

San Jose Conservation Corps + Charter School
Board of Directors – Executive Committee Meeting Minutes
Tuesday, August 23, 2022, 12:00 – 1:30 PM
Meeting held via Zoom

CALL TO ORDER (Time: 12:03 PM)

ROLL CALL A=Absent; P=Present

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 (VP, Education & Charter School Principal)
P	Brenda Burks-Herrmann (Secretary)	P	Jaime Croteau (VP, Community Impact)
P	Sandra Murillo (Past President)	P	Sonia Avitia (VP, Administration)
		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 Brenda, Liz, Ramon, and Sandra.

II. APPROVAL OF VIRTUAL MEETING

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

V. BOARD COMMITTEE UPDATES

There were no public comments on items on the agenda.

A. Executive Committee

1. **Three Year Strategic Plan** - Liz stated these are the organization's new mission, vision and values from the strategic planning that was concluded in June this year.
 - The organization's new mission is: SJCC+CS develops young adults to create transformational change for our community and our planet.
 - The new vision is: A hopeful and sustainable community that nurtures the aspirations of all young people.
 - The values are: Respect; Education and Development; Safety; Empathy; and Equity and Inclusion.
 - The organization's motto is "Service to Self, Service to Community, Service to Environment."

B. Governance Committee

1. **Board Work Plan Accomplishments FY21-22** - Liz will be reviewing these at the 9/1 Board meeting, and has started developing a Board Work Plan for FY22-23.
2. **Board Self-Assessment** - The survey was sent out yesterday, and Liz requested that Board members please complete it by Monday 8/29.
3. **New Board Members** - We need Board members with expertise in real estate, charter schools, and legal. We needed another person on the Audit Committee and Deryk agreed.

C. Charter School Committee

1. **Principal's Report** - Rahul reported that school started, and the ADA is at 124.89. There are 171 enrolled, and 22 are in independent studies. There is 79% attendance. There were five brand new staff hired this school year so they are almost fully staffed. We are looking to host the first back-to-school night!
2. **Recommend for Approval by Board: Board Policy: Independent Studies** - Rahul reviewed the wording added to the policy because of wording in Assembly bill 181. On a motion made by Brenda and seconded by Sandra, the Executive Committee recommended the Board to approve the revised Independent Studies Board Policy. Vote: Aye from Brenda, Liz, Ramon, and Sandra.
3. **Head of School Report** - Dorsey wanted to recognize Rahul and his new team for a tremendous start to the school year. We started communication with PG&E to improve parking at Senter. The hold harmless language went through and we are waiting for official word. Because of this, we will be able to use the school year 2019-20 ADA instead of the 2021-22 ADA, and we will have only a \$10,000 loss for the Charter School in FY21-22. Without the hold harmless language, we would have had a loss of \$590,000.

D. Human Resources Committee

1. **Diversity, equity, and inclusion (DEI) work** – Sonia reported that the last piece of information is being processed by the consultant who will then be ready to present the report.

E. Finance Committee

1. *Presentation: FY 2021-22 Unaudited financial statements for Corps and Charter School* - Kim explained the information in each unaudited financial statement, and for the combined organization. Dorsey stated that we still need to sign the Resilience Corps 2.0 contact so we will not move cash into reserves.
2. *Recommend for Approval by Board: FY 2021-22 Unaudited financial statement for Charter School* - The East Side Union High School District requires that the Board approve the unaudited financial statement for the Charter School each year before the official audit is completed in December. On a motion made by Sandra and seconded by Brenda, the Executive Committee recommended the Board to approve the unaudited financial statement for the Charter School. Vote: Aye from Brenda, Liz, Ramon, and Sandra.

F. Fundraising Committee

1. **SAVE THE DATE - Annual Luncheon** – Friday, **September 30th, 11:30 – 1:30 pm**, 1560 Berger Drive. This will be an in-person celebration, recognition of partners and youth advocates, and fundraiser for SJCC+CS. An email was sent with information about Board participation and using the Board collective gift as a challenge grant. We are hoping to have 100% Board participation. We would like Board members to share this with their network. If there are any businesses or agencies that would be interested in sponsoring us, please contact Jaime Croteau and Chuck Cantrell. This is our first in-person event since the COVID-19 pandemic started in 2020.

G. New Business Development Committee - Dorsey reported that Steve Lopes has been trying to get the San Jose City councilmember from District 10 to come visit the tiny homes. There are 1-2 vacancies in the tiny homes. It will be about a 3-6 month process before we can get all the permits to start the construction of the 1534 warehouse space.

VI. EXECUTIVE DIRECTOR REPORT - Dorsey reported that we hired a VP of CM Success, Manny Cardenas, who starts next week. The all-staff retreat was held at the Asilomar Conference on August 3-5th, and there were about 80+ employees in attendance. It was a great chance to build relationships and review the new strategic and work plans, and it was a meaningful experience. Dorsey expressed appreciation to the charter school staff for making time to participate given that school was starting imminently. The initial meeting for the San Jose city audit is next Tuesday. Last Friday, the San Jose City Mayor stopped by the Senter campus to visit and also participated with the trail safety team. Sheila is going to be leaving the Corps on 9/2. She is completing the final Board Meeting on 9/1 and transitioning over to Andrea. She has done a tremendous job in the past year and a half!

VII. NEXT EXECUTIVE COMMITTEE MEETING - Tuesday, September 27th, 12:00-1:30 pm.

On a motion made by Sandra and seconded by Brenda, the Committee approved having a virtual Executive Committee meeting on September 27th. Vote: Aye from Brenda, Liz, Ramon, and Sandra.

ADJOURNMENT (Time: 12:44 PM)