

**SAN JOSE CONSERVATION CORPS + CHARTER SCHOOL**

**Board of Directors - Meeting MINUTES**

**Thursday, December 8, 2022, 7:30 - 9:00 am**

**Location: 1560 Berger Drive, San Jose, CA 95126, 1st floor Conference Room and also on Zoom**

**CALL TO ORDER:** Time: 7:36 am

**ROLL CALL:** *Board Members:*

P	Liz Hunt (President)	A	John Medina	A	Alex Webb
P	Ramon Zaragoza (Vice President)	A	Steve Lopes	P	Deryk Clark
A	Bedriye Usta (Treasurer)	P	Hamid Saadat	A	Michelle Retana
P	Brenda Herrmann (Secretary)	P	Leslie Brown		
A	Sandra Murillo (Past President; LOA)	P	Chris Cruz		

Staff: Dorsey Moore, Rahul Sharma, Andrea Maes, Kim Nguyen, Jaime Croteau

- I. **FOR APPROVAL: AGENDA** – On a motion made by Hamid and seconded by Brenda, the Board voted to approve the agenda with no additions or changes. Vote: Aye from Liz, Ramon, Brenda, Hamid, Leslie, Chris, and Deryk.
- II. **FOR APPROVAL: VIRTUAL MEETING** – On a motion by Hamid and seconded by Brenda, the Board considered the circumstances of the emergency and voted to hold the meeting in a hybrid format. Vote: Aye from Liz, Brenda, Hamid, Leslie, Chris, and Deryk. Abstain: Ramon.
- III. **PUBLIC COMMENT** – There were no public comments on any items not on the agenda.
- IV. **FOR APPROVAL: CONSENT AGENDA** – On a motion made by Brenda and seconded by Hamid, the Board voted to approve the November 3, 2022 Board meeting minutes, the Corps financial report for October 2022, and the Charter School financial report for October 2022. Vote: Aye from Liz, Brenda, Hamid, Leslie, Chris, and Deryk. Abstain: Ramon.
- V. **PUBLIC COMMENT** – There were no public comments on any items on the agenda
- VI. **BOARD COMMITTEE UPDATES**
  - A. **Executive Committee**
    - 1. **New Board Member** – Liz reported that the new Board candidate will be presented at the February meeting. Liz also reminded board members that the Brown Act Training must be completed by 12/20 and the annual Conflict of Interest must be completed as soon as possible.
  - B. **Governance Committee**
    - 1. **By-Laws Update** – There will be a special meeting on 1/5/2023 at 7:30 am to review and approve the updated by-laws. At that meeting, there will also be a presentation on how to read an annual financial report. The meeting will be held in a hybrid format.
  - C. **Charter School Committee**
    - 1. **FOR APPROVAL: Charter School Interim Budget** Kim reviewed the proposed Interim budget again and noted there were no changes since the previous meeting. On a motion made by Hamid and seconded by Brenda, the Board voted to approve the Charter School Interim Budget as presented. Vote: Aye from Liz, Ramon, Brenda, Hamid, Leslie, Chris, and Deryk.
    - 2. **FOR APPROVAL: Administering Medication and Monitoring Health Policy** Rahul reviewed the Medication policy and reiterated the need for the policy per California Department of Public Health guidelines to be able to have naloxone or other opioid antagonist medications on campus. All staff will be trained in how to administer the treatment. Administering such treatment is allowable under education code. On a motion made by Brenda and seconded by Hamid, the Board voted to approve the Administering Medication and Monitoring Health Police. Vote: Aye from Liz, Ramon, Brenda, Hamid, Leslie, Chris, and Deryk.
    - 3. **Principal's Report** - Rahul reported that ADA as of 12/6 was 129.4, nearly the 130 that was approved in the Interim Budget. Attendance has also increased to 80.39%. There have been 31 graduates so far. 173 students are currently enrolled, with 27 of those enrolled in independent studies. Compassion Bridges donated turkeys to help the school create a Community Day event for the Thanksgiving holiday; Shea Salinas, retired San Jose Earthquake, was also there as a motivational speaker. The flag football team has qualified again for the playoffs in the Pro-Com sports league. The ESUHSD compliance visit that was held on 11/10 went very well and the administrators were pleased with the instructional growth of the school as well as the

positive school climate.

4. **Head of School Report** - Dorsey Moore reported that the school is looking to hire for an Assistant Principal in order to replace the Dean of Instruction who left earlier in the year.

**D. Human Resources Committee** - Liz Hunt

1. **Diversity, Equity, and Inclusion (DEI) Work** - Staff is making good progress and will in the spring

**E. Finance Committee** - Bedriya

1. **Audit** – The audit is being completed. However, since it will not be completed by the end of the calendar year, an extension was filed and approved for January 31<sup>st</sup>. The team is hoping to have the final report approved through a special meeting in January.

**F. Fundraising Committee** - Leslie Brown reported that the committee is planning to meet in January.

**G. New Business Development Committee** - Dorsey reported that the committee is waiting until Quarter 1 of 2023 to have another meeting because of other organizational priorities and the need to complete the warehouse renovation.

**VII. PRESENTATION**

- A. Strategic Plan Update – Jamie reviewed the Q1 progress of the strategic plan, including some of the KPI's. Some of the KPI's are still being worked on. The team is looking for new ways to engage corpsmembers in decision-making and post-grad follow up continues to be an area to focus on and expand beyond the AmeriCorps program which already supports our grads.

**VIII. CEO/Executive Director Report** - Dorsey reported that he attended a retreat held by the Youth Liberation Movement, which some of our corpsmembers and younger staff are helping to lead. The fund development staff has been working hard on new grants, including a Forestry Corps Grant for state parks, the first time SJCC is putting in for this type of work. Filling vacant staff positions continues to be a focus, including a contract compliance person to help boost the Finance & Accounting Department. But the organizational audit and city audit are going well and there have been no findings. The cash flow for SJCC has stabilized and all of the contracts have been signed. Thus, there was no need to utilize the line of credit that had been extended. The CCC certification visit happened the prior week and went well. The leadership team is looking forward to the holiday party with the board on 12/14.

**IX. Next Board Meeting** - Thursday, January 5, 2023 at 7:30 am. **FOR APPROVAL:** On a motion made by Hamid and seconded by Chris, the Board voted to hold the next Board meeting in a hybrid format. Vote: Aye – Liz, Ramon, Brenda, Hamid, Leslie, Chris, Deryk.

**ADJOURNMENT:** Time: 9:05 am