

SAN JOSE CONSERVATION CORPS + CHARTER SCHOOL

Board of Directors - Meeting Minutes Thursday, March 3, 2022, 7:30 - 9:00 am Meeting held via ZOOM

CALL TO ORDER (Time:7:34 AM)

ROLL CALL (as noted below)

Board Members A= Absent, P=Present

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

Staff Present: Dorsey Moore, Jaime Croteau, Kim Nguyen, Rahul Sharma, & Sheila Lau.

I. APPROVAL OF AGENDA

On a motion made by Jim and seconded by Hamid, the Board approved the meeting agenda with 1 change of moving the Corps Financial January Report from the consent agenda to the Finance Committee report. Vote: Aye by Alex, Bedriye, Chris, Deryk, Hamid, Jim, John, Leslie, Liz, Michelle, Ramon, Sandra, Sonia & Steve.

II. APPROVAL OF VIRTUAL MEETING

On a motion made by Hamid and seconded by Sandra, the Board reconsidered the circumstances of the emergency, and because the state of the emergency continues to directly impact the ability of Board members to meet safely in person, the Board approved to continue to meet virtually. Vote: Aye by Alex, Bedriye, Chris, Deryk, Hamid, Jim, John, Leslie, Liz, Michelle, Ramon, Sandra, Sonia & Steve.

III. PUBLIC COMMENT

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

IV. APPROVAL OF CONSENT AGENDA

On a motion made by Sandra and seconded by Ramon, the Board approved the 2/1/22 Board Meeting Minutes and the Charter School January 2022 Financial Report. Vote: Aye by Alex, Bedriye, Chris, Deryk, Hamid, Jim, John, Leslie, Liz, Michelle, Ramon, Sandra, Sonia & Steve.

V. BOARD COMMITTEE UPDATES

There were no public comments on agenda items.

A. Executive Committee

1. **Brown Act (BA) Compliance** – Liz reminded all members that the Form 700 is due 4/1.

B. Charter School Committee

1. **Principal's Report** - Rahul reported that the Charter School received a non grad list from Milpitas. There will be an in person graduation this school year on Friday, June 3rd. The staff will continue to wear masks, but it will not be mandatory for students. There are currently 67 graduates for this school year.
2. **Head of School Report** - Dorsey shared that the hold harmless designation may be for 2 years. We are down from our budgeted ADA substantially by about 40%. Dorsey gave a huge recognition to Rahul and the team at the Charter School for their extraordinary work.

C. Human Resources Committee

1. **Diversity, Equity, and Inclusion Work** Update - Sandra reported that the consultant is still working on it. The first draft may be done at the end of March.
2. **Salary Study & Compensation Policy** Update - There may need to be a few salary adjustments made to a few individuals.

D. Finance Committee

1. **APPROVAL OF San Jose Conservation Corps January 2022 Financial Report** - Kim reported that there was a temporary timing issue with the city of San Jose from a special project, we should be receiving the payment of 2.3 in the month of March. On a motion made by Jim and seconded by Hamid, the Board approved the Corps January 2022 Financial Report. Vote: Aye by Alex, Bedriye, Chris, Deryk, Hamid, Jim, John, Leslie, Liz, Michelle, Ramon, Sandra, Sonia & Steve.
2. **APPROVAL OF San Jose Conservation Corps Budget Revision** - Dorsey shared a budget update due to the unprecedented growth in the company. The Emergency Shelter Operations, Food Security, and the City of San Jose Resilience Corps will be continuing. We would like to expand our staffing and funding opportunities, especially in our finance and accounting and human resources departments. We would also like to develop 5 areas: Administration, Corpsmember Success, Social Enterprise, Community Impact, and Future Area of Growth and Education. On a motion made by Alex and seconded by Deryk, the Board approved the San Jose Conservation Corps Budget Revision and to also rename the budget memo to 2021-22 Interim Budget Memo. Vote: Aye by Alex, Bedriye, Chris, Deryk, Hamid, Jim, John, Leslie, Liz, Michelle, Ramon, Sandra, Sonia & Steve.
3. **APPROVAL OF Charter School Second Interim Budget** - Kim reported that the first two lines have no change. There was a 7 thousand increase in revenue. On a motion made by Sandra and seconded by Hamid, the Board approved the Charter School Second Interim Budget. Vote: Aye by Alex, Bedriye, Chris, Deryk, Hamid, Jim, John, Leslie, Liz, Michelle, Ramon, Sandra, Sonia & Steve.
4. **FOR APPROVAL OF Bank Signees** - Sandra recommended having the new signees get a credit check. If a check is over \$60,000, we will require 2 signatures. We need additional signers to typically sign final checks. On a motion made by Chris and seconded by Ramon, the Board approved to add bank signature authorizations for Edgar, Jaime, Liz, and to also have current signers pass credit and background checks. Vote: Aye by Alex, Bedriye, Chris, Deryk, Hamid, Jim, John, Leslie, Liz, Michelle, Ramon, Sandra, Sonia & Steve.

E. New Business Development Committee

- Steve reported that John and the crew have been working hard with the construction at Berger Office Space. We are also creating an ADA bathroom and shower to have by the shelters, a project that could expand in the future.

VI. CEO Report

- Dorsey reported that Chris arranged a no cost chainsaw training for our crews. Chris secured funding for it in the future with the success of the class. We will have a corps members and staff presentation at the next meeting presented by Sergio and Melissa from the Food Security Program. Fundraising committee will be meeting March 14 at 3 PM.

VII. Presentation - Progress Made on Board Goals FY21-22 - This presentation was postponed.

VIII. 8:52 AM Closed Session - Board members discussed a potential housing solution for corps members, Charter School students, and staff. A special Board meeting will be called to discuss this further.

IX. Next Board Meeting - Thursday, April 7 at 7:30 am.

On a motion made by Hamid and seconded by Sandra, the Board approved to have a virtual Board meeting on April 7, 2022. Vote: Aye by Alex, Bedriye, Chris, Deryk, Hamid, Jim, John, Leslie, Liz, Michelle, Ramon, Sandra, Sonia & Steve.

ADJOURNMENT: 9:10 AM