandra.

II. APPROVAL OF VIRTUAL MEETING

On a motion made by Sandra and seconded by Bedriye, the Executive Committee reconsidered the circumstances of the emergency, and because the state of the emergency continues to directly impact the ability of Committee members to meet safely in person, the Committee approved to continue to meet virtually. Vote: Aye from Bedriye, Liz, and Sandra.

III. APPROVAL OF PUBLIC COMMENT

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

IV. APPROVAL OF MEETING MINUTES

On a motion made by Ramon and seconded by Sandra, the Committee approved the April 26, 2022 Executive Committee meeting minutes. Vote: Aye from Bedriye, Brenda, Liz, Ramon, and Sandra.

V. BOARD COMMITTEE UPDATES

There were no public comments on items on the agenda.

A. Executive Committee

1. **Bylaws** – Liz reported that she is still working with the lawyers to revise the bylaws, which will hopefully be sent out for review before the last Board meeting. There will be 2 Executive Committee meetings in June to correspond to the 2 Board meetings. The 6/3 Board meeting will be the organization's annual meeting and the agenda should state that. Board officers are approved at the annual meeting. The budget will be approved at the second Board meeting on 6/28.

B. Governance Committee - Liz Hunt

1. *Recommend for Approval by Board:* **FY2022-23 Board Committee List** – On a motion made by Ramon and seconded by Bedriye, the Committee recommended that the Board approve the FY2022-23 Board Committee List and put the item on the consent agenda. Vote: Aye from Bedriye, Brenda, Liz, Ramon, and Sandra.
2. *Recommend for Approval by Board:* **Board member Term Renewals** – Board members agreed that an individual vote on each term renewal was not needed, and that it could be done as a group. On a motion made by Sandra and seconded by Ramon, the Committee recommended that the Board approve to extend the Board terms for another 3 years for Bedriye Usta, Hamid Saadat, John Medina, Ramon Zaragoza, & Steve Lopes. Vote: Aye from Bedriye, Brenda, Liz, Ramon, and Sandra.
3. *Recommend for Approval by Board:* **FY2022-23 Board Officer Slate** – On a motion made by Ramon and seconded by Bedriye, the Committee recommended that the Board approve the following officers for fiscal year 2022-23: Liz Hunt (President), Ramon Zaragoza (Vice President); Bedriye Usta (Treasurer), Brenda Burks-Herrmann (Secretary), and Sandra Murillo (Past President). Vote: Aye from Bedriye, Brenda, Liz, Ramon, and Sandra.

C. Charter School Committee

1. **Principal's Report** - Rahul highlighted that the school will end this Thursday with 114 graduates! Graduation will be on 6/3. We had 124 graduates last year. Rahul shared appreciation for the Charter School team and all their efforts this school year. The governor put out two proposals for the hold harmless provision.

2. **Presentation: Local Control and Accountability Plan (LCAP) Overview** - Rahul reported that there are no major changes in the LCAP except for the outcomes. The Plan aligns with our WASC accreditation and our strategic planning goals. The Board will approve this at the 2nd Board meeting in June.
 3. **Presentation Local Control Funding Formula (LCFF) Overview** - Kim presented an overview of the LCFF. The Board will approve this at the 2nd Board meeting in June.
 4. **Head of School Report** - Dorsey expressed gratitude for Rahul and the Charter School team.
- D. Human Resources Committee**
1. **Diversity, equity, and inclusion (DEI) work** – Sandra updated that there is a meeting with the consultant to review the analysis.
 2. **Recommend for Approval by Board: Staff Salary Compensation Project** – Sandra presented the Compensation Analysis. On a motion made by Brenda and seconded by Ramon, the Committee recommended the Board approve the creation of new pay ranges for all staff positions based on market research. Vote: Aye from Bedriye, Brenda, Liz, Ramon, and Sandra.
 3. **Compensation Philosophy** – This will be reviewed at the next Executive Committee meeting.
 4. **Policies and Procedures** – Liz stated that the HR Committee created a Whistleblower policy that will be implemented.
- E. Finance Committee** - Bedriye Usta & Kim Nguyen
1. **Recommend for Approval by Board: Charter School April 2022 Financial Report** - Kim reviewed the Charter School April 2022 Financials. On a motion made by Sandra and seconded by Brenda, the Committee recommended the Board approve the Charter School April 2022 Financials and put the item on the consent agenda. Vote: Aye from Bedriye, Brenda, Liz, and Sandra.
 2. **Recommend for Approval by Board: San Jose Conservation Corps April 2022 Financial Report** - Kim reviewed the San Jose Conservation Corps April 2022 Financials. On a motion made by Brenda and seconded by Bedriye, the Committee recommended the Board approve the San Jose Conservation Corps April 2022 Financials and put the item on the consent agenda. Vote: Aye from Bedriye, Brenda, Liz, and Sandra.
- F. New Business Development Committee** - Dorsey reported that there is no update.

VI. EXECUTIVE DIRECTOR REPORT

- A. **Strategic Planning** – Jaime stated that there was a mission and vision exercise that was done yesterday with corps members. The leadership team is working on key performance indicators (KPIs). We will probably have two more planning committee meetings to finalize the strategic plan.
- B. **Spring Mixer** – This event was a huge success with our partners, board members, and staff. The food and music was great! We hope to have more events in the future.
- C. **Annual Luncheon** – Friday, **September 30th, 11:30 – 1:30 pm**, 1560 Berger Drive. This will be a celebration, recognition of partners and youth advocates, and a fundraiser for SJCC+CS. The event will be in-person.
- D. **Staffing** - Sonia Avitia has been hired as the VP of Administration.
- E. Stedman Graham will be a guest speaker at 1560 Berger Dr. Community Room.

VII. CLOSED SESSION – The Executive Committee reviewed the Chief Executive Officer's (CEO) performance evaluation and compensation package.

VIII. OPEN MEETING – Liz reported that the Executive Committee approved the CEO's performance evaluation and compensation package. Vote: Aye from Bedriye, Brenda, Liz and Sandra.

IX. NEXT EXECUTIVE COMMITTEE MEETING - On a motion made by Brenda and seconded by Sandra, the Committee approved to have a virtual Executive Committee meeting on Thursday, June 23, 2022 from noon to 1:30 pm. Vote: Aye from Bedriye, Brenda, Liz, Ramon, and Sandra.

ADJOURNMENT (Time: 1:53 PM)