

**SAN JOSE CONSERVATION CORPS + CHARTER SCHOOL**

**Board of Directors - Meeting Minutes**

**Tuesday, June 28, 2022, 7:30 - 9:00 am**

**Meeting held via Zoom**

**CALL TO ORDER (Time: 7:41 am)**

**ROLL CALL (as noted below)**

**Board Members**

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

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

**I. APPROVAL OF AGENDA**

- A. Liz announced that an item needed to be added after the agenda had been posted: Approval of the CalSTRS MOU, which is due on 7/1/22. On a motion made by Sandra and seconded by Chris, the Board approved adding the CalSTRS MOU to the meeting's agenda. Vote: Aye from Brenda, Chris, Deryk, Leslie, Liz, Michelle, and Sandra.
- B. On a motion made by Sandra and seconded by Chris, the Board approved the meeting agenda with the addition of the approval of the CalSTRS MOU. Vote: Aye from Brenda, Chris, Deryk, Leslie, Liz, Michelle, and Sandra.

**II. APPROVAL OF VIRTUAL MEETING**

On a motion made by Chris 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 from Brenda, Chris, Deryk, Leslie, Liz, Michelle, and Sandra.

**III. PUBLIC COMMENT**

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

**IV. APPROVAL OF CONSENT AGENDA**

On a motion made by Brenda and seconded by Leslie, the Board approved the June 2, 2022 Board meeting minutes. Vote: Aye from Brenda, Chris, Deryk, Leslie, Liz, Michelle, and Sandra.

**V. BOARD COMMITTEE UPDATES**

There were no public comments on agenda items.

**A. Governance Committee**

- 1. For Information: **Board Self-Assessment** - Liz reported that the Committee will be conducting this in fiscal year 2022-23.
- 2. For Information: **Board Meeting Schedule for FY 22-23** - The Board and committee meetings for the coming fiscal year will be sent out by Sheila.

**B. Charter School Committee**

- 1. **Principal's Report** - Rahul reported that the school is on summer break, and school starts back up on August 9th. We made an offer to a Math Teacher. Rahul shared a link to the Senter mural and Jaime shared the graduation video.
- 2. **APPROVAL OF LCAP Overview** - Rahul reviewed the purpose of the Local Control and Accountability Plan. The goals are aligned with our WASC action plan and our strategic plan. On a motion made by Sandra and seconded by Brenda, the Board approved the LCAP. Vote: Aye from Brenda, Chris, Deryk, Leslie, Liz, Michelle, and Sandra.
- 3. **APPROVAL OF LCFF Overview** - Kim reviewed the Local Control Funding Formula. Budgeted ADA is 135. On a motion made by Brenda and seconded by Chris, the Board approved the LCFF Overview. Vote: Aye from Brenda, Chris, Deryk, Leslie, Liz, Michelle, and Sandra.
- 4. **APPROVAL OF Elective Credit Change Memo** - Rahul requested that the Board approve a decrease in the total number of credits required for graduation from 180 to 150 because we are still navigating COVID. The 30 credits being eliminated are for electives, and the Board has approved this for the past three years. The state only requires 130 credits; most school districts require 220. On a motion made by Brenda and seconded by Michelle, the Board approved the change in elective credit. Vote: Aye from Brenda, Chris, Deryk, Leslie, Liz, Michelle, and Sandra.
- 5. **APPROVAL OF Volunteer Service Requirement Change Memo** - Rahul requested that the Board approve to waive the volunteer service requirement (16 hours) for the school year. The Board has

approved this for the past 3 years. On a motion made by Brenda and seconded by Michelle, the Board approved the waiver in Volunteer Service Requirement. Vote: Aye from Brenda, Chris, Deryk, Leslie, Liz, Michelle, and Sandra.

6. **APPROVAL OF CalSTRS MOU** - Rahul reviewed the MOU which we complete every year with the SCC Office of Education. On a motion made by Brenda and seconded by Leslie, the Board approved the CalSTRS MOU. Vote: Aye from Brenda, Chris, Deryk, Leslie, Liz, Michelle, and Sandra.
7. **Head of School Report** - Dorsey updated that the hold harmless is pending the final sign-off of the state budget by the Governor. The Charter School will have a Dean of Instruction starting soon. The 2022 graduation was wonderful and Dorsey expressed his appreciation for Rahul and his team.

**C. Human Resources Committee**

1. **Diversity, Equity, and Inclusion (DEI) Work Update** - Sandra stated that there will be a meeting tomorrow to review the data. Janeth will be putting together a summary to share in the next meeting.
2. **APPROVAL OF Compensation Philosophy** - Sandra stated that this document may be shared with employees. On a motion made by Chris and seconded by Brenda, the Board approved the Compensation Philosophy. Vote: Aye from Brenda, Chris, Deryk, Leslie, Liz, Michelle, and Sandra.

**D. Finance Committee**

1. **APPROVAL OF Financial Reserve Policy** - Liz shared the purpose of the policy. On a motion made by Brenda and seconded by Chris, the Board approved the Financial Reserve Policy. Vote: Aye from Brenda, Chris, Deryk, Leslie, Liz, Michelle, and Sandra.
2. **APPROVAL OF SJCC FY2022-23 Budget** - Kim presented the Budget and shared highlights in the document. Revenue is \$23 million with the Charter School at \$2.6 million. The budget includes a 3% merit increase for all staff and a 3% contribution by the organization for the 403(b). On a motion made by Brenda and seconded by Chris, the Board approved the SJCC FY 2022-23 Budget. Vote: Aye from Brenda, Chris, Deryk, Leslie, Liz, Michelle, and Sandra.

**E. New Business Development Committee** - Dorsey stated that there were no updates.

**VI. CEO Report**

- A. **APPROVAL OF Three Year Strategic Plan** - Jaime presented the Three Year Plan of 2022-2025. The cost of living in Santa Clara County has skyrocketed and so the goal for corps members has moved from just getting a High School Diploma to now also participating in post-secondary education because the work environment has become so competitive. We are hoping to create a more intentional commitment to DEI going forward. Key performance indicators (KPIs) have been developed and each one has an owner; regular reports will be given to the Board on progress. As part of the strategic planning process we created a new mission statement, which is "SJCC+CS develops young adults to create transformational change for our community and our planet", and a new vision, which is "A hopeful and sustainable community that nurtures the aspirations of all young people." Staff will be introduced to it at their retreat in August. On a motion made by Chris and seconded by Sandra, the Board approved the Three Year Strategic Plan. Vote: Aye from Brenda, Chris, Deryk, Leslie, Liz, Michelle, and Sandra.
- B. **APPROVAL OF CalRecycle RLC 35 Final Report** - Dorsey reviewed the purpose of the RLC 35; after we submit it we will receive the remaining 10% of the contract. We have had this contract for ~ 35 years. On a motion made by Sandra and seconded by Brenda, the Board approved the CalRecycle RLC 35 Final Report. Vote: Aye from Brenda, Chris, Deryk, Leslie, Liz, Michelle, and Sandra.
- C. **Annual Luncheon** – Will be Friday, **September 30<sup>th</sup>, 11:30 – 1:30 pm**, 1560 Berger Drive. A celebration, recognition of partners and youth advocates, and fundraiser for SJCC+CS. The event will be in-person. Leslie encouraged the Board to think about participating in the fundraising for the luncheon by making a personal donation and asking partner organizations to contribute.
- D. Dorsey welcomed Sonia Avitia as the new VP of Administration. The VP of CM Success will be selected this week.
- E. Dorsey thanked Deryk for such a great event, the Amity Youth Summit, this past weekend.

**VII. CLOSED SESSION** - Liz led discussion about the **Salary Study Compensation Project**, which involved creating new pay ranges for all staff positions based on market research. The Board will need to approve this. Dorsey also discussed converting some staff positions.

**VIII. CLOSED SESSION REPORT** - Liz reported that on a motion made by Brenda and seconded by Chris, the Board approved creating new pay ranges for all staff positions. Vote: Aye from Brenda, Chris, Deryk, Leslie, Liz, Michelle, and Sandra. Dorsey shared information about staff position conversions.

**IX. Next Board Meeting** - Thursday, September 1st at 7:30 am.

On a motion made by Brenda and seconded by Sandra, the Board approved that the next Board meeting will be held virtually. Vote: Aye from Brenda, Chris, Deryk, Leslie, Liz, Michelle, and Sandra.

**ADJOURNMENT:** (Time: **8:51 am**)