



# CSMH Board of Directors Meeting March 12, 2024 Minutes

Mar 12, 2024, at 5:30 PM PDT  
@ 9530 Monterey Road  
Morgan Hill, CA 95037

## Attendance

### Present:

Members: Heather Allan, Heather Bringetto, Garth Gilmour, Shelly Guerrero, Michelle Millard, Heather Poore, Corina Sapien, Pete Settlemayer

### Absent:

Staff: Paige Cisewski, Susan Pfefferlen

#### I. Call to Order (Presenters: Pete Settlemayer)

The meeting was called to Order at 5:31 p.m.

- A. Roll Call of Members (Presenters: Pete Settlemayer)
- B. Pledge of Allegiance
- C. Acknowledge the Mission and Vision Statement

*Charter School of Morgan Hill uses project-based learning, strong family involvement and community interaction to develop lifelong learners prepared to be successful and innovative participants in the global community.*

- D. Approval of Minutes (Presenters: Pete Settlemayer)
  - 1. Approval of Minutes from February 13, 2024

### Motion:

A motion to approve the Minutes from the February 13, 2024 meeting was made by Michelle Millard and seconded by Heather Allan.

Approved 8-0

#### II. Public Comment - members of the public may speak on any topic not on the agenda

Please submit a "Speaker's Request" to Vivianne Brager prior to the meeting being called to order. Upon recognition by the Chair of the Board, please identify yourself before speaking. The CSMH Board of Directors reserves the right to limit speaking time to three (3) minutes or less per individual, and to limit the total time for public communication to no more than 20 minutes.

#### III. Consent Items

- A. Educational Services

1. Approve 4th grade overnight field trip from April 23rd-24th

The CSMH Board is required to approve all overnight field trips. The 4th graders participate in an overnight field trip to support their study of California's history. This year, the group will be attending the Sierra Outdoor School. This program is provided through the Clovis Unified School District. More information about the camp and a sample schedule can be found here - <https://sos.cusd.com/GoldRush.aspx>

Parent drivers and chaperones will be needed for this experience. All three 4th-grade teachers will attend. The cost of the trip is approximately \$150/person. This cost includes one night's accommodations, camp instructors, dinner, breakfast, and lunch. A CSMH Foundation grant will cover the trip's full cost.

*It is recommended that the CSMH Board approve the 4th grade overnight field trip from April 23rd-24th.*

2. Approve special education contract with CSMH and San Diego Center for Children

This is for a non-public school placement of a student from 01/03/24-06/30/24 for a total of \$142,185.12.

CSMH will be seeking reimbursement from the SELPA emergency fund to cover some of the cost of this placement.

**Motion:**

A motion to approve the Educational Services consent agenda items was made by Michelle Millard and seconded by Heather Bringetto.

Approved 8-0

B. Business Services

1. Acknowledge receipt of the California Broker Compensation Disclosure Report for 12/2022– 11/2023

California law requires health plans and insurers to annually disclose broker compensation to the governing boards of public agency employer groups. The report is informational and does not require any action. The attached report provides information about who receives compensation for being the broker of record for our medical insurance plans with Kaiser Permanente.

*It is recommended that the CSMH Board acknowledge receipt of the California Broker Compensation Disclosure Report for 12/2022 – 11/2023.*

2. Authorize the Executive Director to submit the listed grants to the CSMH Foundation totaling \$94,130

CSMH would like to make the following grant requests to the CSMH Foundation - \$45,000 - The CSMH Foundation has committed to supporting a portion of the expenses for the Family Engagement Coordinator. The person in this position is responsible for supporting the Foundation's fundraising efforts and assisting with creating an Annual Report. Since some of the work done by this position is directly for the Foundation, they contribute \$45,000 to offset the costs of this position.

\$10,000 - The CSMH Foundation has historically contributed \$10,000 towards the 8th grade Washington D.C. trip. This money is used to provide scholarships to students who might otherwise not be able to attend due to the cost of the trip.

\$30,000 - CSMH has spent almost \$75,000 to date on field trips. The Foundation had previously provided a \$50,000 grant to cover costs. CSMH would like to request an additional \$30,000.

\$9,130 - This is the remaining amount collected by the Foundation for school supplies (\$7,630) and the amount for the Annual Giving Program Contest that goes to the teacher's school supply accounts (\$1,500).

*It is recommended that the CSMH Board authorize the Executive Director to submit the following grant requests to the CSMH Foundation: \$45,000 to support the Family Engagement Coordinator position, \$10,000 for the Washington D.C. trip, \$30,000 for field trips, and \$9,130 for school supplies.*

3. Approve the bid by High Performance Electric for \$13,900 for the greenhouse

Power was brought to the greenhouse but the panel and electrical in the greenhouse still needed to be completed. We received two bids - one for \$13,900 and one for \$21,251.

This year's 5th-grade plant sale will cover the majority of the cost.

*It is recommended that the CSMH Board approve the bid for \$13,900 from High Performance Electric for the greenhouse.*

**Motion:**

A motion to approve the Business Services consent agenda items was made by Heather Bringetto and seconded by Heather Allan.

Approved 8-0

IV. Action Items

A. Approve CSMH 2nd Interim Budget Report

In accordance with Education Code 42130, a charter school is required to submit twice during the fiscal year (December 15 and March 15) a financial report certifying the school's ability to meet its financial obligations. These reports examine the school's enrollment, spending pattern, fund balance, and reserve for economic uncertainties.

There are several purposes for these reports:

- To provide a review of the school's financial condition at periodic intervals during the fiscal year
- To provide a status report to the Board of Directors, the charter school's authorizer, the County Office of Education, and the public on the financial condition of the school
- To determine necessary budget revisions as a result of current or projected financial information
- The interim reports reflect adopted, revised, and projected budgets. This second interim report reflects the financial and budgetary status as of January 31, 2023

*It is recommended that the Board of Directors approve the CSMH Second Interim Financial Report.*

**Motion:**

A motion to approve CSMH 2nd Interim Budget Report was made by Garth Gilmour and seconded by Heather Poore.

Approved 8-0

V. Discussion Items

A. Update on CSMH enrollment and lottery

Paige Cisewski shared a slide presentation that included information about the number of students in the lottery at each grade level and lottery numbers over the past several years.

B. Update on CSMH construction

Paige Cisewski provided a construction update. CSMH passed the compaction test on Monday for phase II. The building is currently delayed 3-4 weeks. On June 13, the office will need to be packed up so that the remodel for kindergarten classrooms can begin.

C. Board resources

Paige Cisewski shared board resources.

VI. Reports

A. Executive Director report (Presenters: Paige Cisewski)

B. Principal report (Presenters: Susan Pfefferlen)

Susan Pfefferlen shared some highlights happening at school. CSMH celebrated Black History Month and students did a Poster Gallery walk of the work done by students. Next week the 8th graders head off to Washington DC. The staff development training on 3/15 will focus on safety. Tuning Protocols.

C. Board Members reports

VII. Upcoming Events

March 13th - CSMH talent show at 6:00 pm

March 14th - K/1 parents tea with Principal and Executive Director at 8:00 am

March 14th - second session in parent ed. series at 6:00 pm

March 15th - Staff Development Day

March 19th-21st - minimum days for Parent/Teacher Conferences

March 19th - 2nd-4th grade parents tea with Principal and Executive Director at 8:00 am

March 20th - 5th-8th grade parents tea with Principal and Executive Director at 8:00 am

March 20th - San Jose PD presenting to 5th grade

March 22nd-29th - 8th graders on east coast trip

March 23rd - Santa Clara County job fair

March 27th - plant sale

March 29th-April 5th - Spring Break

April 15th-19th - Staff Appreciation Week

April 16th - CSMH Board meeting

VIII. Adjournment

The meeting was adjourned at 6:20 p.m.