



CSMH Board of Directors Meeting December 13, 2022 Minutes

Charter School of Morgan Hill
Dec 13, 2022, at 5:30 PM PST
@ 9530 Monterey Road Morgan Hill, CA 95037

I. Call to Order (Presenters: Richard Marsh)

The meeting was called to order at 5:35 p.m.

A. Roll Call of Members (Presenters: Richard Marsh)

Present:

Members: Mary Borello, Vivianne Brager, Paige Cisewski, Garth Gilmour, Shelly Guerrero, Richard Marsh, Michelle Millard, Susan Pfefferlen, Heather Poore, Corina Sapien, 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

1. Approval of Minutes from November 15, 2022

Motion:

A motion to approve the Minutes from the November 15, 20,22 Board Meeting.

Motion moved by Richard Marsh and motion seconded by Michelle Millard. Approved 7-0 - Pete Settlemayer abstained

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

There as no public comment.

III. Action Items

- A. Authorize the Executive Director to enter into a contract with Calstate Construction for the new construction and modernization of CSMH per the Aedis Architecture design Project No. 2002008

With this authorization, the legal firm of Young, Minny and Corr will prepare a contract for Bid # 2022-1 with the base amount of the bid minus alternate deductions 1-3, 5-6, 8-9. The contract will be presented to the CSMH Board on January 17, 2023, for ratification.

Background- 2019-2020

Planning for this project began in September 2019. Various stakeholder groups including teachers, support staff, the community, and students were all involved in the design process. Aedis Architects led a number of sessions that focused on designing a school that supported the CSMH mission and vision. People participated in charrettes, modeling, and visitations to other school sites.

Architectural Design- late 2020 mid-2021

Actual drawings and placement of buildings on the campus took place during the year 2020-21. Again, various constituent groups reviewed and commented on the drawings before submitting the plans to the Division of the State Architect (DSA). From mid-2021 through the beginning of 2022, several back-and-forth sessions were held to make a few modifications to meet required state standards. CSMH received DSA approval on March 14, 2022.

Construction Process - Bid #1

In the fall of 2021, the bidding process for the project began. Six general contractors bid on the project with Kent Construction providing the lowest bid of \$16,160,000 in January 2022. At that time, CSMH Proposition 51 allocation was \$13,800,000, creating a shortfall of \$2.4 million dollars. The CSMH Board discussed the lack of funding, the amount the project was over budget, and with the recommendation of the Executive Director and project manager rejected all of the bids.

Next Steps

The project manager and architect met with JL Modular, who provides the building (about 64% of the cost) to look at modifications that could be made to reduce the price by \$2.4 million dollars. The recommendations made by the JL Modular severely modified the look and functionality of the buildings. The team also met with Kent Construction which provides the installation and modernization work (36% of the work) to look at potential cost savings. Little to minor cost savings were identified. The first bid period was just after Covid and the supply chain and cost increases worked against the project. It was hoped that by waiting costs might come down and competition increase.

The team worked with the Office of Public School Construction to review the project, update any allocations, and include a price inflation adjustment. This effort proved beneficial creating an additional \$2,090,000, and a new total budget of \$15,890,000.

Bid #2

In August of 2022, it was decided to go out to bid again, hoping construction costs had come down a bit. This was not the case, the cost of the buildings actually increased by \$540,000. The remaining contractor work was reduced by \$160,000 making the net increase cost to the project \$380,000. With a \$2,090,000 state increase to the budget minus \$380,000 in cost escalation, the Charter School had a favorable variance of \$1,710,000.

This time the bid was organized with deductive alternates, meaning specific items could be taken out without rejecting the entire bid. The Chief Executive Officer reviewed the deducts with staff and reduced the project's final cost to a negative \$780,000.

Recommendation:

It is recommended that the CSMH Board authorizes the Executive Director to enter into a contract with Calstate Construction.

The contract will be brought back to the CSMH Board for ratification at the January meeting.

Motion:

A motion to authorize the Executive Director, Paige Cisewski, to enter into a contract with Calstate Construction for the new construction and modernization of CSMH per the Aedis Architecture design Project No. 2002008.

Motion moved by Pete Settelmayer and motion seconded by Richard Marsh.
Approved 8-0

B. Approve CSMH First 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 of 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

It is recommended that the Board of Directors approve the first interim budget.

Motion:

A motion to approve the First Interim Budget Report.

Motion moved by Pete Settelmayer and motion seconded by Michelle Millard.
Approved 8-0

C. Approve revised Art, Music, and Instructional Materials Discretionary Block Grant

At last month's meeting, the Board approved the Arts, Music, and Instructional Materials Discretionary Block Grant. While preparing the First Interim Budget, we realized that we did not need such a large amount this school year for general operating expenses. The revised grant spreads money out for general operating costs over the 2023-2024, 2024-2025, and 2025-2026 school years.

The grant approved last month and an updated grant are attached for comparison.

It is recommended that the CSMH Board approve the revised Art, Music, and Instructional Materials Discretionary Block Grant.

Motion:

A motion to approve the revised Art, Music and Instructional Materials Discretionary Block Grant.

Motion moved by Pete Settelmayer and motion seconded by Michelle Millard.
Approved 8-0

D. Approve CSMH Foundation Grants

CSMH has received the following grants from the CSMH Foundation –

\$21,000 – used to cover the tree trimming that was done prior to the start of school. An additional \$21,000 will be added to the landscaping budget (5510).

\$50,000 - this grant was used to offset the cost of a number of field trips that have occurred or will be happening in the near future. The field trip budget (5835) will increase by \$50,000.

\$56,000 - this grant was used to support the appreciation program that awards staff dedication to CSMH. The personnel budgets related to the expenses will increase accordingly.

\$1,500 - the Foundation runs the CSMH Annual Giving Program. Any classroom that has 100% of their pledge cards returned receives an additional \$100 for classroom supplies. This money will increase the classroom supply budget (4300) by an additional \$1,500.

It is recommended that the CSMH Board accept \$128,500 in CSMH Foundation grants and approve the changes to the budget as indicated.

Motion:

A motion to accept \$128,500 in CSMH Foundation grants and approve the changes to the budget as indicated.

Motion moved by Richard Marsh and motion seconded by Garth Gilmour.
Approved 8-0

E. Approve the 2023-2024 School Calendar

The CSMH Board needs to approve the academic calendar each year. The CSMH calendar aligns closely with Morgan Hill Unified's calendar. The long holiday breaks and legal holidays are the same. However, CSMH has a different start date, end date, and professional development days.

It is recommended that the CSMH Board approves the 2023-2024 school calendar.

Motion:

A motion to approve the School Calendar for the 2023-2024 school year.

Motion moved by Michelle Millard and motion seconded by Pete Settelmayer.
Approved 8-0

F. Approve the 6th Grade Field Trip to Outdoor Science School from January 17-20, 2023

Our 6th graders are scheduled to attend Outdoor Science School, an overnight science camp run by the Santa Cruz County of Education. The camp is located on the Koinonia Conference Grounds at 1605 Eureka Canyon Road in Watsonville, California.

This mission of the camp is the following:

Residential Outdoor Science School promotes care for self, others and the natural world upon which our survival depends. We are committed to a safe and stimulating educational environment that nurtures an inquisitive mind.

We Believe That:

- *Each student attending the Residential Outdoor Science School will develop valuable understanding of and appreciation for their environment and will begin to acquire informed attitudes concerning the conservation of natural and human resources;*
- *The use of the out-of-doors as a learning laboratory will complement and enhance classroom learning in the areas of science, social studies, mathematics, language arts, art, and physical education;*
- *Each student will develop their sensory skills enabling them to more closely observe and accurately identify the components of the universe;*
- *The Outdoor School program provides first hand experiences with the interrelationships and adaptations found in the natural environment; the dynamics of energy, cycles and systems of change; and our dependence on and responsibility for the environment;*
- *Socially, each student will make new friends, be responsible for their own behavior and the consequences of choices made, and will experience healthful and democratic living where the sharing of essential responsibilities is expected;*
- *Students will develop self confidence, respect for themselves, and an increased understanding of and respect for cultural differences as a result of small group living;*
- *Each student will experience the joy that can be derived from pleasurable activities in the out-of- doors;*
- *The Outdoor School program will develop informed citizens who will influence future legislation to conserve our natural resources and preserve the quality of the environment.*
- *We support teachers in their endeavor to meet California State Science Standards; and, we provide a unique learning environment for each teacher to observe their student in a new light.*

70 of our 72 sixth graders have signed up for the 4-day, 3-night camp. The camp cost is \$398 per student and \$160 per teacher. This field trip will be paid for through a CSMH Foundation grant.

For more information, please visit the camp's website at <https://osp.santacruzcoe.org/>

It is recommended that the CSMH Board approve the 6th grade trip to Outdoor Science School the week of January 17-20, 2023.

Motion:

A motion to approve the 6th grade field trip to Outdoor Science School the week of January 17-2023.

Motion moved by Richard Marsh and motion seconded by Garth Gilmour.

Approved 8-0

- G. Ratify the purchase of the CSMH greenhouse from Greenhouse Megastore for \$22,406.92

According to CSMH's financial policy, the Board must approve purchases over \$10,000. CSMH has purchased a greenhouse to support the school's agriculture science program. After looking at different suppliers and types of greenhouses, the team decided to buy the "Junior Teaching Package" from Greenhouse Megastore. The total cost of the greenhouse was \$22,406.92. The CSMH Foundation Board has agreed to reimburse the school for the greenhouse. This item was the Make It Happen during the gala event. The Foundation has also agreed to pay for the concrete pad and other related installation costs.

It is recommended that the CSMH Board ratify the purchase of the greenhouse for \$22,406.92.

Motion:

A motion to ratify the purchase of the Greenhouse for \$22,406.92.

Motion moved by Richard Marsh and motion seconded by Mary Borello.

Approved 8-0

- H. Approve CSMH's Covid testing plan

Under Senate Bill 1479, CSMH is required to adopt and publish a Covid testing framework on our school website. This requirement applies to all charter and public schools. By January 1, 2023, LEAs must either adopt the [CDPH Testing Framework for k-12 Schools for the 2022-23 School Year](#) or create a testing plan that is consistent with the guidance from CDPH after consulting with its local health department or reviewing best practices from the Safe Schools for All Hub. Each LEA must publish the framework or testing plan it adopts on its website. *The administration recommends that the CSMH Board adopt the CDPH Testing Framework.*

Motion:

A motion for the Board to adopt the CDPH Testing Framework for k-12 schools for the 2022-2023 school year.

Motion moved by Garth Gilmour and motion seconded by Michelle Millard.

Approved 8-0

I. Approve Addendum #1 to the agreement between Delta Managed Systems (DMS) and Charter School of Morgan Hill

CSMH and DMS have worked together to revise the contract between the two entities. The new contract provides a flat rate fee for services rather than a fee based on revenues. CSMH feels that this payment structure is better for the school for the following reasons -

- the expense for services is predictable and does not fluctuate month to month and/or throughout the school year
- CSMH runs many fundraising and student expenses through the school budget that add significantly to the revenues (ex. Washington D.C. fundraising)
- CSMH receives donations, some quite large, from the Foundation that would also be added to our revenue numbers

CSMH's Executive Director appreciated DMS's willingness to listen to our concerns and revise our current agreement in order to alleviate those concerns.

It is recommended that the CSMH Board approve Addendum #1 to the agreement between Delta Managed Systems (DMS) and Charter School of Morgan Hill

Motion:

A motion to approve Addendum #1 to the agreement between Delta Managed Systems (DMS) and Charter School of Morgan Hill.

Motion moved by Heather Poore and motion seconded by Mary Borello.

Approved 8-0

IV. Reports

A. Executive Director report (Presenters: Paige Cisewski)

Paige Cisewski updated the Board on the Prop 51 construction project.

B. Principal report (Presenters: Susan Pfefferlen)

Susan Pfefferlen spoke to the Board about the schoolwide events that recently took place at the school.

V. Adjournment

The meeting was adjourned at 6:48 p.m.

Minutes approved on January 17, 2023

Secretary Signature