

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

MINUTES OF OCTOBER 21, 2019
REGULAR BOARD MEETING

CALL TO ORDER

Kristi Scherbaum called the regular meeting of the governing board to order at 3:47 pm. The meeting was held at 2710 Alpine Blvd. Suite E, Alpine CA 91901.

DIRECTORS PRESENT

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

FLAG SALUTE

PRESENTATIONS – There were no presentations this month.

COMMUNICATIONS (non-agenda items)

Oral Communications – There were no oral communications this month.

Director's Report

- Enrollment Update: There are currently 253 students enrolled.
- Facilities Update: No report other than adding to the garden area and putting some umbrellas there.
- LCAP Update: No update now. There will be a survey in early spring. A wellness survey will be sent out at a date to be determined later in the year.
- Mandated Reporter Training: As required, all Heights Charter staff completed the annual web-based online training. This year the training time was greatly increased with the general training having to be completed as well as the school personnel module.
- Other: National School Lunch Program – A new law that passed requires charter schools to serve either a breakfast or lunch to students who are eligible for free or reduced meals. The Heights Charter has eleven students who qualify. It was decided to offer breakfast instead of lunch as the school is not equipped with full kitchen facilities. Beginning in November, a cold breakfast will be served at 8:15 a.m. A letter will be sent home (confidential) to those who are eligible.

CONSENT ITEMS

1. Approval of Minutes: The minutes from the July 5, 2019 special board meeting and the minutes from the August 26, 2019 regular board meeting were approved as presented.

DISCUSSION AND/OR ACTION ITEMS:

1. Reviewed/Approved: 2019-20 LCFF Local Indicators. After reviewing the Local Indicators information with the Board, Kellie Peel made a motion to approve as presented. Monica White seconded the motion. Motion carried 6-0. Ayes: Scherbaum, Peel, Whyte, Herrin, White, Cramsie. Noes: 0. Absent: Lenore.
2. Reviewed/Approved: Employee Handbook Update. There were three edits made to the Employee Handbook, including correcting the holidays observed, correcting the day of the month and frequency of board meetings, and editing the amount of time it takes to complete the online Mandated Reporter training. After reviewing this information with the Board, Kellie Peel made a motion to approve the handbook changes as presented. Michelle Lenore seconded the motion. Motion carried 5-0. Ayes: Scherbaum, Whyte, Lenore, Cramsie, Peel. Noes: 0. Absent: Herrin (White stepped out of the meeting for a brief moment while the voting took place so did not vote on this item).
3. Reviewed/Approved: Education for English Learners Board Policy. An overview of English Learner policies and procedures was given to the Board. It was also shared that The Heights Charter currently has two English Learner students and two who qualify for reclassification to fluent English proficient. Michelle Lenore made a motion to approve the English Learner policies and procedures as presented.

- Kellie Peel seconded the motion. Motion carried: 6-0. Ayes: Scherbaum, Whyte, Lenore, Cramsie, Peel, White. Noes: 0. Absent: Herrin.
4. Reviewed/Approved: Student Wellness Policy. This policy was reviewed with the Board and it was determined that some further editing is required. With the recommended editing made, Kellie Peel made a motion to approve the student wellness policy with the changes, which included the required update adding EC Section 49431.9 regarding pupil nutrition, food and beverages, advertising; corporate incentive programs. Monica White seconded the motion. Motion carried: 6-0. Ayes: Scherbaum, Whyte, Lenore, Cramsie, Peel, White. Noes: 0. Absent: Herrin.
 5. Reviewed/Approved: Fiscal Policies and Procedures. The fiscal policies and procedures were reviewed with the Board. Michelle Lenore made a motion to approve the fiscal policies and procedures as presented. Monica White seconded the motion. Motion carried: 6-0. Ayes: Scherbaum, Whyte, Lenore, Cramsie, Peel, White. Noes: 0. Absent: Herrin.
 6. For Information Only: Balance Sheet as of September 30, 2019.
 7. For Information Only: Cash Flow 2019-2020
 8. For Information Only: Profit and Loss Budget vs. Actual July-September 2019.
 9. For Information Only: Check Register Detail July-September 2019
 10. For Information Only: 2019-2020 Working Budget Unaudited

ADJOURNMENT

The regular board meeting was adjourned at 4:34 pm.

The next meeting will be held on Monday, December 9, 2019 at 3:45 p.m.

CERTIFICATE OF SECRETARY

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 October 21, 2019.

Debra Cramsie

Secretary