

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

MINUTES OF JUNE 21, 2021
REGULAR BOARD MEETING

CALL TO ORDER

Kristi Scherbaum called the regular meeting of the governing board to order at 3:50 pm. **This Board Meeting was held using the guidelines in Governor Newsom's Executive Orders N25-20 and N29-20 at 2710 Alpine Blvd, Suite E, in Alpine.**

DIRECTORS PRESENT

The following members were present at the meeting: Online: Kellie Peel, Kristi Scherbaum, Monica White; in person: Debra Cramsie. Absent: Michelle Lenore, Summer Herrin.

FLAG SALUTE

PRESENTATIONS – No presentations scheduled this month.

COMMUNICATIONS (non-agenda items)

Oral Communications – There were no oral communications this month.

Director's Report –

- COVID-19 Update: We will keep up with changing requirements. To date, there are no definitive rules that will be in place when school begins in the fall. We will adjust the preventive protocols as needed.
- Enrollment Update: 2021-22 enrollment is currently at 265. A firmer number will be determined over the summer.
- Digital Learning: Digital learning has ended and there are no plans to resume it in the fall.
- Personnel: Diana Clark retired effective at the end of the 2020-21 school year. Tanya Lindsey has been hired to fill Mrs. Clark's vacant position and will begin in the fall.
- Upcoming Events: Field trips will be planned for next school year.
- LCAP Parent and Student Surveys: We are continuing to receive replies and responses.
- Other: A short special board meeting will be scheduled on Wednesday, June 23, 2021, to approve the LCAP.

CONSENT ITEMS

1. Approval of Minutes: The minutes from the May 17, 2021 special board meeting and from the May 24, 2021 special board meeting were approved as presented.

DISCUSSION AND/OR ACTION ITEMS:

1. For Information Only: Balance Sheet as of 5/31/2021
2. For Information Only: Cash Flow as of 5/31/2021
3. For Information Only: 2020-21 Year End Estimated Budget vs Actuals
4. For Information Only: Charterwise Board Presentation. Stephanie Whitehouse reviewed the financial-related Items 1-3 with the Board during her presentation.
5. Reviewed/Approved: 2021-22 Consolidated Application and Reporting System (CARS). After a review of this item, Monica White made a motion to approve the CARS as presented. Kellie Peel seconded the motion. Motion carried 4-0. Ayes: White, Peel, Scherbaum, Cramsie. Noes: 0. Absent: Lenore, Herrin.
6. Reviewed/Approved: FY2020-21 Homeless Education Policy. This policy was reviewed by the Board. Kellie Peel made a motion to approve the homeless education policy as presented. Monica White seconded the motion. Motion carried 4-0. Ayes: White, Peel, Scherbaum, Cramsie. Noes: 0. Absent: Lenore, Herrin.
7. Reviewed/Approved: FY2021-22 Protected Prayer Certification. After a review of this item, Monica White made a motion to approve the protected prayer certification as presented. Kellie Peel seconded the

- motion. Motion carried 4-0. Ayes: White, Peel, Scherbaum, Cramsie. Noes: 0. Absent: Lenore, Herrin.
8. Reviewed/Approved: FY2021-22 LCAP Federal Addendum Certification. After a review of this item, Kellie Peel made a motion to approve the FY2021-22 LCAP Federal Addendum Certification as presented. Monica White seconded the motion. Motion carried 4-0. Ayes: White, Peel, Scherbaum, Cramsie. Noes: 0. Absent: Lenore, Herrin.
 9. Reviewed/Approved: FY2021-22 Application for Funding. After a review of this item, Monica White made a motion to approve the FY2021-22 Application for Funding as presented. Kellie Peel seconded the motion. Motion carried 4-0. Ayes: White, Peel, Scherbaum, Cramsie. Noes: 0. Absent: Lenore, Herrin.
 10. Reviewed: FY2021-22 Public Hearing LCAP. Sandra Morgan reviewed the LCAP and all its documents in detail for the Board, including Items 11-16 below. Explained how COVID-related costs affected expenses, what staff development plans are for next year, how MAP testing was used to analyze data and identify student needs and areas of concern and how they will be addressed. No changes were made to the LCAP. It is recommended that the 2021-22 LCAP be approved at the special board meeting to be held on June 23, 2021.
 11. Reviewed: FY2019-20 Annual Update
 12. Reviewed: FY2020-21 LCP Update
 13. Reviewed: FY2021-22 New LCAP Cycle
 14. Reviewed/Approved: FY2021-22 Budget. After the budget details were reviewed, Kellie Peel made a motion to approve the FY2021-22 Budget as presented. Monica White seconded the motion. Motion carried 4-0. Ayes: White, Peel, Scherbaum, Cramsie. Noes: 0. Absent: Lenore, Herrin.
 15. Reviewed/Approved: FY2021-22 CDE Budget Template. Details were explained during the review of Item 10. After review, Monica White made a motion to approve the FY2021-22 CDE Budget Template as presented. Kellie Peel seconded the motion. Motion carried 4-0. Ayes: White, Peel, Scherbaum, Cramsie. Noes: 0. Absent: Lenore, Herrin.
 16. Reviewed: FY2021-22 Budget Overview for Parents
 17. Reviewed/Approved: 2019-20 Form 990. After a review of this item, Kellie Peel made a motion to approve the 2019-20 Form 990 as presented. Monica White seconded the motion. Motion carried 4-0. Ayes: White, Peel, Scherbaum, Cramsie. Noes: 0. Absent: Lenore, Herrin.
 18. Reviewed/Approved: GEM Industrial Contract for Driveway Concrete Work. Monica White made a motion to authorize the signing of the contract with GEM Industrial by the Executive Director which outlines the specifications that the school board previously approved at the May 17, 2021 meeting. Kellie Peel seconded the motion. Motion carried 4-0. Ayes: White, Peel, Scherbaum, Cramsie. Noes: 0. Absent: Lenore, Herrin.
 19. Reviewed/Approved: The Need to Return to Monthly Board Meetings instead of Bimonthly. Returning to monthly meetings may lessen the need to schedule so many special board meetings as we've had this year. Monica White made a motion to return to monthly board meetings beginning in the 2021-22 school year. Kellie Peel seconded the motion. Motion carried 4-0. Ayes: White, Peel, Scherbaum, Cramsie. Noes: 0. Absent: Lenore, Herrin.
 20. Reviewed/Approved: 2021-22 Board Meeting Calendar. After a review of this item, Kellie Peel made a motion to approve the 2021-22 Board Meeting Calendar as presented. Monica White seconded the motion. Motion carried 4-0. Ayes: White, Peel, Scherbaum, Cramsie. Noes: 0. Absent: Lenore, Herrin.
 21. Reviewed/Approved: 2021-22 Certificated Salary Schedule. The salary ranges remain at the same levels. After a review of this item, Monica White made a motion to approve the updated salary schedule as presented. Kellie Peel seconded the motion. Motion carried 4-0. Ayes: White, Peel, Scherbaum, Cramsie. Noes: 0. Absent: Lenore, Herrin.

ADJOURNMENT

The board meeting was adjourned at 4:55 pm.

The next board meeting will be held at 3:45 pm on Wednesday, June 23, 2021.

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 June 21, 2021.

Debra Cramsie

Secretary