

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

**MINUTES OF DECEMBER 9, 2024**  
**REGULAR BOARD MEETING**

**CALL TO ORDER**

Casey Larsen called the regular meeting of the governing board to order at 4:35 pm. This Board Meeting was held at 2710 Alpine Blvd, Suite E, in Alpine.

**DIRECTORS PRESENT**

The following members were present at the meeting: Casey Larsen, Kristi Scherbaum, Jenna Andrus, Debra Cramsie. Absent: Kellie Peel, Angie Sandkuhl, Cassie Andrews.

**FLAG SALUTE**

**PRESENTATIONS** – No presentations this month.

**COMMUNICATIONS** (non-agenda items)

**Director's Report –**

- Enrollment Update. A new 5<sup>th</sup> grade student will begin 12/11/24 which will make the total enrollment 283.
- Personnel. 1) Kalea Johnson, instructional aide, will start her maternity leave this month. She will return right after spring break in April. We will need to find a sub for her while she is out.
- Upcoming Events: 1) A field trip to LegoLand is scheduled for Friday, January 31, 2025. 2) 8<sup>th</sup> Grade Camp plans are in place for March 2025. 3) 6<sup>th</sup> Grade Camp at Pine Valley has been difficult to schedule due to restrictions, including the need for 50 attendees minimum in order to open up the kitchen services. March 31, 2025 is available, but this date is so close to the 8<sup>th</sup> Grade Camp date that it may add financial burden for some families. A possible alternate location is Palomar but the distance is a negative. More research is underway for additional locations and/or dates. More information to come at the next Board meeting.
- Other: 1) More information about the LCAP critique from the oversight team will be given at the January Board meeting. 2) A letter was sent to Alpine Union School District regarding the charter renewal. We are still waiting for them to respond.

**CONSENT ITEMS:**

1. Approval of Minutes: The minutes from the November 18, 2024 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 9, 2024. Stephanie Whitehouse reviewed the budget vs. actuals report with the Board. It showed the purchase of some upgraded walkie talkies, keyboards and guitars for the music program, and the Board was reminded of the unexpected need to purchase a new copier since the old one stopped working. The Heights Charter continues to maintain a positive budget. No action required on this item.

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

2. For Information Only: FY 2024-25 Cash Flow Forecast as of October 31, 2024. After reviewing the information, there are no cash flow issues to be concerned about. This is an informational item only, no action required.

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

3. Reviewed/Approved: Budget Detail FY 2024-25 First Interim Final Budget. After review, Kristi Scherbaum made a motion to approve the FY 2024-25 First Interim Final Budget, as presented. Jenna Andrus seconded the motion. Motion carried 4-0. Ayes: Scherbaum, Larsen, Andrus, Cramsie. Noes: 0. Absent: Sandkuhl, Peel, Andrews.

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

4. Reviewed/Approved: FY 2024-25 First Interim Financial Report. This item includes the First Interim Report Certification form for signature, which will be forwarded to Dehesa. Kristi Scherbaum made a motion to approve the FY 2024-25 First Interim Financial Report, as presented. Jenna Andrus seconded the motion. Motion carried 4-0. Ayes: Scherbaum, Larsen, Andrus, Cramsie. Noes: 0. Absent: Sandkuhl, Peel, Andrews.

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

5. Reviewed/Approved: NWEA MAP Contract Renewal. It was noted that during the school year, all grade levels are tested with the exception of the TK students. After review, Kristi Scherbaum made a motion to approve the renewal of the NWEA MAP Contract, as presented. Jenna Andrus seconded the motion. Motion carried 4-0. Ayes: Scherbaum, Larsen, Andrus, Cramsie. Noes: 0. Absent: Sandkuhl, Peel, Andrews.

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

6. Reviewed/Adopted: Update to AR 5144 Discipline. Per recommendation from the oversight team, the recess restriction section has been edited in this policy. Kristi Scherbaum made a motion to approve the update to AR 5144 Discipline, as presented. Casey Larsen seconded the motion. Motion carried 4-0. Ayes: Scherbaum, Larsen, Andrus, Cramsie. Noes: 0. Absent: Sandkuhl, Peel, Andrews.

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

7. For Information Only: Simple Texting Service Agreement. Once this service is set up, it will have its own phone number. Stephanie Lyle has been working to enter all parents and staff cell phone numbers into the system. The annual cost will be \$402.40. Information about the Simple Text service will be sent out to parents and staff so they know that this new number is not spam. This item is informational only, no action is required.

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

8. Reviewed/Approved: Extension of Independent Consultant Agreement with Jim Schieble. This agreement will continue through June 30, 2025, to assist with the charter renewal process. There is no additional cost to the original agreement. Kristi Scherbaum made a motion to approve the extension of the Independent Consultant Agreement with Jim Schieble, as presented. Jenna Andrus seconded the motion. Motion carried 4-0. Ayes: Scherbaum, Larsen, Andrus, Cramsie. Noes: 0. Absent: Sandkuhl, Peel, Andrews.

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

**ADJOURNMENT**

The Board meeting was adjourned at 5:30 pm.

The next board meeting will be held at 4:15 pm on Monday, January 27, 2025.

I certify that I am the duly elected Secretary of The Heights Charter and that these minutes, consisting of three (3) pages, are the minutes of the meeting of the Board of Directors on December 9, 2024.

*Debra Cramsie*  
Secretary