



# CSMH Board of Directors Meeting

## April 25, 2023

### Minutes

#### Meeting Info:

Apr 25, 2023, at 5:30 PM PDT

@ 9530 Monterey Road Morgan Hill, CA 95037

#### Attendance

##### Present:

Board Members: Mary Borello, Shelly Guerrero, Richard Marsh, Michelle Millard, Heather Poore, Corina Sapien

Staff: Paige Cisewski, Susan Pfefferlen

##### Absent:

Board Members: Garth Gilmour, Pete Settlemayer

#### I. Call to Order (Presenters: Richard Marsh)

The meeting was called to order 5:37 p.m.

- A. Pledge of Allegiance
- B. 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.*

#### C. Approval of Minutes (Presenters: Richard Marsh)

- 1. Approval of Minutes from March 7, 2023

##### Motion:

A motion to approve the Minutes from March 7, 2023, was made by Richard Marsh and seconded by Michelle Millard.

Approved 6-0

#### 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.

There was no public comment.

### III. Action Items

#### A. Approve the contract between IT Management and CSMH

To access e-rate funding, CSMH is required to go through the public bid process. Three bids were received and evaluated based on the criteria set in our Request for Proposal document.

The three bids received were:

- Gigakom - \$53,607.59
- Spectrum Enterprise - \$57,996
- IT Management - \$54,092.36

IT Management received the highest score on the evaluation rubric.

#### **Motion:**

A motion to approve the contract between Charter School of Morgan Hill and IT Management was made by Michelle Millard and seconded by Mary Borello.

Approved 6-0

#### B. Approve MOU between Santa Clara County Office of Education and CSMH for retirement reporting

The Charter School of Morgan Hill is required to submit the California State Teachers Retirement System (STRS) funds which are withheld from teachers' pay, and the additional amount required to be paid by the School, to the Santa Clara County Office of Education (SCCOE) to ultimately be submitted to CalSTRS. The County maintains a software program to allow this submission to happen. DMS enters STRS data monthly and submits payment and the STRS file with employee details to the COE.

The SCCOE requires each Charter School to pay a fee to SCCOE for the services relating to processing the STRS payments. This year the fee is \$3,000. This amount is \$500 more than in previous years. There are no other alternatives available to CSMH to handle the STRS processing.

#### **Motion:**

A motion to approve the MOU between the Santa Clara County Office of Education and CSMH for retirement reporting was made by Richard Marsh and seconded by Mary Borello.

Approved 6-0

#### C. Approve or disapprove Resolution for Schools and Libraries Universal Services (E-Rate) for 2023-2024

This resolution authorizes the filing of the Form 471 application(s) for the funding year 2023-2024 and the payment of CSMH's share upon approval of funding and receipt of services.

A motion to approve the filing of Form 471 application(s) for the funding year 2023-2024 and the payment of CSMH's share upon approval of funding and receipt of services was made by Richard Marsh and seconded by Mary Borello.

Approved 6-0

D. Approve Agreement between CSMH and National University

When a school has a student teacher and/or intern teacher at their site, it is general practice for CSMH to enter into an agreement with the educational institution that the student is attending. This agreement outlines the responsibilities of the two entities. We currently have one teacher finishing up her credential requirements through National University.

**Motion:**

A motion to approve the agreement between CSMH and National University was made by Michelle Millard and seconded by Richard Marsh. Approved 6-0

E. Approve Contract between CSMH and Moore Twining Associates, Inc. for the in-plant, on site, and geotechnical inspection services

Three types of inspections are required by the Division of the State Architect (DSA) for the construction project:

- An inspection of the materials used to make the buildings. This is done at the JL Modular construction site in Santa Rosa. During the assembly of the buildings, the steel materials used to make the building have to be evaluated and tested by an outside inspection engineer to ensure that JL Modular is constructing the buildings to the specifications outlined in the plans developed by Aedis Architecture and approved by DSA.
- An inspection of the soil where the building will be placed
- An inspection of the cement foundation and building anchoring

The school received five proposals from the following companies:

- Cleary Geotechnical
- Earth Systems
- Geo-Logic
- LACO
- MooreTwining

Only Moore Twining could do all three inspections. There is a significant advantage in terms of total cost and coordination with using the same company for all three inspections.

Schimmel Project Management and JL Construction have worked with Moore Twining and find them competent.

The Moore Twining proposal was \$68,217.12 and within the \$70,000 budget for this item.

**Motion:**

A motion to approve the contract between CSMH and Moore Twining Associates was made by Richard Marsh and seconded by Heather Poore.

Approved 6-0

F. Approve the 4th grade overnight field trip to Sierra Outdoor School from April 25th-26th

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 approximate cost of the trip is approximately \$150/person. This cost includes

one night's accommodations, camp instructors, and dinner, breakfast, and lunch. A grant from the CSMH Foundation will cover the full cost of the trip.

**Motion:**

A motion to approve the 4th grade overnight field trip to Sierra Outdoor School from April 25th-26<sup>th</sup> was made by Mary Borello and seconded by Michelle Millard.

Approved 6-0

IV. Discussion Items

A. Update on construction project

Paige Cisewski provided a construction update to the Board. Currently, we are waiting for the soil to dry. It is about 83% dry but needs to be at 95% dry to continue. We are still on track.

B. Lottery results

We received over 600 applications. All the kindergarten spots are filled. There are no other grade level spaces currently available.

C. Attendance data

Paige Cisewski informed the Board that CSMH's attendance rate is the lowest it has ever seen. Currently, we have an ADA rate of 96. Letters will be sent home to frequently absent families.

V. Reports

A. Executive Director report (Presenters: Paige Cisewski)

Paige Cisewski updated the Board on the Washington DC trip, 68 of the 72 students were able to attend.

B. Principal report (Presenters: Susan Pfefferlen)

Parent/Teacher conferences were held per request. CSMH had a successful talent show. The 5<sup>th</sup> grade plant sale was a huge success, the 6th graders recently performed the play, Character Matter Play, the 4<sup>th</sup> graders enjoyed their overnight field trip, and it is Staff Appreciation Week!

C. Board Members reports

VI. Upcoming Events

April 24th-28th - Staff Appreciation Week  
April 25th-26th - 4th-grade overnight field trip  
May 2nd - Bike to School Day  
May 9th - CSMH Board of Directors meeting  
May 10th - Spring Exhibition

## VII. Adjournment

The meeting was adjourned at 6:27p.m.