

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

**MINUTES OF FEBRUARY 23, 2026**  
**REGULAR BOARD MEETING**

**CALL TO ORDER**

Kellie Peel called the regular meeting of the governing board to order at 4:17 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, Jenna Andrus, Casey Larsen, Cassie Andrews, Angie Sandkuhl, Kristi Scherbaum, Debra Cramsie. Absent: 0.

**FLAG SALUTE**

**PRESENTATIONS** – No presentations at this meeting.

**COMMUNICATIONS** (non-agenda items)

**Director's Report –**

- Enrollment Update: Enrollment remains at 290 students.
- Personnel Update: No changes to staffing.
- Upcoming Events: 1) Brad Johnson, Dehesa Superintendent will be coming for a site visit on Wednesday, February 25, 2026. 2) 6<sup>th</sup> Grade Camp is February 23-26, 2026.
- Other: 1) Plumbing issues with some of the toilets have been repaired and the owner covered the expenses. All the plumbing was inspected and is now in working order. The problems were caused by a broken water line that allowed debris to enter into the system and clog the toilet valves. 2) A new process for dealing with classroom disruptions has been implemented. Students are escorted out of the classroom to either the Director's office or Mrs. Koenig's office, or another prearranged classroom. So far, there have been positive results.

**CONSENT ITEMS:**

1. Approval of Minutes: The minutes from the January 26, 2026 Regular Board Meeting were approved, as presented.

**DISCUSSION AND/OR ACTION ITEMS:**

1. For Information Only: Whitehouse CPAS Financial Update: 2<sup>nd</sup> Interim Board Presentation. The report covered the annual budget cycle and when the different financial reports are due to the CDE. In addition, she gave an update on the Governor's budget and its outlook. This presentation by Stephanie Whitehouse was for information only and no action was required.

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

2. For Information Only: Cashflow Projections FY 2025-2026. Stephanie Whitehouse reviewed key points of this report with the board. This item was for information only and no action was required.

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

3. Reviewed/Approved: 2<sup>nd</sup> Interim Report Certification Form. This form is to be signed and forwarded to Dehesa along with Item 4 below. The form was reviewed by Stephanie Whitehouse for the board. After review, Cassie Andrews made a motion to approve the 2<sup>nd</sup> Interim Report Certification Form, as presented. Kristi Scherbaum seconded the motion. Motion carried 7-0. Ayes: Peel, Larsen, Andrus, Sandkuhl, Scherbaum Andrews, Cramsie. Noes: 0. Absent: 0.

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

4. Reviewed/Approved: FY 2025-2026 2<sup>nd</sup> Interim Report for Period July 1, 2025 through January 31, 2026. Stephanie Whitehouse explained that interim reports are required of all school districts and charter schools to determine financial viability and sustainability. The reports provide an accurate snapshot of a charter school's financial situation. After review, Casey Larsen made a motion to approve the FY 2025-2026 2<sup>nd</sup> Interim Report for Period July 1, 2025 through January 31, 2026, as presented. Angie Sandkuhl seconded the motion. Motion carried 7-0. Ayes: Peel, Larsen, Andrus, Sandkuhl, Scherbaum Andrews, Cramsie. Noes: 0. Absent: 0.

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

5. For Information Only: FY 2025-2026 2<sup>nd</sup> Interim Multiyear Budget. Stephanie Whitehouse presented this multiyear budget to the board. This item was for information only and did not require any action.

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

6. Reviewed/Approved: 2025-2026 LCAP Mid-Year Update. Diana Whyte gave a report on midyear outcome data related to the goals and objectives of the current LCAP. She also went over some of the expenditures and implementation data on the actions identified in the current LCAP. This item is required to be posted on the school's website upon approval. After review, Casey Larsen made a motion to approve the 2025-2026 LCAP Mid-Year Update, as presented. Cassie Andrews seconded the motion. Motion carried 7-0. Ayes: Peel, Larsen, Andrus, Sandkuhl, Scherbaum Andrews, Cramsie. Noes: 0. Absent: 0.

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

7. Reviewed/Approved: COLA Stipend for All Employees. Funding is available to compensate all employees for enrollment growth and to give a morale boost. It was decided to make it a one-time stipend of 5% of each employee's individual gross annual wages to be paid out in April. This payment is not committed to any long term increase. Fiscal impact is approximately \$117K. After review of the details, Casey Larsen made a motion to approve the COLA stipend for all employees. Cassie Andrews seconded the motion. Motion carried 7-0. Ayes: Peel, Larsen, Andrus, Sandkuhl, Scherbaum Andrews, Cramsie. Noes: 0. Absent: 0.

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

8. Reviewed/Adopted: Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes. This publication from the Office of the Attorney General, California Department of Justice dated December 2025, was used as a resource for the required immigration enforcement related policies that are due to be submitted to the CDE by March 1, 2026 and posted on the school's website.

The board reviewed the following policies from "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes":

1. Collecting and Obtaining Student Information
2. Inquiries Regarding Immigration Status, Citizenship Status, and National Origin Information
3. Inquiries About Social Security Numbers or Cards
4. Policies and Procedures Regarding Information Sharing
5. Annual Information Notice to Parents and Guardians
6. Monitoring and Receiving Visitors onto Campus
7. Parental Notification of Immigration Enforcement Actions
8. Responding to the Detention or Deportation of a Student's Family Member

9. Responding to Hate Crimes and Bullying
10. Appendix G – Know Your Educational Rights

In addition to policies 1 through 9 above, #10, Appendix G - Know Your Educational Rights was reviewed. After completion of the review, Casey Larsen made a motion to adopt policies 1 through 9 and Appendix G, as presented. Kristi Scherbaum seconded the motion. Motion carried 7-0. Ayes: Peel, Larsen, Andrus, Sandkuhl, Scherbaum Andrews, Cramsie. Noes: 0. Absent: 0.

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

9. Reviewed/Adopted: Immigration Enforcement Board Policy. This additional immigration enforcement policy was provided to The Heights from the California Charter Schools Association's (CCSA) website. It covers information on how to respond to on-campus immigration enforcement. This policy includes sample forms, e.g., ICE Arrest Warrant, Federal Search and Seizure Warrant, and a DHS Immigration Enforcement Subpoena. After review, Angie Sandkuhl made a motion to adopt the Immigration Enforcement Board Policy as presented. Casey Larsen seconded the motion. Motion carried 7-0. Ayes: Peel, Larsen, Andrus, Sandkuhl, Scherbaum Andrews, Cramsie. Noes: 0. Absent: 0.

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

10. Reviewed/Approved: Caregiver's Authorization Affidavit. This form is an alternate to the student's emergency card contact information in the event a student's parent/guardian has been detained or deported by federal immigration authorities. Responding to the Detention or Deportation of a Student's Family Member Board Policy references the Caregiver's Authorization Affidavit form. After review, Casey Larsen made a motion to approve the Caregiver's Authorization Affidavit, as presented. Cassie Andrews seconded the motion. Motion carried 7-0. Ayes: Peel, Larsen, Andrus, Sandkuhl, Scherbaum Andrews, Cramsie. Noes: 0. Absent: 0.

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

11. Reviewed/Approved: 2026-2027 School Calendar. Diana Whyte went over the dates and reasons why next school year will begin on a Wednesday instead of a Monday. All dates were verified and no conflicts or errors were noted. After review, Casey Larsen made a motion to approve the 2026-2027 School Calendar, as presented. Cassie Andrews seconded the motion. Motion carried 7-0. Ayes: Peel, Larsen, Andrus, Sandkuhl, Scherbaum Andrews, Cramsie. Noes: 0. Absent: 0.

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

12. Reviewed/Approved: 2026-2027 Attendance Reporting Calendar. This calendar is used to record student attendance and is kept with the students' portfolios. After review, Casey Larsen made a motion to approve the 2026-2027 Attendance Reporting Calendar, as presented. Kristi Scherbaum seconded the motion. Motion carried 7-0. Ayes: Peel, Larsen, Andrus, Sandkuhl, Scherbaum Andrews, Cramsie. Noes: 0. Absent: 0.

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

13. Reviewed/Approved: Annual Review of Comprehensive Safety Plan. The safety plan has some new immigration enforcement information added. This plan will be posted on the school website after approval. After review, Casey Larsen made a motion to approve the Comprehensive Safety Plan for 2025-2026, as presented. Angie Sandkuhl seconded the motion. Motion carried 7-0. Ayes: Peel, Larsen, Andrus, Sandkuhl, Scherbaum Andrews, Cramsie. Noes: 0. Absent: 0.

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

**ADJOURNMENT**

The board meeting was adjourned at 5:16 pm.

The next board meeting will be held at 4:15 pm on Monday, March 16, 2026.

I certify that I am the duly elected Secretary of The Heights Charter and that these minutes, consisting of four (4) pages, are the minutes of the meeting of the Board of Directors on February 23, 2026.

Minutes Approved and Adopted by the Board at a regular meeting of the Board held on March 16, 2026.

*Debra Cramsie*  
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Secretary