

**San Jose Conservation Corps + Charter School
Board of Directors – Executive Committee Meeting
Tuesday, September 27, 12:00 – 1:30 PM**

MINUTES

CALL TO ORDER (Time: 12:17)

ROLL CALL (as noted below)

Board Members:		Staff:	
P	Liz Hunt (President)	P	Dorsey Moore (Executive Director)
P	Ramon Zaragoza (Vice-President)	P	Kim Nguyen (Controller)
A	Bedriye Usta (Treasurer)	P	Rahul Sharma (Charter School Principal)
P	Brenda Burks-Herrmann (Secretary)	P	Jaime Croteau (VP, Community Impact)
A	Sandra Murillo (Past President)	P	Andrea Maes (Ed Development Consultant)

I. FOR APPROVAL: AGENDA

On a motion made by Ramon and seconded by Brenda, the committee moved to approve the agenda. Vote: Aye from Liz, Ramon, and Brenda

II. FOR APPROVAL: VIRTUAL MEETING

On a motion made by Brenda and seconded by Liz, the committee moved to approve the virtual meeting. Vote: Aye from Liz, Ramon, and Brenda

III. FOR APPROVAL: PUBLIC COMMENT

There were no public comments.

IV. FOR APPROVAL: MEETING MINUTES

On a motion made by Ramon and seconded by Brenda, the committee moved to approve the 8/23/22 Executive Committee minutes. Vote: Aye from Liz, Ramon, and Brenda

V. BOARD COMMITTEE UPDATES

There were no public comments.

A. Executive Committee - Liz gave the update for the Executive Committee:

1. Mary Hiland will present results of the Board Self-Assessment at the 10/6 board meeting. Liz will present the work plan for the board for this fiscal year which will be based on the self-assessment results.
2. Stephanie Orosco will be attending the 10/6 Board meeting to be voted on as a new Board member.
3. Board meetings will be moved to a hybrid format starting in November meaning that Board members can attend either in person or via Zoom.
4. Sandra is taking a temporary leave of absence from the Board.

B. Governance Committee - Liz Hunt gave the update for the Governance Committee

1. We will be submitting another application to Board Lead to get another Board member and are also exploring additional avenues to recruit new board members.

C. Charter School Committee

1. Rahul Sharma gave the Principal's report:
 - a. ADA is about 120 currently; attendance is at 74%; 172 students are enrolled; and we have 10 grads so far. A new admin assistant was hired and will start the following week. Recruitment has been active.
 - b. College Day was a success
 - c. The school is in the middle of a special education (SPED) audit
 - d. Starting on October 1, Beautiful Day will be working on campus improvements
2. Dorsey Moore gave the Head of School report:
 - a. Parking is an ongoing issue and we are exploring offsite parking to free up more parking for the school.
 - b. Work is starting on the mid-year report.
 - c. We are exploring the possibility of new sites to improve safety and the campus experience.

D. Human Resources Committee

1. Dorsey gave an update about the pay equity study: Staff are working to get the wage-influence factors inputted in order to get accurate results. It could take up to 6 months before final results are available. Staff are trying to make some small adjustments as the organization progresses through the study.
2. Staff education and training will be a focus this year to include support for staff seeking a post-secondary degree; we are working on formal guidelines for this.

E. Finance Committee - Kim Nguyen presented the financial reports

1. On a motion made by Brenda and seconded by Ramon, the Executive committee moved to recommend for approval by the Board the Charter School July & August 2022 Financial Report. Vote: Aye from Liz, Ramon, and Brenda
2. On a motion made by Brenda and seconded by Ramon, the Executive committee moved to recommend for approval by the Board the San Jose Conservation Corps July & August 2022 Financial Report. Vote: Aye from Liz, Ramon, and Brenda

F. Fundraising Committee

1. Jaime updated the committee about the 35th Anniversary Luncheon which is on Friday, September 30th, 11:30 – 1:30 pm, 1560 Berger Drive.
2. We are expecting 275 people at the event and have raised approximately \$50K in revenue from sponsors and ticket sales.
3. All the awardees will be present to accept the awards.

G. New Business Development Committee -

1. Dorsey Moore gave an update that the committee is working on operational permits for the warehouse. There was a good article in the Mercury News recently about Tiny Homes.

VI. EXECUTIVE DIRECTOR REPORT

- A. Dorsey Moore gave an Executive Director report and explained some of the unusual factors impacting the budget reports this month, including new contracts that are being finalized.
- B. The Food Security Program contract was supposed to be decreasing but there is the potential for new funding; otherwise funding will be expended by the end of this calendar year, possibly through February or March. Second Harvest has become a strong partner advocating for our support for their work.
- C. The VP of Corpsmember Success has started and will be introduced to the board in October; other staff on the Development team also have been hired.
- D. We had a day of service event with Cal Volunteers that included the head of Cal Volunteers and the Mayor of San Jose Sam Liccardo.

VII. NEXT EXECUTIVE COMMITTEE MEETING - Tuesday, October 25th, 12:00-1:30 pm. On a motion made by Brenda and seconded by Ramon the committee agreed to hold the next meeting virtually. Vote: Aye from Liz, Ramon, and Brenda

ADJOURNMENT (Time:1:01 pm)