



**CIVICORPS BOARD OF
DIRECTORS MEETING
Thursday, September 17, 2020
6:00 pm**

Due to COVID-19 shelter-in-place and Governor's Executive Order N-25-20 Members of the Board will be calling in from various locations. Public are also able to join the meeting via:

Join Zoom Meeting

<https://us02web.zoom.us/j/83670634542?pwd=Rml1Zi9zMWcwdUg3ZVNaOXJ3RTlmQT09>

Meeting ID: 836 7063 4542

Password: 3g64jV

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 848 2861 4228

Password: 908869

Meeting Minutes

The meeting of the Civicorps Board of Directors was called to order at 6:03 pm by Tessa Nicholas

1. Roll Call & Approval of Agenda

- There were sufficient members for a quorum.
Agenda unanimously approved.

Board Members Present (via
Zoom):

Aja Cooper
Nita Kirby
Amy Slater
Robbie Yohai
Eric Premack
Joel Rogers
Gary Lyla
Eduardo Chaidez

Board Members Absent:

Steven Hanson

Staff Present:

Brian Hickey
Tessa Nicholas
Rachel Eisner (zoom)
Audrey Blanson (zoom)

2. **Executive Director Update** (3 minutes)

- There was a closed session at 5:30 p.m., with nothing to report.
- Recycling, Academy, and JTC crews continue to work through the wildfire smoke and pandemic/SIP.
- A number of accidents have occurred: vehicle accident involving interns, staff member struck by vehicle at an intersection, and a Corpsmember tripped and punctured in the upper arm area.

3. **Board Chair Remarks** (3 minutes)

Nita acknowledges the trials and tribulations of the Corps, the financial successes of the Development team, and also took pride in participating in the march against police brutality.

4. **Public Comment on non-agenda items** (20 minutes)

There were 3 comments

5. **Report Back on Closed Session Actions** (2 minutes)

There were no actions taken during closed session of June 17, 2020 Board Meeting.

6. **Approval of Board Meeting Minutes** (5 minutes)

Minutes for meeting of June 17, 2020

- a. Board Meeting Minutes were unanimously approved

7. **Learning Continuity and Attendance Plan** (10 minutes)

- a) Discussion of California Department of Education required Learning Continuity and Attendance Plan which, due to COVID-19, takes place of traditional LCAP for 2020-2021.

- b) Special Meeting needed to approve by September 30, 2020. Propose Wednesday, September 23 at 6:00pm for single item agenda.

- We are required by the California Department of Education to document a comprehensive view of what school looks like right now, i.e., how the school is executing distance learning and how Support Services meet the needs of students.
- Teachers are doing Zoom; office hours; synchronous and asynchronous learning; and tracking participation, roles, and responsibilities.
- Provides info on how are we working with students with unique needs such as ELL students an IEP/504s and unstable housing students
- Board member questions:
 - Nita—special meeting warranted to give time for comment and per CDE guidelines.
 - Amy—would like to know how students are really doing, from staff/teacher/student perspective.
 - Tessa - Corpsmembers are struggling but for those who are engaged, the teaching staff/support services are seeing that they are making progress, feeling supported and connected, though generally it's difficult to have steady engagement.

8. Review and Approval of the FY2020 Unaudited Academy Financials (5 minutes)

- Brian sent the academy and financial information to everyone.
- The board unanimously approves, no abstentions.

9. Civicorps United Collective Bargaining Agreements (15 minutes)

- a) Certificated Unit CBA approval
- b) Classified Unit CBA approval

Both collective bargaining agreements were unanimously approved (Gary and Steven were absent for both votes).

10. Ad-Hoc Academy Exploration Advisory Committee (10 minutes)

Report back from Advisory Committee about actions taken, ongoing activities, and timeline.

Amy reports that they've met a number of times. The group is split into two ad-hoc subcommittees: one that spends more time looking at quantitative aspects on how to move forward and how to provide the best possible education for the students (Eric, Steven), while the other (Amy, Eduardo) looks at qualitative questions. They talked to the staff, teachers, and students. There is a survey that has been circulated.

Though the discussions are productive and informative, there are no recommendations at this time. They will be provided in the November board meeting.

11. Finance Committee Report (20 minutes)

Report back from Finance Committee Meeting held September 14, 2020

- a. FY 2020 Unaudited Results and Close Out Report
- b. Development Report
- c. Update on current operations
- d. Capital Project Update

PPP loan is recognized as a loan / liability; Brian is cautiously optimistic a large portion of the loan will ultimately be forgiven. Wendy is in close contact with bank, and we have until end of December 2020 before beginning the application for forgiveness

Brian presented year end unaudited actuals against budget. He noted that the Civicorps ended the year with a \$222K surplus which exceeded the budgeted surplus of \$24K by \$198K. Development ended FY '20 surpassing budget by \$106K in grants and donations, which largely contributed to the overall surplus; acknowledgement goes out to Rachel and the Development team. Other factors included higher than expected Recycling and JTC fees-for service revenues and lower than expected payroll expense due to a high number of vacancies throughout the agency.

It was also noted that offsetting these surpluses was a \$344K deficit in Charter School Revenues for the year compared to budget which was a direct result of actual ADA of 43 compared to a budgeted ADA of 68.

Development report: as shared in July, the final figures surpass that goal, benefiting from emergency COVID funding from existing partners. These partners include longstanding relationships with government partners, foundations, and corporate sponsorships such as Panoramic Interests. Rachel calls on the Board to imagine ways to reach out to new potential partners during these financially shifting times.

Operational Update: Recycling monthly service revenue is approximately 20% down from pre-COVID levels. Though we had budgeted a decrease of approximately 20% and we are currently recognizing approximately what we've budgeted, Brian stated he didn't expect to have revenues drop so fast. He also stated that though he originally felt we had budgeted conservatively as to recycling revenues he no longer feels this is the case.

YTD ADA at the Academy is approximately 33 through September 9th and is trending downward.

Brian gave an update of current capital projects / purchases which were awarded in FY '20 through Prop 68 as well as summarized management's plans for capital projects / purchases to be included in the Prop 84 and Prop 68 applications to be submitted in October and November, respectively.

Eric acknowledges the work of the Finance and Development team, being in a solid financial position given the state of affairs.

12. Closed Session *(45 minutes) Closed Session was canceled during public meeting*

Conference with Labor Negotiators (California Government Code 54957.6)

Agency designated representatives: Tessa Nicholas, Brian Hickey, Audrey Blanson, Rachel Eisner, and Justin Otto Sceva, Senior Counsel, Sloan Sakai Yeung Wong

13. Adjournment

Meeting is adjourned at 7:17 p.m.

Next Scheduled Board Meeting:

Wednesday, November 17, 2020; 6:00pm

Civicorps, 101 Myrtle Street, Oakland, CA 94607