



# CSMH Board of Directors Meeting Minutes

Apr 16, 2024 at 5:30 PM PDT  
9530 Monterey Road  
Morgan Hill, CA 95037

## Attendance

### Present:

Members: Heather Allan, Heather Bringetto, Garth Gilmour, Shelly Guerrero, Heather Poore, Corina Sapien

Staff: Paige Cisewski, Susan Pfefferlen

### Absent:

Members: Michelle Millard, Pete Settelmayer

#### I. Call to Order (Presenters: Heather Poore)

The meeting was called to order at 5:33 p.m.

- 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. Adoption of Agenda
- E. Approval of Minutes

- 1. Approval of Minutes from March 12, 2024

### Motion:

A motion to approve the minutes from the March 12, 2024, Board Meeting was made by Garth Gilmour and seconded by Heather Poore.  
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. Consent Agenda

#### A. Business Services

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

E-rate funding is Federal funding from Universal Service Administration Company (USAC) that provides discounts and funding to K-12 schools and libraries through the Universal Service Fund. To access E-rate funding, CSMH is required to go through the public bid process. This E-rate funding was for purchasing equipment. This contract is for 9 network switches, installation, and licenses. USAC will reimburse 50% of the cost. Four bids were received and evaluated based on the criteria set in our Request for Proposal document. The four bids received were:

- Questivity - \$92,758.11
- Gigakom - \$69,732.96
- AMS - \$49,354.32
- IT Management - \$46,440.91

IT Management received the highest score on the evaluation rubric, had the most cost savings, and we have worked with them before.

*It is recommended that the CSMH Board of Directors approve the contract between Charter School of Morgan Hill and IT Management.*

#### **Motion:**

A motion to approve the contract between IT Management and CSMH was made by Garth Gilmour and seconded by Heather Allan.

Approved 6-0

##### 2. Approve the contract between AT&T and CSMH

Currently, AT&T provides the 10 gig dedicated ethernet connection between CSMH and Santa Clara County Office of Education (SCCOE) with 50% reimbursement from E-rate funding. AT&T bid to renew their contract for 60 months beginning July 1, 2024, at \$644.00. This is \$239.32 lower than the current contract we have with them.

*It is recommended that the CSMH Board of Directors approve the contract between Charter School of Morgan Hill and AT&T.*

#### **Motion:**

A motion to approve the contract between AT&T and CSMH was made by Heather Bringetto and seconded by Garth Gilmour.

Approved 6-0

##### 3. 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. There are no other alternatives available to CSMH to handle the STRS processing.  
*It is recommended that CSMH Board of Directors approve the MOU between the Santa Clara County Office of Education and CSMH for retirement reporting.*

**Motion:**

A motion to approve the MOU between Santa Clara County Office of Education and CSMH for retirement reporting for FY2024-25 was made by Heather Allan and seconded by Heather Bringetto.

Approved 6-0

4. Accept grants from CSMH Foundation and increase budget expenses

CSMH has received the following grants from the CSMH Foundation –

- \$30,000 - this grant was used to offset the cost of several field trips that have occurred or will be happening shortly. The field trip budget (5835) will increase by \$30,000.
- \$45,000 - this grant was used to support the Family Engagement Coordinator position. The personnel budgets related to the expenses will increase accordingly.
- \$9,130 - this grant has been and will be used for classroom supplies. The classroom supply budget (4300) will increase by \$9,130.
- \$10,000 - this grant was used for Washinton DC scholarships. The field trip budget (5835) will increase by \$10,000.

*It is recommended that the CSMH Board approve the CSMH grants and budget changes.*

**Motion:**

A motion to accept grants from CSMH Foundation and increase budget expenses was made by Heather Bringetto and seconded by Heather Allan.

Approved 6-0

IV. Action Items

A. Approve Chavan & Associates LLP for the 2023-2024 audit and tax return preparation

Every year, CSMH is required to arrange for an audit of the School's funds, accounts, statements, and other financial matters. This audit needs to be performed by an independent audit firm, which then expresses an opinion as to whether the financial statements are presented in conformity with prescribed standards and legal requirements. For several years, CSMH has engaged Chavan and Associates as our auditors. They have consistently provided high-quality and responsive service and are a local firm, headquartered in Morgan Hill. The cost of the audit will be \$11,850 and the tax preparation fee is \$2,000.  
*It is recommended that the CSMH Board approve the audit engagement letter with Chavan & Associates for the 2023-2024 audit and tax return preparation.*

**Motion:**

A motion to approve the selection of Chavan & Associates LLP for the 2023-2024 audit and tax return preparation was made by Heather Bringetto and seconded by Shelly Guerrero.

Approved 6-0

V. Discussion Items

A. Presentation about CSMH's special education program

Jen Stenn, Tristine Jakubs, and Rebekah Jackson gave a presentation on CSMH's special education program. Topics covered were:

Who we are

The basics of special education

What is Occupational Therapy

CSMH Learning Center (TLC)

Creative Academic Center (CAC)

B. Construction update (including financial)

- August 9th - hopeful completion of the second building.
- Rent a pod for office storage for the summer.
- Financial update to come - next meeting.
- Barn building will also be done by August

VI. Reports

A. Executive Director report (Presenters: Paige Cisewski)

B. Principal report (Presenters: Susan Pfefferlen)

- Coffee with Executive Director and Principal - met with all the grade levels to build community on a smaller scale - good exchange. Made a list of action items.
- DC trip - very successful - tour of Pentagon
- Plant Sale - very lucrative
- Staff Appreciation Week
- Staff Development Day - Suicide prevention, shared new safety plan document
- SJPD 5th and 6th internet safety presentation

C. Board Members reports

VII. Upcoming Events

- 4th graders to Sacramento
- 7<sup>th</sup> graders to San Francisco

- San Jose PD - Internet safety program
- May 1st Spring Exhibition

VIII. Adjournment

The meeting was adjourned at 6:38 p.m.