

**San Jose Conservation Corps + Charter School**  
**Board of Directors – Executive Committee Meeting MINUTES**  
**Tuesday, October 25, 2022**

**CALL TO ORDER:** Time: 12:04 pm

**ROLL CALL:**

*Board Members:* *Staff:* A=Absent, P=Present

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

**I. FOR APPROVAL: AGENDA**

On a motion made by Brenda and seconded by Bedriye, the committee approved the agenda. Vote: Aye from Liz, Bedriye, and Brenda.

**II. FOR APPROVAL: VIRTUAL MEETING**

On a motion made by Brenda and seconded by Bedriye, the committee approved to meet virtually. Vote: Aye from Liz, Bedriye, and Brenda.

**III. PUBLIC COMMENT**

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

**IV. FOR APPROVAL: MEETING MINUTES**

On a motion made by Brenda and seconded by Bedriye, the committee moved to approve the September 27, 2022 Executive Committee meeting minutes. Vote: Aye from Liz, Bedriye, and Brenda.

**V. PUBLIC COMMENT**

There were no public comments on agenda items.

**VI. BOARD COMMITTEE UPDATES**

**A. Executive Committee**

- 1. New Board Members** - Liz stated that Stephanie Orosco will be attending the 11/3 Board meeting to be considered as a new Board member. She will be attending the meeting virtually. She is the VP of HR at San Jose Water Company.
- 2. Board Meetings** - Moving forward, Board meetings will be held in a hybrid format; Board members have the option of attending in person or via Zoom. Those attending in person are asked to bring a laptop. Meetings will be at 1560 Berger Drive in the conference room.

**B. Governance Committee**

- 1. Committee Membership** - Brenda has joined the Governance Committee. Isaac Orona will be on the Audit Committee.
- 2. Board Recruitment** - None of the 3 prospective Board members were able to attend the luncheon unfortunately but Dorsey is pursuing conversations with them.

**C. Charter School Committee**

- 1. Principal's Report** - Rahul stated that ADA is 127.72 through 10/21, short of target ADA of 135; the attendance rate is 78.33% and there have been 21 grads. The fall ESUHSD monitoring visit will be in December and we are waiting to confirm the date. The WASC mid-cycle visit will be in two parts – the chair will visit in December and then the full visit by the two-person committee will be in February and held over Zoom. Staff and students are enjoying the campus improvements that were done on the Beautiful Day project on October 8th & 9th. All classrooms now have LED lights, classrooms were painted, and the outdoor trellis was extended to provide shade. We will try to share photos at the next Board meeting.
- 2. Head of School Report** - Dorsey shared appreciation for the staff who were on campus nearly the whole weekend for the Beautiful Day work weekend.

**D. Human Resources Committee**

- 1. Diversity, Equity, and Inclusion (DEI) Work** - This work is continuing; staff is making good progress and a report will be made in the spring.

**E. Finance Committee**

At the time of this meeting, the Finance Committee had not been able to meet. However, the financials were reviewed with the committee.

- 1. FOR APPROVAL: Charter School September 2022 Financial Report.** Kim reviewed the Charter School financial report for September. On a motion made by Brenda and seconded by Bedriye, the committee recommended approval of the Charter School September 2022 Financials to the Board contingent on any changes recommended by the Finance Committee. Vote: Aye from Liz, Bedriye, and Brenda.

2. **FOR APPROVAL: San Jose Conservation Corps September 2022 Financial Report.** Kim reviewed the Corps financial report for September. On a motion made by Brenda and seconded by Bedriye, the committee recommended approval of the Corps September 2022 Financials to the Board contingent on any changes recommended by the Finance Committee. Vote: Aye from Liz, Bedriye, and Brenda.

**F. Fundraising Committee**

1. **Annual Luncheon** - Andrea gave a summary report about the Luncheon including an overview of revenue, expenses, and the program. Dorsey mentioned that the staff with assistance from the Board's Fundraising committee will discuss the overall format for this event, possibly looking at new ways to optimize funding from corporate sponsors.

**G. New Business Development Committee** - Dorsey reported that the committee did not meet this month.

**VII. EXECUTIVE DIRECTOR REPORT** - Dorsey reported that construction continues on internal upgrades at 1560 and will be completed within the next month, including new carpet and paint in all of the rooms; by then we hope to have the permit for 1534 to be able to start construction on the warehouse. Tiny Homes are full and residents are cycling through accordingly. Emergency Shelter work has been completed. The extension for the Food Security Program has been finalized through the end of December. Payment for some of our contracts, primarily through the city, are lagging but staff is working on getting invoices paid. Dorsey is confident we have the financial systems to sustain operations and meet payroll as we wait for these invoices to come in. Edgar represented SJCC at a media event related to new funding on blight removal that was also attended by State Senator Dave Cortese and County Supervisor Cindy Chavez. U.S. Representative Zoe Lofgren recognized the Youth Leadership Movement, which is being housed within SJCC+CS, with a congressional allocation. New funding related to program grants are coming online and we have new development staff to help work on these grants over the next several months. The VP of Social Enterprise started last week and the VP of Corpsmember Success will come to the Board meeting in November to introduce himself; we also have a potential candidate for the VP of Administration.

**VIII. NEXT EXECUTIVE COMMITTEE MEETING** – The date for the next Executive Committee meeting will be updated due to the conflict with the Thanksgiving holiday. Andrea will reach out to Ramon to coordinate and will update the committee as soon as possible. **FOR APPROVAL:** On a motion made by Brenda and seconded by Bedriye, the committee agreed to meet virtually for the November meeting. Vote: Aye from Liz, Brenda, and Bedriye

**ADJOURNMENT:** Time: 12:52 pm