

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

MINUTES OF AUGUST 28, 2023
REGULAR BOARD MEETING

CALL TO ORDER

Kristi Scherbaum called the regular meeting of the governing board to order at 4:07 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, Casey Larsen, Cassie Andrews, Debra Cramsie. Absent: Kellie Peel, Loni Paine.

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 is 286 students.
- COVID-19 Update. No cases to report.
- Personnel. Hired Arlene Rudder for TK, but she withdrew so the position was re-posted. Gwendolyn Ram was interviewed and was hired for TK. Hired Kerissa Weinstein for Grade 1. Kate Dembowski was hired for Grade 4. We plan to advertise for a clerical person instead of for an administrative assistant. Keith McKinsey will be taking a paternity leave. His baby is due on September 24, 2023.
- Upcoming Events: A field trip to the USS Midway is planned for September 22. The talent show is scheduled for some time in October. No date has been set yet.

CONSENT ITEMS

1. Approval of Minutes: The minutes from the June 22, 2023 Regular Board meeting and the minutes from the August 8, 2023 Special Board meeting were approved as presented.

DISCUSSION AND/OR ACTION ITEMS:

1. For Information Only: Charterwise Board Presentation. Stephanie Whitehouse gave the Board a financial presentation with updates to budget items. She mentioned that arts/music didn't get cut as much as previously reported. December will have the revised budget. The Heights Charter remains in very good financial standing. Ms. Whitehouse also reviewed the 'for information only' items #2 and #3 below.
2. For Information Only: FY 2022-2023 Budget vs Actuals 2nd Interim. No action required.
3. For Information Only: FY 2022-2023 Cash Flow Projections. No action required.
4. Reviewed/Approved: 2022-2023 Charter School Unaudited Actuals Financial Report. Stephanie Whitehouse explained the details of this financial report to the Board. Diana Whyte will sign the certification page before forwarding it to Dehesa. After the review, Angie Sandkuhl made a motion to approve the 2022-2023 Charter School Unaudited Actuals Financial Report as presented. Casey Larsen seconded the motion. Motion carried: 5-0. Ayes: Scherbaum, Larsen, Sandkuhl, Andrews, Cramsie. Noes: 0. Absent: Peel, Paine.

5. Reviewed/Approved: FY 2022-2023 Prop 30 Final EPA Expenses. This report shows the actual expenses from 2022-2023 and will be posted on the school website upon approval. Casey Larsen made a motion to approve the FY 2022-2023 Prop 30 Final EPA Expenses report as presented. Cassie Andrews seconded the motion. Motion carried: 5-0. Ayes: Sherbaum, Larsen, Sandkuhl, Andrews, Cramsie. Noes: 0. Absent: Peel, Paine.
6. Reviewed/Approved: FY 2023-2024 Prop 30 EPA Projected Expenditures. This report shows the expected expenses for 2023-2024 and will be posted on the school website upon approval. Casey Larsen made a motion to approve the FY 2023-2024 Prop 30 EPA Projected Expenditures report as presented. Cassie Andrews seconded the motion. Motion carried: 5-0. Ayes: Sherbaum, Larsen, Sandkuhl, Andrews, Cramsie. Noes: 0. Absent: Peel, Paine.
7. Reviewed/Approved: FY 2023-2024: Consolidated Application. This annual application was reviewed with the Board. It was noted that The Heights Charter is not eligible to apply for Title I funds because the socio-economic demographics of the school is low. Casey Larsen made a motion to approve the FY 2023-2024 Consolidated Application as presented. Angie Sandkuhl seconded the motion. Motion carried: 5-0. Ayes: Sherbaum, Larsen, Sandkuhl, Andrews, Cramsie. Noes: 0. Absent: Peel, Paine.
8. Reviewed: 2022-23 Final Copy of Oversight Report. Diana Whyte went over the details of the 2022-23 oversight report. There were no areas of high concern. Two areas of low concern are: (1) include the entire Board packet materials in addition to the agenda and minutes and (2) the English Learner (EL) certification of one of the non-core teachers. Review only, no action required for this item.
9. Reviewed/Approved: 2023-24 Parent/Student Handbook. There was only one change this year and it was the addition of one sentence at the end of the Diabetes paragraph on page 21, which referred to Type 1 diabetes information. Casey Larsen made a motion to approve the 2023-24 Parent/Student Handbook as presented. Angie Sandkuhl seconded the motion. Motion carried: 5-0. Ayes: Sherbaum, Larsen, Sandkuhl, Andrews, Cramsie. Noes: 0. Absent: Peel, Paine.
10. Reviewed/Approved: 2023-24 Employee Handbook. There were no changes made to the previously approved employee handbook. Cassie Andrews made a motion to approve the 2023-24 Employee Handbook as presented. Casey Larsen seconded the motion. Motion carried: 5-0. Ayes: Sherbaum, Larsen, Sandkuhl, Andrews, Cramsie. Noes: 0. Absent: Peel, Paine.
11. Reviewed/Approved: 2023-24 Charterwise Contract. Diana Whyte went over the specifics of the current contract and noted there was a slight price increase. Angie Sandkuhl made a motion to approve the 2023-24 Charterwise Contract as presented. Cassie Andrews seconded the motion. Motion carried: 5-0. Ayes: Sherbaum, Larsen, Sandkuhl, Andrews, Cramsie. Noes: 0. Absent: Peel, Paine.
12. Reviewed/Approved: 2023-24 8th Grade Camp Contract. The dates for the 8th grade trip to Camp Stevens in Julian are March 11-15, 2024. The deposit and confirmation of the reservation is due by September 8, 2023. After review, Casey Larsen made a motion to approve the 2023-24 8th Grade Camp Contract as presented. Angie Sandkuhl seconded the motion. Motion carried: 5-0. Ayes: Sherbaum, Larsen, Sandkuhl, Andrews, Cramsie. Noes: 0. Absent: Peel, Paine.
13. Reviewed/Approved: 2023-24 6th Grade Camp Contract. The dates for the 6th grade camp are February 5-8, 2024 at the Pine Valley Bible Conference Center location. The contract due date for the deposit and confirmation is August 29, 2023. Cassie Andrews made a motion to approve the 2023-24 6th Grade Camp Contract as presented. Casey Larsen seconded the motion. Motion carried: 5-0. Ayes: Sherbaum, Larsen, Sandkuhl, Andrews, Cramsie. Noes: 0. Absent: Peel, Paine.
14. Reviewed/Approved: School Integrated Pest Control Management Plan. This plan lists what type of pest control is used at The Heights Charter and is an annual requirement. It is posted on the school website. Cassie Andrews made a motion to approve the School Integrated Pest Control Management Plan as presented. Angie Sandkuhl seconded the motion. Motion carried: 5-0. Ayes: Sherbaum, Larsen, Sandkuhl, Andrews, Cramsie. Noes: 0. Absent: Peel, Paine.

15. Reviewed/Approved: Amend Fiscal Policies and Procedures Manual. Page 4 "Bank Reconciliation" and page 5 "Cash Receipts, Item 1. The updates to the policies and procedures manual were reviewed with the Board. Cassie Andrews made a motion to approve the amended Fiscal Policies and Procedures Manual as presented. Angie Sandkuhl seconded the motion. Motion carried: 5-0. Ayes: Sherbaum, Larsen, Sandkuhl, Andrews, Cramsie. Noes: 0. Absent: Peel, Paine.
16. Appointed: Appointments for Board Members Whose Terms are Expiring in August 2023. The following Board members terms are expiring in August 2023: Incumbent Kristi Scherbaum, Chairman; Incumbent Kellie Peel, Member; Incumbent Casey Larsen, Member; Incumbent Angie Sandkuhl, Member. Cassie Andrews made a motion to appoint Kristi Scherbaum, Kellie Peel, Casey Larsen, and Angie Sandkuhl for two-year terms through August 2025. Casey Larsen seconded the motion. Motion carried 5-0 for all four incumbents. Ayes: Sherbaum, Larsen, Sandkuhl, Andrews, Cramsie. Noes: 0. Absent: Peel, Paine.
17. Reviewed/Approved: Williams Complaint Annual Notice. The notice was reviewed with the Board. It is required to be posted in each classroom and on the school website. Casey Larsen made a motion to approve the Williams Complaint Notice as presented. Angie Sandkuhl seconded the motion. Motion carried: 5-0. Ayes: Sherbaum, Larsen, Sandkuhl, Andrews, Cramsie. Noes: 0. Absent: Peel, Paine.
18. 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 at the next Board meeting. Cassie Andrews seconded the motion. Motion carried: 5-0. Ayes: Sherbaum, Larsen, Sandkuhl, Andrews, Cramsie. Noes: 0. Absent: Peel, Paine.

ADJOURNMENT

The Board meeting was adjourned at 5:04 pm.

The next board meeting will be held at 4:00 pm on Monday, September 18, 2023.

I certify that I am the duly elected Secretary of The Heights Charter and that these minutes, consisting of three (3) pages, are the minutes of the meeting of the Board of Directors on August 28, 2023.

Debra Cramsie
Secretary