

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

MINUTES OF APRIL 24, 2023
REGULAR BOARD MEETING

CALL TO ORDER

Kellie Peel called the regular meeting of the governing board to order at 4:06 pm. This Board Meeting was held at 2710 Alpine Blvd, Suite E, in Alpine.

DIRECTORS PRESENT

The following members were present at the meeting: Kellie Peel, Loni Paine, Casey Larsen, Angie Sandkuhl, Debra Cramsie. Absent: Kristi Scherbaum, Cassie Andrews.

FLAG SALUTE

PRESENTATIONS – No presentations this month.

COMMUNICATIONS (non-agenda items)

Oral Communications – Mrs. Tracy Huguley requested that an agenda item be added to the May Board meeting regarding what the process is to acquire a security guard for The Heights Charter school grounds and what type of funds can be used to cover the cost.

Director's Report –

- Enrollment Update: Enrollment is currently at 266 students. No new students will be enrolled this close to the end of the school year. Next year is already pretty full and all classes have a wait list. We plan to move the TK to the multi-purpose room and to add an instructional aide.
- COVID-19 Update: There have been no COVID-19 onsite contacts or transmissions.
- Personnel: We have received two teacher resignations. Sierra Descalzo, TK Teacher, and Kelly Bartelt, Grade 1 Teacher, will both leave at the end of this school year. Job postings will be listed in EdJoin soon. There will be some staff re-assignments and we may also need to advertise for an instructional aide. More up to date information will be available at the next Board meeting.
- Upcoming Events: No update at this time.
- Other: Oversight – one of the positive comments made by the oversight committee was that the literacy program at The Heights Charter is one of the best they have ever seen.
- Other: Food Services Grant – Dehesa received a food services grant and offered to help with The Heights food service infrastructure costs, such as remodeling the kitchen area and purchasing a commercial refrigerator. Cons to this include the fact that the food is not delivered here and delivery had been promised, the food offerings have not been favored by the students, The Heights helps pay Dehesa for part of the administration of the food services paperwork. The meal program needs to be re-evaluated.
- Other: Charter Renewal – Mrs. Whyte attended a 90-minute webinar on charter renewal. Plans are to begin the renewal process well in advance of the 2025 due date.

CONSENT ITEMS

1. Approval of Minutes: The minutes from the February 27, 2023 Regular Board were approved as presented.

DISCUSSION AND/OR ACTION ITEMS:

1. For Information Only: Budget vs. Actuals as of 3/31/2024. Mrs. Whyte reviewed the report with the Board. Some of the higher expense items were explained, e.g., remodel work for the Grade 4 classroom and front office, and an increase in the cost of some instructional supplies.

2. Reviewed/Approved: Amendment to Previously Approved 2023-24 School Calendar. A correction was made to the spring break dates that were previously approved – the calendar showed spring break beginning on Tuesday, March 26, 2024 and it was corrected to begin on Monday, March 25, 2024. Casey Larsen made a motion to approve the corrected 2023-24 school calendar. Loni Paine seconded the motion. Motion carried: 5-0. Ayes: Peel, Paine, Larsen, Sandkuhl, Cramsie. Noes: 0. Absent: Scherbaum, Andrews.
3. Reviewed/Approved: 2023-24 Student Attendance Reporting Calendar. After review, Loni Paine made a motion to approve the 2023-24 Student Attendance Reporting Calendar as presented. Casey Larsen seconded the motion. Motion carried: 5-0. Ayes: Peel, Paine, Larsen, Sandkuhl, Cramsie. Noes: 0. Absent: Scherbaum, Andrews.
4. Reviewed/Approved: Ranch & Coast Security Proposal for Suite A-B-C. The proposal costs were reviewed by the Board for the addition of Suites A, B, and C. Casey Larsen made a motion to approve the Ranch & Coast Security Proposal as presented. Loni Paine seconded the motion. Motion carried 5-0. Ayes: Peel, Paine, Larsen, Sandkuhl, Cramsie. Noes: 0. Absent: Scherbaum, Andrews.
5. Reviewed/Adopted: Immigration Enforcement Board Policy. In order to keep the school board policies up to date, the Immigration Enforcement Board Policy needs to be added. After review, Loni Paine made a motion to approve the Immigration Enforcement Board Policy as presented. Angie Sandkuhl seconded the motion. Motion carried 5-0. Ayes: Peel, Paine, Larsen, Sandkuhl, Cramsie. Noes: 0. Absent: Scherbaum, Andrews.
6. Reviewed/Approved: Special Education MOU Between Dehesa and The Heights Charter. This MOU was forwarded to The Heights legal team for review and was okayed. The MOU has already been approved by the Dehesa school board. Loni Paine made a motion to approve the Special Education MOU Between Dehesa and The Heights Charter. Angie Sandkuhl seconded the motion. Motion carried 5-0. Ayes: Peel, Paine, Larsen, Sandkuhl, Cramsie. Noes: 0. Absent: Scherbaum, Andrews.
7. Review/Approve: Amendment to Previously Approved 2022-23 Salary Schedule. The salaries remain the same. The change removed the following statement from the salary schedule: *“Teachers are given up to Step 4 on the salary schedule for previous experience”*. Casey Larsen made a motion to approve the removal of the step 4 statement from the 2022-23 salary schedule. Angie Sandkuhl seconded the motion. Motion carried: 5-0. Ayes: Peel, Paine, Larsen, Sandkuhl, Cramsie. Noes: 0. Absent: Scherbaum, Andrews.
8. Reviewed/Discussed: Brown Act Emergency Teleconferencing Extension – This bill was signed by Governor Newsom. 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. Casey Larsen made a motion to meet in person next month. Angie Sandkuhl seconded the motion. Motion carried 5-0. Ayes: Peel, Paine, Larsen, Sandkuhl, Cramsie. Noes: 0. Absent: Scherbaum, Andrews.

ADJOURNMENT

The meeting was adjourned at 4:43 pm.

The next board meeting will be held at 4:00 pm on Monday, May 15, 2023.

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 April 24, 2023.

Debra Cramsie
Secretary