

**San Jose Conservation Corps + Charter School**  
**Board of Directors – Executive Committee Meeting MINUTES**  
**Tuesday, February 14, 2023 held via Zoom**

**CALL TO ORDER** (Time: 7:32)

**ROLL CALL** (as noted below)

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

**I. FOR APPROVAL: AGENDA**

On a motion made by Brenda and seconded by Ramon, the committee voted to approve the agenda. Vote: Aye Liz, Ramon, Bedriye, Brenda.

**II. FOR APPROVAL: VIRTUAL MEETING**

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

**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 Ramon and seconded by Brenda, the committee voted to approve the meeting minutes from the meeting on January 24, 2023. Vote: Aye - Liz, Ramon, Bedriye, Brenda.

**V. PUBLIC COMMENT**

There were no public comments on items on the agenda.

**VI. BOARD COMMITTEE UPDATES**

**A. Executive Committee**

1. **Board Meetings** - Liz noted that the 3/2 Board meeting will be held in person because the state of emergency will be ending at the end of February & the Brown Act will be reinstated. Andrea stated the results of the survey of Board members was that the morning 7:30-9 am time is still the best time to have Board meetings.
2. **Brown Act Training** - Some Board members still need to complete the Brown Act training. Liz is able to give the training to the Board members, adding an option to the online course. She will reach out to set up a time.

**B. Governance Committee**

3. **New Board Members** – Prospective Board member Stephanie Oroscco attended the 2/2/23 Board meeting. Once she turns in her Board application, the Committee will move forward with her candidacy. The Committee is working to refine the Board recruiting and onboarding process as well.
4. **By-laws Update** – The lawyers made one final change to the by-laws and the Governance Committee approved them. They will be brought to the April board meeting for final approval.
5. **CEO/ED Succession plan** - To clarify, the process that was approved dictates that in the event of a temporary or permanent need for a CEO/ED, the Executive Committee will meet immediately to appoint an interim CEO/ED and if needed begin the search for a new CEO/ED. Dorsey stated that at this point if we need an Interim CEO/ED, he would recommend Jaime Croteau, VP of Community Impact.

**C. Charter School Committee**

1. **Recommend for Approval by Board: California State PreSchool Program (CSPP) Board Resolution.** These are funds for the YWCA that is our tenant but the money comes through the Charter School. On a motion made by Ramon and seconded by Brenda, the committee voted to approve that the Board approve the Resolution for the CSPP program. Vote: Aye - Liz, Ramon, Bedriye, Brenda.
2. **Principal’s Report** - The WASC visit will be on 2/16. The team has begun discussion about charter renewal. ADA is 129.57 through 2/13 and attendance is 81.98%. There are 48 graduates so far this school year.
3. **Head of School Report** - No report.

**D. Human Resources Committee**

1. **Diversity, equity, and inclusion (DEI) work** – The committee met with our DEI vendor Trusaic. The report has been completed and after analyzing the data, Trusaic has concluded that there is no evidence of class-wide pay disparities/inequities, i.e. we have pay equity in our salaries. The committee and staff are discussing ways to do ongoing monitoring so that we stay equitable. HR is also working on a compensation transparency project.

E. **Finance Committee** - Financials were not available and will be reviewed at the full Board meeting

F. **Audit Committee** - The Annual Financial Audits will need to have a final review by the committee before getting final approval by the Board, which will hopefully be in April.

G. **New Business Development Committee** – Our permit for the 1534 Berger Drive renovation has still not been approved. The committee will likely start to meet again in March.

**VII. EXECUTIVE DIRECTOR REPORT** - Dorsey reported that our Caltrans contract has been approved by the Santa Clara County Board of Supervisors. This is a \$6.5 million, 3 year grant that helps to stabilize our billing and environmental projects department. Crews are beginning work through the nature-based forestry grants and we are excited about possible \$1M-1.5M of funding coming in. Staff is working on the second cohort for Resilience Corps. We recently had 10 corpsmembers apply for the City of San Jose Parks & Recreation Department who will go through the hiring process with the City. Jaime reported that the Fund Development Committee met to review the events plan and is hoping to adjust the luncheon to reflect the values of the organization. The Luncheon will change into a fall community event that is less formal and focused on partners. The team will create a corpsmember-focused event in the spring to have a graduation event to celebrate all those graduating from job training and the Charter School. Also being planned are quarterly “meet the Corps” events to engage potential donors and supporters. The team is working hard on several grants coming through and on a strategy for corporate and individual giving. They may try to plan something for Global Youth Service Day and Earth Day in April. In addition, the Corps is applying for more climate action fellows for the summer.

**VIII. NEXT EXECUTIVE COMMITTEE MEETING** - Tuesday, March 28, 2023, 12:00 - 1:30 pm.

**IX. ADJOURNMENT** (Time: 8:27 am)