

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

**MINUTES OF DECEMBER 8, 2025**  
**REGULAR BOARD MEETING**

**CALL TO ORDER**

Kellie Peel called the regular meeting of the governing board to order at 4:15 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, Cassie Andrews, Kristi Scherbaum, Jenna Andrus, Angie Sandkuhl, Casey Larsen, Debra Cramsie. Absent: 0.

**FLAG SALUTE**

**PRESENTATIONS** – Governance Training Webinar presented by Lee Rosenberg, attorney for Young, Minney, & Corr LLP. A Zoom link was available for this workshop from 4:40 pm to 6:40 pm. This 2 hour webinar was attended by: Kellie Peel, Cassie Andrews, Kristi Scherbaum, Jenna Andrus, Angie Sandkuhl, Casey Larsen, Debra Cramsie, and Diana Whyte.

**COMMUNICATIONS** (non-agenda items)

**Director's Report –**

- Heights Charter Renewal Petition: Open Session at the Dehesa Board Meeting begins at 4:00 pm on December 10, 2025. The renewal will be voted on at this meeting.
- Other: 6<sup>th</sup> Grade Camp is scheduled on February 23-26, 2026. The dates will be February 23-26, 2026.

**CONSENT ITEMS:**

1. Approval of Minutes: The minutes from the November 17, 2025 Regular Board Meeting were approved, as presented.

**DISCUSSION AND/OR ACTION ITEMS:**

1. For Information Only: Whitehouse CPAS Financial Update for First Interim as of December 8, 2025. The financial update was presented by Stephanie Whitehouse. She reviewed the first interim process and the annual budget cycle with the board. Enrollment remains stable and there are no significant changes in the budget.

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

2. Review/Approve: Longevity Stipend. The stipend will be a one-time pay-out with the December payroll. It's purpose is to incentivize long-term commitment and reduce turnover and to reward employees for sustained service. For employees who have worked 10 years or more, the amount will be \$5,000.00. For those who have worked from 5-9 years, the amount will be \$3,000.00. After review of the details of the stipend, Casey Larsen made a motion to approve the longevity stipend amounts, as detailed. Angie Sandkuhl seconded the motion. Motion carried 7-0. Ayes: Peel, Larsen, Sandkuhl, Scherbaum, Andrus, Andrews, Cramsie. Noes: 0. Absent: 0.

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

3. For Information Only: Cash Flow Projections Forecast as of October 31, 2025. This report was reviewed by Stephanie Whitehouse and there was nothing out of the ordinary to note. This was an information only item and no action was required.

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

4. Review/Approve: Budget Detail FY 2025-2026 First Interim Final Budget. Stephanie Whitehouse spoke to the board about the budget. After review, Casey Larsen made a motion to approve the Budget Detail FY 2025-2026 First Interim Final Budget, as presented. Angie Sandkuhl seconded the motion. Motion carried 7-0. Ayes: Peel, Larsen, Sandkuhl, Scherbaum, Andrus, Andrews, Cramsie. Noes: 0. Absent: 0.

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

5. Review/Approve: FY 2025-2026 First Interim Financial Report. This item includes the First Interim Report Certification form for signature, which will then be forwarded to Dehesa. After review, Cassie Andrews made a motion to approve the FY 2025-2026 First Interim Financial Report, as presented. Kristi Scherbaum seconded the motion. Motion carried 7-0. Ayes: Peel, Larsen, Sandkuhl, Scherbaum, Andrus, Andrews, Cramsie. Noes: 0. Absent: 0.

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

## **ADJOURNMENT**

The board meeting was adjourned at 6:40 pm, at the conclusion of the Governance Training Webinar.

The next board meeting will be held at 4:15 pm on Monday, January 26, 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 December 8, 2025.

Minutes Approved and Adopted by the Board at a regular meeting of the Board held on January 26, 2026.

*Debra Cramsie*  
Secretary