



CSMH Board of Directors Meeting Minutes

9/24/2024 at 5:30 pm
9530 Monterey Road Morgan Hill, CA 95037

Attendance

Present:

Members: Heather Allan, Megan McGrady, Heather Bringetto, Noor Kalai, Corina Sapien

Absent:

Members: Garth Gilmour, Michelle Millard

I. Call to Order

The meeting was called to order at 5:36 p.m. by Heather Allan

- A. Roll Call of Members
- 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

1. Approval of Minutes from September 3, 2024

Motion:

A motion to approve the minutes from September 3, 2024 was made by Heather Bringetto and seconded by Noor Kalai.

Approved 4-0

Megan McGrady Abstained

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.

There was no public comment.

III. Consent Items

A. Approve 5th grade field trip to Camp Sea Lab from October 22nd-24th

The CSMH Board is required to approve all overnight field trips. This school year, our 5th grade team booked an experience at Camp Sea Lab in Seascape / Aptos. The program supports the NGSS (Next Generation Science Standards). The program is designed to highlight the unique and diverse Monterey Bay coastline. Students will experience an in-depth look at coastal ecosystems and participate in various labs like squid dissection. More information about the camp can be found at <https://campsealab.org>.

The students will be going for three days and two nights. Four teachers and parent chaperones will be attending. The cost of the camp is approximately \$299 /person and covers accommodations, food, and camp instructors.

It is recommended that the Charter School of Morgan Hill Board of Directors approve the 5th grade field trip to Camp Sea Lab from October 22nd-24th.

B. Approve contract between CSMH and UCCR/Web of Life Field School

Attached is the contract with CSMH and UCCR/Web of Life Field School. This agreement is for the 5th grade Sea Lab field trip.

It is recommended that the CSMH Board of Directors approve the contract between CSMH and UCCR/Web of Life Field School.

C. Approve the 7th grade environmental science camp from November 18th-20th at the Golden Gate location

The 7th grade science teacher has scheduled a three day / two night environmental science camp experience for the students. The camp is through NatureBridge and is held at the Golden Gate National Recreation Area.

Students will spend time in small learning groups led by a professional NatureBridge educator. They will engage in collaborative, authentic scientific learning experiences in a safe and supportive environment. These experiences are designed to support Next Generation Science Standards (NGSS) and student's social and emotional development.

Sample Activities -

- Study the adaptations of tide pool creatures in an intertidal marine touch tank.
- Collect and identify macroinvertebrates from Rodeo Pond.
- Engage in rock inquiry and explore 200 million years of geologic history.
- Visit the Point Bonita Lighthouse and observe seal behavior from the coastal bluffs.
- Hike to the top of Hawk Hill or Hill 88 and enjoy 360° views of the San Francisco Bay.
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More information about the camp can be found at <https://naturebridge.org/programs/golden-gate-school-environmental-science>

The cost of the camp is \$355/student and \$320/teacher or chaperone.

It is recommended that the CSMH Board of Directors approve the 7th grade environmental science camp from November 18th-20th.

- D. Approve the contract between CSMH and NatureBridge for 7th grade science camp

Attached is the contract between CSMH and NatureBridge for the 7th grade environmental science camp from November 18th-20th at the Golden Gate location.

It is recommended that the CSMH Board of Directors approve the contract between CSMH and NatureBridge for 7th grade science camp.

- E. Approve the contract between CSMH and Santa Cruz County of Education for 6th grade Outdoor Science School

At the September 3rd meeting, the Board approved the 6th grade science camp. Attached is the contract for the camp.

It is recommended that the CSMH Board of Directors approve approve the contract between CSMH and Santa Cruz County of Education for 6th grade Outdoor Science School.

- F. Approve the agreement between CSMH and San Jose University for student teachers

In the past, CSMH has hosted student teachers from San Jose State University. The University system has developed a new agreement for student teaching that is in effect from January 1, 2025 - June 30, 2029. Approval of this agreement will allow CSMH to work with future teachers and speech pathologists.

It is recommended that the CSMH Board of Directors approve the agreement between CSMH and San Jose University for student teachers.

- G. Approve the Techcon bid for asphalt work for \$124,771.31

CSMH obtained the following three bids for asphalt work:

Guerra Construction - \$186,684 (\$137,247 for Cheetah Cove and \$49,437 for the playground)
Almaden Asphalt - \$170,500 (\$122,00 for Cheetah Cove and \$48,500 for the playground)
American Asphalt and Techcon - \$124,771.31 (\$19,698.11 for Techcon to prepare the site - this is the cost of time and materials (no markups) and \$7,783.20 for oversight and insurance)
(American Asphalt - \$97,290 for Cheetah Cove, the entire playground area, side walk behind Mangano and Sorenson Room, and the front parking lot)

It is recommended that the CSMH Board of Directors approve the Techcon bid for asphalt work for \$124,771.31.

- H. Approve the bid with Octo Painting for \$92,570

CSMH obtained the following two bids for painting the exterior of the school buildings -
Simply Handy - \$146,550
Octo Painting - \$92,570
A third company, Applied Finishes, was contacted but never submitted a bid.

It is recommended that the CSMH Board of Directors approve the bid from Octo Painting for \$92,570.

I. Approve the contract between CSMH and HBM (Hines Building Management)

Executive Director, Paige Cisewski, had previously discussed with the CSMH Board the school's frustrations with the maintenance and cleanliness of the campus and the desire to hire a new company to perform these functions. Attached is the contract between CSMH and HBM for janitorial and maintenance. The costs for these services are included in the 2024-2025 budget passed by the Board in June.

It is recommended that the CSMH Board of Directors approve the contract between CSMH and HBM (Hines Building Management).

J. Approve the purchase of 108 new Chromebooks and licenses through CDW for \$29,361.15

Every year, CSMH tries to upgrade 3-5 classroom sets of Chromebooks. The Chromebooks have become a teaching tool used almost daily by students. The Chromebooks wear out over time and the operating system becomes outdated causing many of the programs on the Chromebooks to be incompatible.

It is recommended that the CSMH Board of Directors approve the purchase of 108 new Chromebooks and licenses through CDW for \$29,361.15.

K. Approve the cost to construct two ball walls for \$44,000.

This summer, the two ball walls were put in on the playground. These ball walls were part of the "Make It Happen" at last year's gala auction.

It is recommended that the CSMH Board of Directors approve the cost to construct two ball walls for \$44,000.

Motion:

A motion to approve the Consent items was made by Heather Bringetto and seconded by Corina Sapien.

Approved 5-0

IV. Action Items

A. Approve the requests for grants from the CSMH Foundation

We are proposing that the CSMH Board of Directors request the following grants from the CSMH Foundation –

\$80,000 - this grant will be used to offset the cost of some field trips that teachers have already planned and for which we need to submit payments.

\$32,000 - this grant will be used to support the appreciation program that recognizes staff dedication to CSMH. The final amount will also include employer expenses related to these payouts.

Staff members receive the following amounts for their commitment to CSMH –

- 10 years - \$5,000
- 15 years - \$6,000
- 20 years - \$7,000

The above amounts are adjusted for part-time employees.

These bonuses are distributed in October following the year they were achieved. This year we have the following staff members being recognized –

20 years

Vivianne Brager

Paige Cisewski

15 years

Kim Sorenson

Krystin Sawyer

10 years

Elena Hossain

Amie Roberts

This is a program that the Foundation has committed to supporting and that they accrue in their annual budget.

\$30,000 - this grant will be used for classroom supplies. Every year, the Foundation does a school supply drive. The teachers buy all the individual supplies that students need for the beginning of the school year.

\$7,500 - this grant will be used for various expenses in appreciation of the efforts of the CSMH staff. Funds will be used for the purchase of lunches, staff treats, and celebratory gatherings such as a holiday event.

\$92,570 - this grant will be used to cover the cost of the exterior painting

\$124,771.31 - this grant will be used to cover the cost of the asphalt work

\$44,000 - this grant will be used to cover the cost of the two new ball walls. The ball walls were part of the "Make It Happen" at last year's gala auction.

It is recommended that the CSMH Board of Directors request the listed grants totaling \$410,841.31 from the CSMH Foundation.

Motion:

A motion to approve the grant request with a correction to the amount for staff service appreciation to \$36,000, increasing the total grant request from the Foundation to \$414,841.31 was made by Heather Bringetto and seconded by Noor Kalai.

Approved 5-0

B. Approve the 2024-2025 CSMH Family Handbook

Attached is a redlined version of the Family Handbook for the 2024-2025 school year. These changes are recommended by our attorneys.

It is recommended that the CSMH Board of Directors approve the 2024-2025 CSMH Family Handbook with the suggested changes.

Motion:

A motion to approve the 2024-2025 Family Handbook was made by Heather Bringetto and seconded by Heather Allan.

Approved 5-0

C. Approve the 2024-2025 CSMH Employee Handbook

Attached is a redlined version of the Employee Handbook for the 2024-2025 school year. These changes are recommended by our attorneys.

It is recommended that the CSMH Board of Directors approve the 2024-2025 CSMH Employee Handbook with the suggested changes.

Motion:

A motion to approve the 2024-2025 Employee Handbook was made by Heather Bringetto and seconded by Corina Sapien.

Approved 5-0

D. Approve Proposition 28 plan

On November 8, 2022, California voters approved Proposition 28: The Arts and Music in Schools (AMS) Funding Guarantee and Accountability Act. Local educational agencies (LEAs) with 500 or more students are required to ensure that at least 80 percent of AMS funds to be expended are used to employ certificated or classified employees to provide arts education program instruction. The remaining funds must be used for training, supplies and materials, and arts educational partnership programs, with no more than 1 percent of funds received to be used for an LEA's administrative expenses.

Motion:

A motion to approve the Proposition 28 plan was made by Heather Bringetto and seconded by Noor Kalai.

Approved 5-0

E. Approve unaudited actuals

In accordance with Education Code Section 42100, the Board of Directors must approve the Unaudited Actuals Financial Report, which reflects the prior year's activity and ending fund balances. These reports are subsequently filed with the Morgan Hill Unified School District and the Santa Clara County Office of Education, audited by the school's independent auditing firm, Chavan & Associates, LLP and presented to the Board no later than January 31, 2024 as Audited Actuals.

It is recommended that the Board of Directors approve the 2023-2024 CSMH Unaudited Actuals Report.

Motion:

A motion to approve the 2023-2024 Unaudited Actuals Report was made by Heather Bringetto and seconded by Heather Allan.

Approved 5-0

V. Discussion Items

- A. Adding a Community Member to the CSMH Board for the remainder of Pete Settelmayer's term

The Board discussed adding a community member to the Board. The candidate is a former parent of a student, is familiar with CSMH values, and is a business owner in the community.

VI. Reports

A. Executive Director report (Presenters: Paige Cisewski)

No Report.

B. Principal report (Presenters: Susan Pfefferlen)

Susan Pfefferlen shared that staff development time has focused on safety. CSMH has had safety drills and has made contact with our new Resource Officer who will visit the campus next week.

C. Board Members reports

No Report.

VII. Closed Session

There was no closed session – it was postponed to the October Board meeting

A. Performance evaluation of Executive Director

B. Compensation review for Executive Director and contract terms

VIII. Public Session

A. The Board will report out any action taken in closed session in regards to the Executive Director's performance evaluation, compensation, and/or contract

IX. Upcoming Events

October 3rd - Bike to School Day

October 4th - non school day

October 7th - non school day

October 14th-18th - minimum days for parent-teacher conferences

October 17th - great shake out

October 22nd - CSMH Board meeting

October 25th - Trunk or Treat

X. Adjournment

The meeting was adjourned at 6:22 p.m.