

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

MINUTES OF MARCH 16, 2026
REGULAR BOARD MEETING

CALL TO ORDER

Kristi Scherbaum 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: Jenna Andrus, Cassie Andrews, Angie Sandkuhl, Kristi Scherbaum, Debra Cramsie. Absent: Kellie Peel, Casey Larsen.

FLAG SALUTE

PRESENTATIONS – No presentations at this meeting.

COMMUNICATIONS (non-agenda items)

Director's Report –

- Enrollment Update: Current enrollment is 288 students.
- Personnel Update: 1) Effective March 26, 2026, Keith McKinsey will be on family leave for the rest of the 2025-26 school year. 2) The first grade teaching position will need to be filled for the 2026-27 school year.
- Upcoming Events: 1) Plays for Grades 5-6-7-8 will be coming up in the next few weeks. 2) MAP testing is in process.
- Other: 1) LCAP surveys will be sent home to parents to complete and return. Additional input from all educational partners including staff, leadership, and students will also be collected. 2) 8th Grade Camp ideas and suggestions are to be made by the board. 3) The Dehesa Operations/Special Education MOU was reviewed by the attorney and many areas have been redlined. It was submitted to Dehesa on March 6, 2026.

CONSENT ITEMS:

1. Approval of Minutes: The minutes from the February 23, 2026 Regular Board Meeting were approved, as presented.

DISCUSSION AND/OR ACTION ITEMS:

1. For Information Only: 2025-26 Budget vs Actuals as of 2/28/26. One time funds that need to be spent this year was put towards staff stipends, the sound system in the auditorium, and new microphones. The board was reminded that this money has to be spent and cannot be kept as surplus. This item was for information only and no action was required.

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

2. Review/Approve: 2026-2027 Board Meeting Calendar. The meeting dates were reviewed with the board. After review, Angie Sandkuhl made a motion to approve the 2026-2027 Board Meeting Calendar as presented. Cassie Andrews seconded the motion. Motion carried 5-0. Ayes: Scherbaum, Sandkuhl, Andrews, Andrus, Cramsie. Noes: 0. Absent: Peel, Larsen.

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

3. Reviewed/Approved: 2026-2027 Declaration of Need. The Declaration of Need (DON) is an annual document required by an employing LEA before the issuance of any emergency permit (i.e., Emergency CLAD/English Learner Authorization) for that agency can be given. After review of this document, Cassie Andrews made a motion to approve the 2026-2027 Declaration of Need. Angie Sandkuhl seconded the motion. Motion carried 5-0. Ayes: Scherbaum, Sandkuhl, Andrews, Andrus, Cramsie. Noes: 0. Absent: Peel, Larsen.

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

4. Reviewed/Approved: 2026 Holiday Gift Shop Agreement. The dates for next school year's Holiday Shop will be November 30 to December 4, 2026. After review of the agreement, Angie Sandkuhl made a motion to approve the 2026 Holiday Gift Shop Agreement as presented. Cassie Andrews seconded the motion. Motion carried 5-0. Ayes: Scherbaum, Sandkuhl, Andrews, Andrus, Cramsie. Noes: 0. Absent: Peel, Larsen.

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

5. Reviewed/Approved: UCSF Multitudes Letter of Agreement. This is a pilot program and there is no cost to the school. It was mentioned that the previous approval of Multitudes was for reading assessment. This letter of agreement is to pilot math assessment. After review, Cassie Andrews made a motion to approve the UCSF Multitudes Letter of Agreement with the math assessment included at no cost. Jenna Andrus seconded the motion. Motion carried 5-0. Ayes: Scherbaum, Sandkuhl, Andrews, Andrus, Cramsie. Noes: 0. Absent: Peel, Larsen.

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

6. Reviewed/Approved: STS Education Quote for Purchase of Laptops. Teachers have been using their own laptops or older ones onsite. The new server has up-to-date technology so there is a need to purchase new laptops for teachers. After review, Cassie Andrews made a motion to approve the STS Education Quote for Purchase of Laptops as presented. Jenna Andrus seconded the motion. Motion carried 5-0. Ayes: Scherbaum, Sandkuhl, Andrews, Andrus, Cramsie. Noes: 0. Absent: Peel, Larsen.

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

7. Reviewed/Adopted: JostensPIX Photographers for 2026-2027 Picture Day. It was noted that the earlier we submit the picture day paperwork, the earlier we can choose the dates for picture day. There is no charge for the photographer to come on site. Jenna Andrus made a motion to approve the JostensPIX Photographers for 2026-2027 as presented. Angie Sandkuhl seconded the motion. Motion carried 5-0. Ayes: Scherbaum, Sandkuhl, Andrews, Andrus, Cramsie. Noes: 0. Absent: Peel, Larsen.

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

8. Reviewed/Adopted: Memory Books Contract for 2026-2027 School Yearbooks. A 35% early bird discount is given if the contract is submitted early. After review, Cassie Andrews made a motion to approve the Memory Books Contract for 2026-2027 School Yearbooks as presented. Jenna Andrus seconded the motion. Motion carried 5-0. Ayes: Scherbaum, Sandkuhl, Andrews, Andrus, Cramsie. Noes: 0. Absent: Peel, Larsen.

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

ADJOURNMENT

The board meeting was adjourned at 4:59 pm.

The next board meeting will be held at 4:15 pm on Monday, April 20, 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 March 16, 2026.

Minutes Approved and Adopted by the Board at a regular meeting of the Board held on May 11, 2026.

Debra Cramsie
Secretary