

**THE HEIGHTS CHARTER**  
(A California Non-Profit Public Benefit Corporation)

**MINUTES OF JANUARY 24, 2022**  
**REGULAR BOARD MEETING**

**CALL TO ORDER**

Kristi Scherbaum called the regular meeting of the governing board to order at 4:05 pm. This Board Meeting was held at 2710 Alpine Blvd, Suite E, in Alpine.

**DIRECTORS PRESENT**

The following members were present at the meeting: Kristi Scherbaum, Monica White, Summer Herrin, Casey Larsen, Kellie Peel, and Debra Cramsie. Absent: Michelle Lenore.

**FLAG SALUTE**

**PRESENTATIONS** – No presentations scheduled this month.

**COMMUNICATIONS** (non-agenda items)

**Oral Communications** – No oral communications at this meeting.

**Director's Report** –

- Enrollment Update: Enrollment is currently at 270 students, which includes a few TK students and a 5<sup>th</sup> grader. The cap on TK is at 15 students.
- COVID-19 Update: Kim Koenig presented the latest information to the Board. The new Omicron variant is much more transmissible, but milder. Criteria has changed for quarantining per the CDC and is now 5 days. But this does not apply to the State of California or public schools. Details about the logistical nightmare of paperwork for tracking, notifying, and testing were outlined. As it stands for Heights Charter students and staff, they can return to school with a negative COVID-19 test, or on day 11 after testing positive. There have been 40 cases since Christmas within school and many are siblings. The discussion continued on how testing is done and reported. All staff and students will continue to wear a mask unless they are outside, per the California Department of Public Health mandate.
- Personnel: A new instructional aide was hired. Her name is Trisha Monroe and her start date was January 11, 2022.
- Upcoming Events: 6<sup>th</sup> Grade Camp had to be postponed due to COVID-19 outbreaks. It is rescheduled for March 7-11, 2022 or an additional back-up date.
- Other:

**CONSENT ITEMS**

1. Approval of Minutes: The minutes from the December 6, 2021 regular board meeting were approved as presented.

**DISCUSSION AND/OR ACTION ITEMS:**

1. For Information Only: Budget vs Actual Update through 12/31/2021. Via speakerphone, Stephanie Whitehouse reviewed the budget vs actuals report for the Board. A few highlights of her update included the upcoming rent increase, the EdJoin membership fee, and the driveway improvement cost. She will present a more in-depth report at the next Board meeting.
2. Reviewed/Approved: Change of Insurance Company from Marsh McLennon to ABD/Newfront Insurance. Monica White made a motion to give permission to look into the possibility of switching to a new insurance company. Kellie Peel seconded the motion. Motion carried 6-0. Ayes: 6. Noes: 0. Absent: Lenore.
3. Reviewed/Approved: Calendar of Events. Per discussion at the December 6, 2021 board meeting, it was requested

that the Calendar of Events be added as an agenda item to the January 2022 board meeting. Monica White made a motion to create a monthly calendar in a simple format to send to parents. Casey Larsen seconded the motion. Motion carried 6-0. Ayes: 6. Noes: 0. Absent: Lenore.

4. Reviewed/Approved: 2020-2021 School Accountability Report Card (SARC). The SARC was reviewed with the Board at this meeting in order to meet the annual deadline of February 1. Kellie Peel made a motion to approve the 2020-2021 SARC as presented. Monica White seconded the motion. Motion carried 6-0. Ayes: 6. Noes: 0. Absent: Lenore.
5. Reviewed/Approved: Rental Agreement for Suite D. The history of Suite D and the small back room was presented to the Board, along with the fact that it had been rented since 2012. The lease comes up for renewal in 2023. Kellie Peel made a motion to approve the rental agreement for Suite D. Casey Larsen seconded the motion. Motion carried 6-0. Ayes: 6. Noes: 0. Absent: Lenore.
6. Reviewed/Discussed: Brown Act Emergency Teleconferencing Extension. The Board decided to meet in person next month. AB 361 extends the COVID-19 teleconference with specific requirements for Board meetings under the Brown Act. This is a month-to-month teleconferencing determination extension until January 1, 2024 during states of emergency based on governing board findings, and incorporates into law the increased flexibility for charter school boards during the pandemic.

**OPEN SESSION:** Adjourned at 5:12 pm.

**CLOSED SESSION:**

Closed Session called to order at 5:15 pm.

**PERSONNEL MATTERS:** The Governing Board recessed to Closed Session to consider personnel matters pursuant to Government Code Section 54957(b)(1):

1. Appointment, Employment, Evaluation of Performance, Discipline of a Public Employee, Public Employee Dismissal/Release.
  - IT Resource Specialist. The proposal from Dehesa of sharing the cost of their IT Resource Specialist was reviewed and discussed. The candidate would work 1 day/week at The Heights and assigned tasks will include troubleshooting, staff training, updating computer safeguards/firewall. The contract will be forwarded to the school's legal team for review before being presented to the Board.

**ADJOURNMENT**

The board meeting was adjourned at 5:28 pm.

The next board meeting will be held at 4:00 pm on Monday, February 28, 2022.

I certify that I am the duly elected Secretary of The Heights Charter and that these minutes, consisting of two (2) pages, are the minutes of the meeting of the Board of Directors on January 24, 2022.

*Debra Cramsie*

Secretary