

THE HEIGHTS CHARTER
2710 Alpine Blvd. Suite E, Alpine CA 91901

SPECIAL BOARD MEETING AGENDA
July 13, 2020
3:45 pm

This Board Meeting will be held using the guidelines in Governor Newsom’s Executive Orders N25-20 and N29-20 at 2710 Alpine Blvd, Suite E, in Alpine.

OPENING PROCEDURES

- **CALL TO ORDER**
- **ROLL CALL**

	<u>Present</u>	<u>Absent</u>		<u>Present</u>	<u>Absent</u>
Michelle Lenore			Summer Herrin		
Kristi Scherbaum			Diana Whyte		
Kellie Peel			Debra Cramsie		
Monica White					
- **FLAG SALUTE**

COMMUNICATIONS

- **Oral Communications** (Non-agenda items): *According to public meeting laws, no individual presentation shall be more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.*
- **Director’s Report** – There is no Director’s Report this month.

REQUESTS TO ADDRESS THE BOARD / PRESENTATIONS - No presentations are scheduled this month.

CONSENT ITEMS

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/ enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The Director recommends approval of all consent agenda items.

1. No Consent Items to approve at this meeting.

DISCUSSION AND/OR ACTION ITEMS

1. Review/Approve: Wire Administration Request Portal (WARP). Since Charterwise will now be providing business services for The Heights Charter, Charterwise employees will need authorization to access the wire transfers. The WARP User Access Set Up Sheet lists the name(s) of the user(s) who are to be granted permission. This item needs to be approved by the Board before it can be processed. It is recommended that the Board approve the WARP form as submitted.
2. Review/Approve: The Heights Charter’s Chase Bank Account: In addition to approving the Wire Administration Request Portal, it is also necessary to grant Charterwise access to the school’s bank account. The name(s) of the Charterwise employees who will require access will be listed. It is recommended that the Board approve granting Charterwise access to the Chase Bank account.
3. Review/Approve: Membership to Teledoc’s Expert Medical Services (formerly Best Doctors) for The Heights Charter Employees. The cost per employee per month would be \$7.50, would also cover an employee’s spouse, and would be paid for by The Heights Charter. Marsh & McLennan Agency would handle the implementation process. It is recommended that the Board approve the membership.

ADJOURNMENT

The meeting was adjourned at _____.

Next regular meeting will be held on August 24, 2020 at 1:00 pm.