

**SAN JOSE CONSERVATION CORPS + CHARTER SCHOOL**  
**Board of Directors - Meeting MINUTES**  
**Thursday, April 6, 2023**

The meeting was held at 1560 Berger Drive, San Jose, CA 95126, in the 1st floor Conference Room & also via Zoom.

**CALL TO ORDER** (Time: 7:39 am)

**ROLL CALL: Board Members:**

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

As per the rules outlined by AB 2449, Michelle and Ramon attended the meeting virtually using Zoom, having good cause circumstances that prevented them from meeting in person.

*Staff Present:* Dorsey Moore, Jaime Croteau, Kim Nguyen, Patrick Boyle, Rahul Sharma

*Guest Present:* Rosaline Lopez

- I. **FOR APPROVAL: AGENDA** – Two items were added to the agenda: the CalRecycle RLC38 grant (Item F.1.) and a closed session (Item VIII). On a motion made by Brenda and seconded by Hamid, the Board voted to approve the agenda as amended. Vote: Aye – Liz, Brenda, John, Steve, Hamid, Leslie, Deryk, Chris
- II. **PUBLIC COMMENT** – There were no public comments on items not on the agenda.
- III. **FOR APPROVAL: CONSENT AGENDA** – On a motion made by Hamid and seconded by Chris, the Board voted to approve the February 2, 2023 Board meeting minutes; the San Jose Conservation Corps January 2023 Financial Report; and the Charter School January 2023 Financial Report.. Vote: Aye - Liz, Brenda, John, Steve, Hamid, Leslie, Deryk, Chris
- IV. **PUBLIC COMMENT** - There were no public comments on any agenda items.
- V. **PRESENTATION** – The Board heard from staff and corpsmembers who attended the annual Corps Network Conference in Washington DC, including Corpsmember of the Year Rosaline Lopez. This year 8 staff members and Rosaline attended the conference. The Corps Network represents the 150 conservation corps that are located across the country and each year they select 5 corpsmembers to honor in a very competitive process. We have gotten corpsmember of the year four times. Staff were able to hear how we are different from other conservation corps, many of which almost shut down during the pandemic and do not pay their corpsmembers
- VI. **BOARD COMMITTEE UPDATES**
  - A. **Executive Committee** -
    1. **Board Members:** Sandra Murillo has resigned from the Board and Bedriye has stepped down as the Treasurer. The current size of the Board is now 12 which is the minimum number in our current bylaws, however this will be adjusted to 9 once the new bylaws are approved.
    2. **FOR APPROVAL: Board Meeting Format:** Because the Brown Act is now in affect due to the end of the COVID-19 pandemic emergency, we are now required to have a quorum for Board meetings in person. We will need to have the Charter School follow the Brown Act so the Executive Committee is recommending that we split the Board meetings into two meetings once again, one for the Charter School that will be Brown Act compliant, and one for the Corps. The survey found that Board meetings should remain on the 1<sup>st</sup> Thursday at 7:30-9 am.
      - i. On a motion made by Hamid and seconded by Steve, the Board voted to go back to holding two separate Board meetings for the Charter School and the Corps. Vote: Aye – Liz, Ramon, Brenda, John, Steve, Hamid, Leslie, Deryk, Michelle, Chris
    3. **FOR APPROVAL: Charter School Board of Directors:** Because the Charter School must follow the Brown Act, the Executive Committee is also recommending that we utilize only a subset of Board members to constitute the Charter School Board, which will make it easier to follow the Brown Act requirements. This will need to be put into the bylaws. Only these Board members would need to do Brown Act training and complete Form 700 every year.
      - i. On a motion made by Brenda and seconded by Chris, the Board moved to create a separate board for the Charter School that will be bound by the Brown Act requirements  
Vote: Aye - Liz, Ramon, Brenda, John, Steve, Hamid, Leslie, Deryk, Michelle, Chris
  - B. **Governance Committee** -
    1. **New Board Members:** The Governance committee is waiting to receive Stephanie Orosco’s Board application. Due to technical difficulties Stephanie was unable to attend this morning. Jaime and Liz

attended the Silicon Valley Hispanic Foundation Board Match event on 3/29 and talked to several new potential Board candidates. We also have a good potential youth member. Jaime, Liz & Patrick created a flyer for Board recruitment.

2. **Committee Membership:** Liz has joined the Finance committee and we need to appoint a new Treasurer. We will likely need more people on the Audit committee.
3. **Bylaws Update:** We need to make new changes to the bylaws to codify the above changes for the Charter School board. The Governance Committee is also recommending that we move from 3 terms to 4 consecutive terms for term limits and will be looking into stipends for potential youth board members who have graduated from a SJCC+CS program. All of these changes will be added to the bylaws which will be brought back to the full Board for approval.
4. **Board Committee Meetings:** Executive, Finance, Charter School, and Audit committees must follow the Brown Act and meet in person following all the Brown Act rules because they discuss Charter School business directly. Other committees can meet via Zoom or in person, although if they discuss anything directly related to the Charter School they must meet in person and follow Brown Act rules.
5. **Board Training:** The Committee is recommending that new Board members take Mary Hiland's online Board Orientation training and that others review the training on governance that was given by Nancy Ragey on 1/6/2022. Liz will send these materials out to Board members. The Fund Development committee is planning a fund development training for Board members that will be done at Board meetings. There is new ethics training that will need to be done by Charter School Board members every two years.
6. **Form 700:** All but one has been submitted.

#### C. Charter School Committee

1. **FOR APPROVAL: Dashboard Alternative School Status (DASS) Renewal:** Rahul reviewed the DASS application and how it impacts the Charter School's data reporting through the California Dashboard. This is a renewal for the status that the Charter School already has; we have to reapply every three years. To qualify, a school needs to serve a population that is defined as 70% or more high needs; our population qualifies as 91% high needs.
  - i. On a motion made by Hamid and seconded by Steve, the Board voted to renew the DASS status for the Charter School. Vote: Aye - Liz, Brenda, John, Steve, Hamid, Leslie, Deryk, Chris
2. **Principal's Report:** Rahul Sharma reported that ADA is 129.70 and the attendance rate is 82.02%, which is excellent. Because of strong attendance, the school will officially have a waiting list for the first time in Charter School history. There are 177 students enrolled, with about 150 coming to campus every day. There have been 66 graduates through yesterday. The basketball team lost in the finals of the championship but we are proud of their effort. Based on their mid-cycle review, WASC approved our accreditation for another three years through June 2026 and had no recommended changes. We received a two-year \$200,000 Community Schools planning grant that will help us explore defining this model more formally for our school, with the goal of fully integrating support services. The school is hiring for next year, including an assistant principal who will start on July 1<sup>st</sup>. Board members are invited to come to the final community meeting on 4/19. Graduation will be on 6/2 at Overfelt High School starting at 11 am. More details will be shared closer to the date.
3. **Head of School Report -** Dorsey Moore recognized the Charter School team for their efforts.

#### D. Human Resources Committee -

1. **Diversity, Equity, and Inclusion (DEI) Work** – There was no update.
2. **FOR APPROVAL: Changes to Masking Requirements:** A recent court ruling has made it illegal to require vaccination for any students in school but the Corps will maintain the vaccination mandate for all staff as well as corpsmembers who are not in the Charter School. Masking will no longer be required as of Monday but strongly encouraged.
  - i. On motion made by Steve and seconded by Leslie, the Board voted to change the masking requirements and to make the vaccination requirement more flexible in order to adjust to future health recommendations. Vote: Aye - Liz, Ramon, Brenda, John, Steve, Hamid, Leslie, Deryk, Michelle, Chris

**E. Finance Committee** – The final financial audit report has not been completed but ESHUSD is aware of the delay that is being caused by the audit firm's difficulty in hiring staff.

#### F. Fundraising Committee -

1. Leslie Brown reported that we will be having a graduation party for students and corpsmembers in May for the first time. We want to do a corpsmember-centric event that we can invite our close partners to. We will focus Board giving on this event for this year. The goal is to raise \$15,000 and the campaign starts today.
2. **FOR APPROVAL: Submission of CalRecycle Grant RLC38:** This is the grant that we have been receiving for the past thirty years and the new grant application needs to be approved by the Board.
  - i. On a motion made by Brenda and seconded by Chris, the Board voted to approve the

submission of the CalRecycle Grant RLC38. Vote: Aye - Liz, Brenda, John, Steve, Leslie Deryk, Michelle, Chris

**G. New Business Development Committee** – Dorsey reported that the committee has been on hiatus. He recognized John for hosting the construction team at his work site. We sent our construction crew to San Diego to share our experience in building Tiny Homes. The new mayor’s office came out to look at our Tiny Homes.

**VII. CEO/EXECUTIVE DIRECTOR REPORT** - Dorsey shared that crews are working hard in environmental projects, particularly with city parks. The City of San Jose audit was conducted because we received a lot of sole source funding during the pandemic, and it came back with no financial findings; it will be approved by the city council at the end of the month. The Office of Inspector General will also be doing an audit of our AmeriCorps program. We have received Nature Based Solution funding from the state that will help city and county parks. Parks will need engineering fixes because of the recent storms. We will be holding a volunteer event for Earth Day on 4/21 at Valle Verde; Board members are welcome to join.

**VIII. CLOSED SESSION** - The Board President reported that Board members would review the process for the CEO’s annual evaluation.

**IX. OPEN SESSION** – The Board President reported that no action was taken during the Closed Session.

**X. NEXT BOARD MEETING** - Thursday, May 4, 2023, 7:30 – 9:00 am.

**ADJOURNMENT:** (Time: 9:08 am)