

SAN JOSE CONSERVATION CORPS + CHARTER SCHOOL

Board of Directors - Meeting Minutes

Tuesday, February 1, 2022

Meeting held via ZOOM

CALL TO ORDER (Time: 7:34 AM)

ROLL CALL (as noted below)

Board Members A= Absent, P=Present

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|---|---------------------------------|---|--------------|---|-------------------------|
| P | Liz Hunt (President) | P | Jim Stoch | A | John Medina |
| P | Ramon Zaragoza (Vice President) | P | Steve Lopes | P | Alex Webb (joined 8:30a |
| A | Bedriye Usta (Treasurer) | P | Hamid Saadat | P | Deryk Clark |
| P | Brenda Herrmann (Secretary) | P | Leslie Brown | P | Michelle Retana |
| P | Sandra Murillo (Past President) | P | Chris Cruz | A | Sonia Avitia |

Staff Present: Dorsey Moore, Jaime Croteau, Kim Nguyen, Rahul Sharma, & Sheila Lau.

I. APPROVAL OF AGENDA

On a motion made by Hamid and seconded by Jim, the Board approved the meeting agenda with changes requested by Liz to move the closed session report out to later in the agenda, and change item V. D. 2 from a memo to a verbal update. Vote: Aye from Brenda, Chris, Derek, Hamid, Jim, Leslie, Liz, Michelle, Ramon, Sandra, & Steve.

II. APPROVAL OF VIRTUAL MEETING

On a motion made by Jim and seconded by Hamid, the Board reconsidered the circumstances of the emergency, and because the state of the emergency continues to directly impact the ability of Board members to meet safely in person, the Board approved to continue to meet virtually. Vote: Aye from Brenda, Chris, Derek, Hamid, Jim, Leslie, Liz, Michelle, Ramon, Sandra, & Steve.

III. PUBLIC COMMENT

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

IV. APPROVAL OF CONSENT AGENDA

On a motion made by Brenda and seconded by Hamid, the Board approved the 12/2/21 Charter School Board Meeting Minutes, the 12/2/21 Charter School Board Special Meeting Minutes, the 12/2/21 San Jose Conservation Corps Board Meeting Minutes, and the San Jose Conservation Corps December 2021 Financial Report.

V. BOARD COMMITTEE UPDATES

There were no public comments on agenda items.

A. Executive Committee

1. **Brown Act (BA) Compliance** – Audit, Executive & Finance committee meetings have to follow BA. We will have only 1 Executive, 1 Finance & 1 Board meeting. The Form 700 will be due on 4/1/2022. We can add items to the agenda without having a special meeting if necessary.

B. Charter School Committee

1. **Principal's Report** - Rahul reported that 35% of students were in quarantine after the holidays. The ADA is 92.01 through January 1st. We currently have 61 grads through last Friday. We have a new charter school recruiter that started last week. The governor has a plan to hold school districts harmless from ADA requirements, but it does not include charter schools.
2. **Head of School Report** - Dorsey reported that we are working hard to make sure charter schools are included in the hold harmless policy. However, the timing may not be working in our favor as it may take months to get approved. Dorsey acknowledged Rahul and his team for adapting to change, continuing to show up every day to do what they can, and all that they are doing during these challenging times.
3. **APPROVAL OF School Accountability Report Card (SARC)** - Rahul reviewed the SARC document and answered questions. He explained the dropout rate: every time a student leaves the program, it counts as a dropout. On a motion made by Sandra and seconded by Hamid, the Board approved the SARC. Vote: Aye from Brenda, Chris, Derek, Hamid, Jim, Leslie, Liz, Michelle, Sandra, & Steve.

C. Human Resources Committee

1. **APPROVAL OF COVID-19 Sick Time Usage Policy** - Sandra reviewed procedures for sick time usage for COVID-19 to extend the carryover of all unused hours to 3/31/22. For staff without sick time available, they will be able to charge sick time thereby creating a negative accrual that will be paid back as they work. Corps members (CMs) do not have a lot of sick time available so the committee is proposing to set aside \$100,000 to support CMs that have been affected by COVID-19. On a motion made by Hamid and seconded by Steve, the Board approved the COVID-19 Sick Time Usage Policy. Vote: Aye from Brenda, Chris, Derek, Hamid, Jim, Leslie, Liz, Michelle, Sandra, & Steve.
2. **APPROVAL OF COVID-19 Mandatory Booster Policy** - Sandra reviewed the policy to make booster shots mandatory and added a statement that explains the exemption process similar to the original vaccination policy. On a motion made by Hamid and seconded by Brenda, the Board approved the policy. Vote: Abstain from Jim, Nay from Steve, Aye from Brenda, Chris, Derek, Hamid, Leslie, Liz, Michelle, & Sandra.

D. Finance Committee

1. **APPROVAL OF Refinance of Berger Drive** - Dorsey reviewed the numbers to refinance with the CA Bank of Commerce. Sandra recommended adding language to allow him to both negotiate and execute the refinance. On a motion made by Steve and seconded by Hamid, the Board approved the refinance of Berger Drive. Vote: Aye from Brenda, Chris, Derek, Hamid, Jim, Leslie, Liz, Michelle, Sandra, & Steve.
2. **Discussion on Charter School budget status:** Dorsey reported that we have a 60-80% chance of getting the hold harmless. We had a strong year last year and we created a healthy reserve, and so even with a potential half-million-dollar loss from the Charter

School, we can still come out on a positive note.

3. **APPROVAL OF Charter School December 2021 Financial Report** - On a motion made by Hamid and seconded by Sandra, the Board approved the Charter School December 2021 Financial Report. Vote: Aye from Alex, Brenda, Chris, Derek, Hamid, Jim, Leslie, Liz, Michelle, Sandra, & Steve.
 4. *Discussion on Agency Budget Projection* - Kim reviewed the agency budget from adopted vs. Interim. The report showed the expenses, revenue, and net income difference between the Corps and the Charter School through June 2022.
- E. New Business Development Committee** - Steve reported that he is very impressed with the renovation of the warehouse at 1534. This will be a huge transition that will help with the tiny homes project. Dorsey and Vianey are in a preliminary discussion about a site they recently toured that could be used for housing students. We are hiring more CMs in the housing department to learn about construction. SJCC+CS was able to pick up 2 electric vehicles, so we are going to install overnight chargers at the Berger site.

VI. Executive Director Report

1. **Strategic Planning** - Jaime confirmed the Board retreats dates on 2/19 & 4/30, 9 am – 4 pm. We would like to push back the 1st one 2-3 weeks to see if we can meet in person. At the retreats the Board will discuss assessments including the current education landscape, what populations we are serving, future enterprises, etc. We will share a folder with all documentation about the topics in discussion.

VII. CLOSED SESSION: Review process for CEO Performance Evaluation for CY2021; personnel updates.

VIII. Report from closed session: The Board was informed about the CEO evaluation process and personnel updates. On a motion made by Hamid and seconded by Alex, the Board approved Dorsey to post positions and start to recruit for Vice President positions. Vote: Aye from Alex, Brenda, Chris, Derek, Hamid, Jim, Leslie, Liz, Sandra, & Steve.

IX. Presentation - Progress Made on Board Goals FY21-22 - The presentation was postponed to the next meeting.

X. Next Board Meeting - Thursday, March 3rd at 7:30 am.

On a motion made by Hamid and seconded by Sandra, the Board approved to have a virtual Board meeting on March 3, 2022. Vote: Aye from Alex, Brenda, Chris, Derek, Hamid, Jim, Leslie, Liz, Michelle, Sandra, & Steve.

ADJOURNMENT (Time: 9:11 AM)