

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

**MINUTES OF FEBRUARY 24, 2025  
REGULAR BOARD MEETING**

**CLOSED SESSION: 4:15 – 4:30 pm**

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

**FLAG SALUTE**

**CLOSED SESSION** began at 4:18 pm

Conference with Legal Counsel

- Conferred with and/or received advice from legal counsel.
- No action taken during closed session.

**RECONVENE TO OPEN SESSION at 4:38 pm**

**PRESENTATIONS** – No presentations this month.

**COMMUNICATIONS** (non-agenda items)

**Director's Report –**

- Enrollment Update – 288 students are currently enrolled after one 8<sup>th</sup> grade student withdrew and transferred to Dehesa.
- Personnel – No staffing changes since the last Board meeting.
- Upcoming Events – The March calendar of events went out this week. The field trip to BizTown is on 2/26/25. The Grade 4-5 Talent Show is set for 2/27/25. We are going to schedule the Marine Science Floating Lab for the 7<sup>th</sup> graders in April.
- Other – 1) Some flyers for football were not approved to distribute because they were for Lakeside, not Alpine. 2) The oversight Pre-Visit Report is 14 pages. Work has been started so that it will be turned in by its due date.

**CONSENT ITEMS:**

1. Approval of Minutes: The minutes from the January 27, 2025 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 PowerPoint slides were reviewed by Stephanie Whitehouse for the Board. No action required on this item.

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

2. For Information Only: Cashflow Projections FY 2024-25. Stephanie Whitehouse shared key points on this financial report. No action was required on this item.

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

3. Reviewed/Approved: 2<sup>nd</sup> Interim Report Certification Form. This form will be signed and forwarded to Dehesa. Casey Larsen made a motion to approve the 2<sup>nd</sup> Interim Report Certification Form, as presented. Cassie Andrews seconded the motion. Motion carried 6-0. Motion carried: 6-0. Ayes: Peel, Larsen, Scherbaum, Andrews, Andrus, Cramsie. Noes: 0. Absent: Sandkuhl.

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

4. Reviewed/Approved: FY 2024-25 2<sup>nd</sup> Interim Report for Period July 1, 2024 through January 31, 2025. After review, Kristi Scherbaum made a motion to approve the FY 2024-25 2<sup>nd</sup> Interim Report for Period July 1, 2024 through January 31, 2025. Casey Larsen seconded the motion. Motion carried: 6-0. Ayes: Peel, Larsen, Scherbaum, Andrews, Andrus, Cramsie. Noes: 0. Absent: Sandkuhl.

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

5. For Information Only: FY 2024-25 2<sup>nd</sup> Interim Multiyear Budget. Stephanie Whitehouse went over this item with the Board. No action was required on this item.

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

6. Reviewed/Approved: Edits to the Proposition 28, Arts and Music in Schools (AMS) Annual Report for FY 2023-24. After review of the edits made, Cassie Andrews made a motion to approve the edits to the Proposition 28, AMS Annual Report for FY 2023-24. Casey Larsen seconded the motion. Motion carried: 6-0. Ayes: Peel, Larsen, Scherbaum, Andrews, Andrus, Cramsie. Noes: 0. Absent: Sandkuhl.

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

7. Review/Approve: Student Cell Phone Lockable Pouch. Kim Koenig presented reasons for the need to purchase cell phone lockable pouches for grades 6, 7, and 8. The main issue is inappropriate use of cell phones for social reasons during the school day. The lockable pouches would be used to store electronic devices, including cell phones, smart watches, and/or airbuds, during the school day and will remain with the student.

Estimated cost per pouch will be \$30. A letter will be sent home to parents and the lockable pouch policy will be added to the 2025-26 Parent-Student Handbook. After review, Casey Larsen made a motion to approve the purchase of the student cell phone lockable pouches for the upper grades. Cassie Andrews seconded the motion. Motion carried: 6-0. Ayes: Peel, Larsen, Scherbaum, Andrews, Andrus, Cramsie. Noes: 0. Absent: Sandkuhl.

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

8. Review/Approve: LCAP Midyear Update. This status report is for monitoring purposes only. It covers the Goals, Actions, and Resources for the 2024-25 LCAP. After review, Casey Larsen made a motion to approve the LCAP Midyear Update. Kristi Scherbaum seconded the motion. Motion carried: 6-0. Ayes: Peel, Larsen, Scherbaum, Andrews, Andrus, Cramsie. Noes: 0. Absent: Sandkuhl.

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

9. Review/Approve: MOU with Moreland University. This MOU will allow Rita Malloian to fulfill the 12-week Clinical Practice teaching requirements of the Teach-Now Teacher Preparation Certificate Program that she is enrolled in. No funding is required from The Heights. Nicky Jones will act as her mentor. After review, Casey Larsen made a motion to approve the MOU with Moreland University. Kristi Scherbaum

seconded the motion. Motion carried: 6-0. Ayes: Peel, Larsen, Scherbaum, Andrews, Andrus, Cramsie. Noes: 0. Absent: Sandkuhl.

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

10. Review/Approve: 2025-26 School Calendar. After review of the dates, Jenna Andrus made a motion to approve the 2025-26 School Calendar as presented. Casey Larsen seconded the motion. Motion carried: 6-0. Ayes: Peel, Larsen, Scherbaum, Andrews, Andrus, Cramsie. Noes: 0. Absent: Sandkuhl.

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

11. Review/Approve: 2025-26 Attendance Reporting Periods. This calendar is used to record each student's attendance. After review, Kristi Scherbaum made a motion to approve the 2025-26 Attendance Reporting Periods as presented. Cassie Andrews seconded the motion. Motion carried: 6-0. Ayes: Peel, Larsen, Scherbaum, Andrews, Andrus, Cramsie. Noes: 0. Absent: Sandkuhl.

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

12. Review/Approve: Annual Review of Comprehensive Safety Plan. Casey Larsen made a motion to approve the Comprehensive Safety Plan as presented. Jenna Andrus seconded the motion. Motion carried: 6-0. Ayes: Peel, Larsen, Scherbaum, Andrews, Andrus, Cramsie. Noes: 0. Absent: Sandkuhl.

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

13. Review/Approve: Update to Board Policy BP 6158 Independent Study. This policy includes the most recent updates and will replace the previously adopted version from 7/26/2021. Casey Larsen made a motion to approve the update to Board Policy BP 6158 Independent Study as presented. Cassie Andrews seconded the motion. Motion carried: 6-0. Ayes: Peel, Larsen, Scherbaum, Andrews, Andrus, Cramsie. Noes: 0. Absent: Sandkuhl.

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

14. Review/Approve: Nondiscrimination in School Programs Board Policy. This policy has been updated to replace the word 'district' with the word 'school'. Casey Larsen made a motion to approve the update to the Nondiscrimination in School Programs Board Policy as presented. Kristi Scherbaum seconded the motion. Motion carried: 6-0. Ayes: Peel, Larsen, Scherbaum, Andrews, Andrus, Cramsie. Noes: 0. Absent: Sandkuhl.

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

15. For Information Only: No anticipated, pending, or actual litigation and/or claim from any party or notice of potential infraction, criminal or civil action. No action was required on this item.

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

## ADJOURNMENT

The Board meeting was adjourned at 5:38 pm.

The next board meeting will be held at 4:15 pm on Monday, March 17, 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 February 24, 2025.

Debra Cramsie  
Secretary