

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

MINUTES OF JANUARY 26, 2026
REGULAR BOARD MEETING

CALL TO ORDER

Kellie Peel called the regular meeting of the governing board to order at 4:19 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, Debra Cramsie. Absent: Andrews, Sandkuhl, Scherbaum.

FLAG SALUTE

PRESENTATIONS – No presentations at this meeting.

COMMUNICATIONS (non-agenda items)

Director's Report –

- Enrollment Update: There are currently 290 students enrolled. A letter will be sent home regarding re-enrollment in fall 2026.
- Personnel Update: Mrs. Livingston's military spouse is going to be reassigned out of the area and she may have to submit a letter of resignation. Two new instructional aides, Lindsey Freeman and Kylei Guerrero, were hired and began working after winter break.
- Upcoming Events: 1) The school plays will begin next Tuesday and continue with a number of dates through March. The play schedule will be posted in the school event calendar. 2) 6th Grade Camp is February 23-26, 2026.
- Other: 1) Diana Whyte attended a 3-hour state budget webinar. We will wait and see how the May revised budget shapes up. 2) The longevity stipends that were included with December payroll were very much appreciated by staff who received them.

CONSENT ITEMS:

1. Approval of Minutes: The minutes from the December 8, 2025 Regular Board Meeting were approved, as presented.

DISCUSSION AND/OR ACTION ITEMS:

1. For Information Only: FY2025-26 Budget vs Actuals / First Interim FY2026 P&L. Some budget items to note included the staff longevity stipends, induction expenses for 3 teachers who are in the process of clearing their preliminary teaching credentials, and some travel and conference expenses for special education staff. This item is for information only and there was no action needed.

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

2. Reviewed/Approved: Wilkinson Hadley King LLP 2025-26 3 Year Contract for Annual Audit. Diana Whyte reviewed the contract with the Board. It was confirmed that it is a typical multi-year contract. The price increases are listed on page 2. There will be no other price increases on this contract. Casey Larsen made a motion to approve the Wilkinson Hadley King LLP 2025-26 3 Year Contract, as presented. Jenna Andrus seconded the motion. Motion carried 4-0. Ayes: Peel, Larsen, Andrus, Cramsie. Noes: None. Absent: Scherbaum, Sandkuhl, Andrews.

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

3. Reviewed/Approved: Pine Valley Bible Conference Center Contract for 6th Grade Camp for February 23-26, 2026. Diana Whyte reviewed the contract with the Board. Student groups less than 50 have to wait until another small school can attend at the same time in order to meet the minimum student count. After the review, Casey Larsen made a motion to approve the Pine Valley Bible Conference Center Contract for 6th Grade Camp, as presented. Jenna Andrus seconded the motion. Motion carried 4-0.

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

4. Reviewed/Approved: Journify Learning Service Agreement and Data Processing Agreement for Special Education. This service agreement includes an AI tool to assist special education staff in tracking IEPs and student progress. The cost will be \$2500.00 for the rest of the 2025-26 school year. Casey Larsen made a motion to approve the Journify Learning Services Agreement and Data Processing Agreement for Special Education, as presented. Jenna Andrus seconded the motion. Motion carried 4-0. Ayes: Peel, Larsen, Andrus, Cramsie. Noes: None. Absent: Scherbaum, Sandkuhl, Andrews.

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

5. Reviewed/Approved: 2024-25 Wilkinson Hadley King LLP Audit Report. As in years past, the audit report reflected no financial weaknesses and no findings. Casey Larsen made a motion to approve the 2024-25 Wilkinson Hadley King LLP Audit Report, as presented. Jenna Andrus seconded the motion. Motion carried 4-0. Ayes: Peel, Larsen, Andrus, Cramsie. Noes: None. Absent: Scherbaum, Sandkuhl, Andrews.

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

6. Reviewed/Approved: 2024-25 School Accountability Report Card (SARC) All public schools in California are required annually to prepare SARCs and share them with the public. SARCs are intended to provide the public with important information about each public school and to communicate a school's progress in achieving its goals. Casey Larsen made a motion to approve the 2024-25 School Accountability Report Card, as presented. Jenna Andrus seconded the motion. Motion carried 4-0. Ayes: Peel, Larsen, Andrus, Cramsie. Noes: None. Absent: Scherbaum, Sandkuhl, Andrews.

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

7. Reviewed/Adopted: Policy on Referral Protocols for Addressing Pupil Behavioral Health Concerns. This is a new required policy that was created with Kim Koenig's assistance. The policy establishes the adopted procedures relating to referrals to behavioral health professionals and support services for students in grades 7-12, which the school psychologist will oversee. After review of the policy, Casey Larsen made a motion to adopt the Policy on Referral Protocols for Addressing Pupil Behavioral Health Concerns. Jenna Andrus seconded the motion. Motion carried 4-0. Ayes: Peel, Larsen, Andrus, Cramsie. Noes: None. Absent: Scherbaum, Sandkuhl, Andrews.

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

ADJOURNMENT

The board meeting was adjourned at 4:40 pm.

The next board meeting will be held at 4:15 pm on Monday, February 23, 2026.

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 January 26, 2026.

Minutes Approved and Adopted by the Board at a regular meeting of the Board held on February 23, 2026.

Debra Cramsie
Secretary