

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

**AGENDA**  
**EMERGENCY BOARD MEETING**  
December 13, 2019  
6:00 pm

**OPENING PROCEDURES**

- **CALL TO ORDER**

- **ROLL CALL**

Michelle Lenore  
Kristi Scherbaum  
Kellie Peel  
Monica White

Present    Absent

Summer Herrin  
Diana Whyte  
Debra Cramsie

Present    Absent

- **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** – No Director's Report at this meeting.

**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. Approval of Minutes. No minutes are scheduled to be approved at this meeting.

**DISCUSSION AND/OR ACTION ITEMS**

1. Review/Approve: Voluntary Sick Leave Donation. One of The Heights Charter employees is currently having some health issues. It is the desire of the Director and staff to voluntarily donate sick leave hours to this fellow employee. It is recommended that the Board approve the voluntary sick leave donation memo and form that will be sent to all staff.

**ADJOURNMENT**

The meeting was adjourned at \_\_\_\_\_.

Next regular meeting will be held on January 27, 2020 at 3:45 pm.