

**San Jose Conservation Corps + Charter School**  
**Board of Directors – Executive Committee Meeting MINUTES**  
**Tuesday, April 26, 2022**  
**Meeting held via Zoom**

**CALL TO ORDER** (Time: 12:08 PM)

**ROLL CALL** A= Absent, P= Present

<b>Board Members:</b>		<b>Staff:</b>	
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)
A	Brenda Burks-Herrmann (Secretary)	P	Jaime Croteau (Director of Strategy & Development)
P	Sandra Murillo (Past President)	P	Sheila Lau (Executive Assistant)

**I. APPROVAL OF AGENDA**

On a motion made by Sandra and seconded by Ramon, the Executive Committee approved the meeting agenda.  
Vote: Aye from Liz, Ramon, and Sandra.

**II. APPROVAL OF VIRTUAL MEETING**

On a motion made by Sandra and seconded by Ramon, the Executive Committee reconsidered the circumstances of the emergency, and because the state of the emergency continues to directly impact the ability of Committee members to meet safely in person, the committee approved to continue to meet virtually. Vote: Aye from Liz, Ramon, and Sandra.

**III. APPROVAL OF PUBLIC COMMENT**

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

**IV. APPROVAL OF MEETING MINUTES**

On a motion made by Sandra and seconded by Ramon, the Committee approved the February 23, 2022 and March 29, 2022 Executive Committee meeting minutes. Vote: Aye from Liz, Ramon, and Sandra.

**V. BOARD COMMITTEE UPDATES**

There were no public comments on items on the agenda.

**A. Executive Committee** - Liz Hunt reminded that there are two meetings in June: First on 6/2 and second on Tuesday 6/28, both at 7:30 am. There will be a closed section in the next Executive Committee and the 6/2 Board meeting to discuss the CEO's performance. The next Board meeting will be Jim Stoch's last meeting and he will join SJCC+CS's advisory committee. All of the current Board officers agreed to remain in their position for the 2022-2023 fiscal year. The next Executive Committee will be the last committee meeting this fiscal year. Sandra said that we need to have an annual meeting once a year and that it should be one of the Board meetings in June; it's usually the meeting where we vote on Board officers.

**B. Charter School Committee**

- 1. Principal's Report** - Rahul reported the ADA is 81.15 and we have a 73.45% attendance rate. The math teacher position is open and we hired a dean of instructional curriculum. It has been a huge challenge this year. The graduation is set for June 3rd at Overfelt High School in the football field at 10:30 and Sheila is getting the Board members RSVPs.
- 2. Recommend for Approval by Board: 2022-2023 Academic Calendar** - Rahul reported he is planning on including 6 Staff Professional Development days instead of 3. On a motion made by Sandra and seconded by Ramon, the Committee recommended that the Board approve the 2022-2023 Academic Calendar, which will be put on the Board consent calendar. Vote: Aye from Liz, Ramon, and Sandra.
- 3. Recommend for Approval by Board: 2022-2023 Bell Schedule** - Rahul reported that the Bell Schedule will remain similar to the current one with a few minor changes. On a motion made by Ramon and seconded by Sandra, the Committee recommended that the Board approve the 2022-2023 Bell Schedule, which will be put on the Board consent calendar. Vote: Aye from Liz, Ramon, and Sandra.
- 4. Head of School Report** - Dorsey reported that other schools are down a higher percentage for ADA than us. The recruitment team has started to recruit for next year already. A huge commendation for Rahul and the Charter School team for doing their best this past school year despite challenging circumstances.

**C. Human Resources Committee**

- 1. Diversity, equity, and inclusion work Update** - Sandra reported that the DEI Consultant sent out an email updating the committee on the estimated time of completion. The plan is to integrate the information in the strategic planning meetings. SJCC+CS signed the Silicon Valley Council of Nonprofits (SVCN)'s racial equity pledge.

2. **Salary Study & Compensation Policy** Update - Sandra reported that there have been many meetings to review the salary and compensation study to make it more clear. The HR Committee will be presenting a summary of the work to the Executive Committee and Board.

**D. Finance Committee**

1. *Recommend for Approval by Board:* **Charter School March 2022 Financial Report** - Kim reviewed the Charter School March 2022 Financials. On a motion made by Sandra with the correction on the summaries and seconded by Ramon, the Committee recommended the Board approve the Charter School March 2022 Financials. Vote: Aye from Liz, Ramon, and Sandra.
2. *Recommend for Approval by Board:* **San Jose Conservation Corps March 2022 Financial Report** - Kim reviewed the San Jose Conservation Corps March 2022 Financials. On a motion made by Sandra with the correction on the summaries and seconded by Ramon, the Committee recommended the Board approve the San Jose Conservation Corps March 2022 Financials. Vote: Aye from Liz, Ramon, and Sandra.

- E. New Business Development Committee** - Dorsey reported that County Supervisor Otto Lee will be at Berger in May to tour the tiny homes. The permit for the 1534 demolition has been delayed and will probably not start until the end of June. During this time, the construction team has been renovating the 1560 offices.

**VI. Executive Director Report** - Dorsey

- A. Strategic Planning Updates** - Jaime reported that the second board retreat is scheduled for Saturday, 4/30. The Board will check in on the mission, vision, and values. We will still have more strategic planning committee meetings after the retreat to work on the plan.
- B. Spring Mixer** - The event will be on Wednesday, May 18th from 4:00-7:00pm and we anticipate having 200 participants there.
- C.** Dorsey reported that there was a tree planting event last Friday. We are working on a project in Big Basin Park to plant trees and partner with PG&E.
- D.** May 3 is governmental education day in Sacramento and we will be attending with staff and corps members.
- E.** Shout out to Kim for creating a budget multiple times for Resilience 2.0, this program is potentially starting on June 1st. Dorsey negotiated a contract for \$9.5 million over 2 years for 50 corps members.
- F.** We will be repaving the parking lot at Berger Drive.

**VII. Next Executive Committee Meeting** - Tuesday, May 24th at 12:00 pm.

On a motion made by Sandra and seconded by Ramon, the Committee approved to have a virtual committee meeting on May 24, 2022. Vote: Aye from Liz, Ramon, and Sandra.

**ADJOURNMENT** (TIME: 1:08 PM)