

# MINUTES

## Regular Meeting of the Teacher Housing Foundation

APRIL 17, 2023 [RESCHEDULED]

4:00 PM

Santa Clara Unified School District  
1889 Lawrence Road  
Santa Clara, CA 95051

### VIRTUAL MEETING

Join Zoom Meeting

<https://us02web.zoom.us/j/84913380849?pwd=b0NNNE1rUnI5WmRiMGpMVHBMSGViQT09>

Meeting ID: 849 1338 0849

Passcode: 253705

### A. ORGANIZATIONAL ITEMS

#### A.1. CALL TO ORDER 4:06 p.m.

##### A.1.1. ROLL CALL

Mark Schiel, Eric Dill, Steve Lodge

Absent: Elise DeYoung

##### **Additional Attendees:**

Michal Healy, Angeline Ruiz, Illa Mistry, Vance Campbell, Arianna

#### A.2. REVIEW AND ACCEPTANCE OF AGENDA ITEMS

**Motion:** Eric Dill      **Second:** Mark Schiel      **Vote:** Pass 3-0 (Elise absent)

#### A.3. APPROVAL OF MEETING MINUTES FROM [FEBRUARY 13, 2023](#).

**Motion:** Eric Dill      **Second:** Mark Schiel      **Vote:** Pass 3-0 (Elise absent)

### B. PUBLIC COMMENT ON AGENDIZED ITEMS

Pursuant to Govt. Code 43954.3(a), members of the public will be afforded an opportunity to directly address the Board on any Item noticed on this Board Meeting Agenda before or during the Board's consideration of that Item. The law does not permit board action on any item not on the agenda, and must restrict public comment at Board Meetings to Items noticed on the Meeting's agenda. Members of the public wishing to address the Board must complete and submit a form provided for that purpose in the lobby prior to addressing the Board. In order to

complete the business of the meeting in a timely manner, the normal time limit allotted is 2 minutes per speaker.

**C. ACTION**

**C.1 APPROVAL OF THE AUDIT ENGAGEMENT LETTER FROM HARSHWAL & COMPANY, LLP FOR THE 22-23 TEACHER HOUSING FOUNDATION FINANCIAL AUDIT**

[Engagement Letter](#)

**Motion:** Mark Schiel                      **Second:** Eric Dill                      **Vote:** Pass 3-0 (Elise absent)

**D. DISCUSSION/ACTION**

**D.1 GENERAL MAINTENANCE, GROUNDS, PROPERTY UPDATE**

- USPS boxes were broken into by someone with a USPS master key.

**D.2 VACANCY UPDATE**

- Vacancies are down to 9 (all are 1 bedroom apartments)
- Two have recently moved out
- Prospective tenants have leases due to expire soon.

The current Teacher Housing Waitlist was presented

- District will reach out to Gilmore & Associates to verify those on the waitlist are contacted
- District Board Policy has been revised to reference “staff” housing where it previously referenced “teacher” housing. This aligns with recommendations from the California School Boards Associations (CSBA).

**D.4 BUDGET REVIEW**

The THF budget was presented.

**D.5 UPDATE ON COMMUNICATION PLAN**

The District’s Public Information Officer will reach out to new employees in different ways:

- Include in the weekly communication to staff
- Monthly links to remind staff

UTSC (United Teachers of Santa Clara) and CSEA (Classified School Employees Association) will include this information in their communications.

Updates to the Teacher Housing Foundation website will include information on the vacant apartments.

Commenter: Arianna Nuti (tenant)

**D.6 RENT INCREASES**

The current rent market trends were presented.

Recommendation: no rent rate increase to the current base rates. The current rent at Casa Del Maestro is close to 80% of the current market trend in the area.

**D.7 REVIEW THE [DRAFT RFQ FOR PROPERTY MANAGER SERVICES](#)**

The current contract with Gilmor and Associates ends on 6/30/23.

**D.8 FUTURE AGENDA ITEMS**

**E. PUBLIC COMMENT ON UNAGENDIZED ITEMS**

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Vance Campbell (Tenant)

**F. FUTURE TEACHER HOUSING FOUNDATION MEETING DATES**

**MAY 8, 2023 4:00 PM**

**JUNE 12, 2023 4:00 PM**

**G. ADJOURNMENT**

Steve Lodge adjourned the meeting at 5:01PM

**Motion:** Eric Dill      **Second:** Mark Schiel      **Vote:** Pass 3-0 (Elise absent)