

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

MINUTES OF MARCH 18, 2024
REGULAR BOARD MEETING

CALL TO ORDER

Kristi Scherbaum called the regular meeting of the governing board to order at 4:21 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, Angie Sandkuhl, Debra Cramsie, Casey Larsen, Cassie Andrews, Loni Paine. Absent: Kellie Peel.

FLAG SALUTE

PRESENTATIONS – No presentations this month.

COMMUNICATIONS (non-agenda items)

Oral Communications – No oral communications at this meeting.

Director's Report –

- Enrollment Update. The current count remains at 280 students.
- Memory Book. An incentive from the Memory Book company gives extra yearbook pages if payment is made early.
- COVID-19 Update. No on-site cases to report.
- Personnel. 1) A resignation letter was received from Mrs. Dembowski, Grade 4 teacher, effective the end of this school year. 2) A resignation letter was received from Mrs. Nicolaysen effective the end of this school year. The plan is to train Mrs. Jacques to fill the food service vacancy this fall.
- Upcoming Events: 1) Grade 4 American Revolution Play, Grade 3 Geology Rocks Play. 2) Spring Break March 25-April 1, 2024. 3) Jogathon is scheduled for April 26 at Pine Valley Park. A picnic is planned as well.
- Other: Dehesa School District has had some staffing changes since Brad Johnson left to work at SDCOE.

CONSENT ITEMS

1. Approval of Minutes: The minutes from the February 26, 2024 Regular Board meeting were approved as presented.

DISCUSSION AND/OR ACTION ITEMS:

1. For Information Only: FY 2023-24 Budget vs Actuals as of February 29, 2024. Diana Whyte reviewed the budget vs actuals report that was provided by Stephanie Whitehouse with the Board. The teacher stipends item will be up to date on the next report. All other data is accurate. Information only, no action required on this item.

Public Comments. There were no public comments made on this item.

2. For Information Only: FY 2023-24 Cash Flow as of February 29, 2024. Diana Whyte reviewed the cash flow report from Stephanie Whitehouse with the Board. Per the data supplied, The Heights Charter is in good financial standing. Information only, no action required on this item.

Public Comments. There were no public comments made on this item.

3. Reviewed/Approved: 2023-24 Declaration of Need for Fully Qualified Educators. This item needs to be approved annually by the Board and is filed with the California Commission on Teacher Credentialing. The Heights Charter has 3 teachers in need of emergency credentials while they take the required coursework/testing to earn their English Learner authorization. After review of the 2023-24 Declaration of Need for Fully Qualified Educators, Loni Paine made a motion to approve the declaration as presented. Angie Sandkuhl seconded the motion. Motion carried 6-0. Ayes: Scherbaum, Sandkuhl, Larsen, Paine, Andrews, Cramsie. Noes: 0. Absent: Peel.

Public Comments. There were no public comments made on this item.

4. Reviewed/Approved: Independent Consultant Agreement with Jim Schieble. The upcoming 2026 charter renewal process will require the assistance of a consultant in order to ensure that all components of the document will be in compliance. Mr. Schieble is an expert in the charter renewal process. The attorneys will write/review the legal portions of the charter. After review, Cassie Andrews made a motion to approve the Independent Consultant Agreement with Jim Schieble as presented. Loni Paine seconded the motion. Motion carried 6-0. Ayes: Scherbaum, Sandkuhl, Larsen, Paine, Andrews, Cramsie. Noes: 0. Absent: Peel.

Public Comments. There were no public comments made on this item.

5. Reviewed/Approved: Amendment to Heights Charter Board Policy BP1340, Access to Public Records. This policy was adopted 11/13/23 and has been amended to replace the word 'district' with 'charter', per oversight direction. Casey Larsen made a motion to approve the amendment to Heights Charter Board Policy BP1340, Access to Public Records, as presented. Loni Paine seconded the motion. Motion carried 6-0. Ayes: Scherbaum, Sandkuhl, Larsen, Paine, Andrews, Cramsie. Noes: 0. Absent: Peel.

Public Comments. There were no public comments made on this item.

6. Reviewed/Approved: Amendment to Heights Charter Administrative Regulation AR1340, Access to Public Records. This administrative regulation was adopted 11/13/23 and has been amended to replace the word 'district' with 'charter', per oversight direction. Angie Sandkuhl made a motion to approve the amendment to Heights Charter Administrative Regulation AR1340, Access to Public Records, as presented. Casey Larsen seconded the motion. Motion carried 6-0. Ayes: Scherbaum, Sandkuhl, Larsen, Paine, Andrews, Cramsie. Noes: 0. Absent: Peel.

Public Comments. There were no public comments made on this item.

ADJOURNMENT

The Board meeting was adjourned at 4:48 pm.

The next board meeting will be held at 4:00 pm on Monday, April 15, 2024.

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 March 18, 2024.

Debra Cramsie
Secretary