

**San Jose Conservation Corps + Charter School
Board of Directors – Executive Committee Meeting MINUTES
Tuesday, January 24, 2023**

CALL TO ORDER (Time: 12:06)

ROLL CALL

Board Members:

Staff:

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

I. FOR APPROVAL: AGENDA

On a motion made by Sandra and seconded by Brenda, the committee moved to approve the agenda with one change: the ED/CEO Succession Plan should have been listed as a recommend for approval by Board item. Vote: Aye – Brenda, Liz, Sandra.

II. FOR APPROVAL: VIRTUAL MEETING

On a motion made by Sandra and seconded by Brenda, the committee moved to hold the meeting virtually. Vote: Aye - Brenda, Liz, Sandra.

III. PUBLIC COMMENT

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

IV. FOR APPROVAL: MEETING MINUTES

On a motion made by Brenda and seconded by Liz, the Committee voted to approve the November 29, 2022 Executive Committee meeting minutes. Vote: Aye - Brenda, Liz; Abstain - Sandra

V. PUBLIC COMMENT

There were no public comments on any agenda items.

VI. BOARD COMMITTEE UPDATES

A. Executive Committee

- New Board Members** – Stephanie Orosco should be attending the February board meeting to be considered as a new Board member; we are talking to another potential Board candidate who will be considered later in the year; and BoardLead was unable to find a potential Board member match for us during this round.
- Board Meetings** – The committee reviewed the Board’s compliance with completing annual Conflict-of-Interest forms and Brown Act training. More research will be done about the ending of the flexibility around teleconferencing for Board and standing committee meetings, and a discussion item will be added to the full Board agenda.
- Recommend for Approval by Board: ED/CEO Succession Plan.** The ED/CEO succession plan was discussed. On a motion made by Sandra and seconded by Liz, the committee voted to recommend approval of the ED/CEO Succession Plan to the full Board. Vote: Aye – Brenda, Liz, Sandra.

B. Governance Committee

- By-laws Update** – The final update to the by-laws will be ready for Board approval after the final review from the lawyers. The Governance committee talked about setting up a mentoring program for new Board members.

C. Charter School Committee

- Recommend for Approval by Board: Charter School School Accountability Report Card (SARC).** Rahul reviewed the SARC. On a motion made by Brenda and seconded by Sandra, the committee recommended approval by the full Board of the SARC. Vote: Aye – Brenda, Liz, Sandra.
- Recommend for Approval by Board: CDPH Testing Framework (SB1479).** Rahul reviewed this policy that needs to be in place about COVID testing, which aligns with the California Department of Public Health’s directive to continue to manage COVID testing and rules about attendance. On a motion made by Sandra and seconded by Brenda, the committee voted to recommend approval by the full Board of the CDPH Testing Framework as required by Senate Bill 1479. Vote: Aye - Brenda, Liz, Sandra.
- School Climate Survey Results** - Rahul reviewed the summary from the fall climate survey conducted at the Charter School, including a year over year comparison. The survey showed a strong culture of caring and support where students feel connected. Most of the responses are trending upwards. 98% of

students reported not hearing any rumors or lies, which is excellent. 70% of students also reported that staff notice when they don't show up, which was an increase from 62%. Sandra asked about responding to students' mental health needs; the school now has an excellent full-time mental health counselor on site, and also partners with CareSolace for services. The survey will be done again in March/April.

4. **Principal's Report** - Current ADA is 129.70 through 1/23/23; attendance 81.81% which is excellent and evidence of the supportive culture and climate that has been built. There have been 40 graduates through last week. The WASC committee will be conducting their virtual visit in February; Rahul thanked Board members for being a part of a Board focus group for WASC.
5. **Head of School Report** - Dorsey gave thanks to the staff and recognized school leadership for already starting to plan for next year.

D. Human Resources Committee

1. **Diversity, equity, and inclusion (DEI) work** - The HR committee will be meeting with the vendor Trusaic to review their final report. We have made a lot of good progress. A number of staff have applied for educational help.

E. Finance Committee

1. **Recommend for Approval by Board: Charter School November & December 2022 Financial Report.** We are getting paid for ADA based on P2 of 84 so we are under budget but we will start using P1 number of ~100 starting in February. The interim budget is last column and takes this into account. On a motion made by Sandra and seconded by Brenda, the committee voted to recommend approval by the Board of the Charter School financials for November and December 2022. Vote: Aye – Brenda, Liz, Sandra.
2. **Recommend for Approval by Board: San Jose Conservation Corps November & December 2022 Financial Report.** Revenue is at 42% and expenses are at 43%. There are a lot of outstanding accounts receivable because some contracts are still unsigned. On a motion made by Sandra and seconded by Brenda, the committee voted to recommend approval by the Board of the Corps financials for November and December 2022. Vote: Aye – Brenda, Liz, Sandra.

- F. Audit Committee** - All of the work has been completed but the audit company doing the annual financial audit will not be able to have it completed until our March Board meeting because of a delay in their internal processes. Several other local school districts and the county Office of Education are in the same situation because the audit company is extremely short-staffed. We do need a Management's Discussion and Analysis (MD&A) letter for the Charter School audit because of public accountability requirements but not the Corps.

- G. Fundraising Committee** – The committee has a meeting scheduled for 1/25/2023. The development team has been working on grant applications. Disclosure: Sandra will need to recuse herself from any applications that SJCC+CS submitted to Valley Medical Center Foundation because she has been working with VMCF to set up their grant processes.

- H. New Business Development Committee** - There is no update this month.

- VII. EXECUTIVE DIRECTOR REPORT** - The progress report for the Strategic Plan for Q1 and Q2 will be presented at the February Board meeting. Emergency response work has been heavy recently because of local flooding – crews have been building platform tents for the City and sandbagging for the Water District – and there has been good exposure for our crews. Several elected officials including the new Mayor of San Jose have been in attendance at work sites to see our crews at work. We have also been helping staff overnight temporary housing shelters at community center and have flexed our schedule to meet the need. Fernando will present about emergency response at the February board meeting. Dorsey was part of the Mayor's transition committee on Beautify SJ and connected with the new District 5 councilman Peter Ortiz, who was a youth corps member when he was at Andrew Hill High School. Dorsey met with the Speaker-Elect Robert Rivas in Sacramento and was able to talk to him about issues around environmental justice.

VIII. CONVENE CLOSED SESSION

- A. Liz stated that Dorsey would give an update on organizational structure changes.

IX. ADJOURNMENT OF PUBLIC SESSION: 1:20 pm

X. RECONVENE OPEN SESSION: 1:37 pm

- A. Closed Session report: Liz reported that no action was taken by the committee during the closed session.

- XI. NEXT EXECUTIVE COMMITTEE MEETING** - Scheduled Tuesday, February 14, 2023, 7:30-9:00 am. On a motion made by Sandra and seconded by Brenda, the Committee decided that the next Committee meeting would be held virtually. Vote: Aye – Brenda, Liz, Sandra.

FINAL ADJOURNMENT: (Time: 1:38 pm)

