

**THE HEIGHTS CHARTER**  
2710 Alpine Blvd. Suite E, Alpine CA 91901

**REGULAR BOARD MEETING**  
**AGENDA**  
**October 19, 2020**  
**3:45 pm**

**This Board Meeting will be held using the guidelines in Governor Newsom’s Executive Orders N25-20 and N29-20 at 2710 Alpine Blvd, Suite E, in Alpine.**

**REASONABLE ACCOMMODATION**

*In compliance with the American with Disabilities Act 1990, if you need special assistance to participate in this meeting, please contact the office of the Director at 619-792-9000 by noon on the Friday before the scheduled meeting. Such notification shall provide charter school personnel time to make reasonable arrangements to assure accessibility to the meeting.*

**OPENING PROCEDURES**

- **CALL TO ORDER**

<ul style="list-style-type: none"><li>• <b>ROLL CALL</b></li></ul>	<u>Present</u> <u>Absent</u>	<p>Michelle Lenore Kristi Scherbaum Kellie Peel</p>	<u>Present</u> <u>Absent</u>	<p>Summer Herrin Monica White Debra Cramsie</p>
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- **FLAG SALUTE**

**COMMUNICATIONS**

- **Oral Communications** (Non-agenda items): *According to public meeting laws, no individual presentation shall be more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.*
  
- **Director’s Report –**
  - Enrollment Update
  - Digital Learning
  - Major Use Permit Update
  - Personnel
  - Other

**REQUESTS TO ADDRESS THE BOARD / PRESENTATIONS** - No presentations are scheduled this month.

**CONSENT ITEMS**

*All matters listed under the consent agenda are considered by the Board to be routine and will be approved/ enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The Director recommends approval of all consent agenda items.*

1. Approval of Minutes. It is recommended that the Board approve the minutes from the September 22, 2020 regular board meeting and the September 28, 2020 minutes from the special board meeting.

**DISCUSSION AND/OR ACTION ITEMS**

1. Review/Approve: California School Finance Authority (CSFA) TRANS Application. Tax and Revenue Anticipation Notes, or TRANS, are a form of short-term debt used by school districts to even out temporary cash deficits caused by the State’s deferred apportionment payments. CSFA’s Charter School Pooled TRANS (ASAP Program) is a transparent, low-cost borrowing option to help charter schools manage the State’s apportionment deferrals.
  
2. For Information Only: Financial Summary Report
  
3. For Information Only: July 2020 – September 2020 Budget vs Actuals

4. Review/Approve: Updated Description of the Parents Association (formerly known as the Parent Advisory Council)
5. Review/Approve: Updated Bylaws of The Heights Charter
6. Review/Approve: Protocols Delineating the Role of the Executive Director and the School Board
7. Review/Approve: Special Education Procedures
8. Review/Approve: The Heights Charter Nominations Committee Board Policy
9. Review/Approve: The Heights Charter Board of Directors Resolution: Creation of Standing Nominations Committee
10. Review/Approve: The Heights Charter Board Recusal Policy
11. Review/Approve: 2020-2021 Employee Handbook (EH). The employee handbook has been updated to meet current legal requirements. Agenda Items 11-16 below are policies taken from the 2020-2021 Employee Handbook (EH) and require individual review and approval.
12. Review/Approve: Professional Boundaries Between Staff and Student Policy (EH pg 6)
13. Review/Approve: Prohibiting Unlawful Harassment, Discrimination, and Retaliation Policy (EH pg 9)
14. Review/Approve: Whistleblower Policy (EH pg 12)
15. Review/Approve: Family Care and Medical Leave Policy (EH pg 28)
16. Review/Approve: Victims of Abuse Leave Policy (EH pg 41)
17. Review/Approve: Internal Review Complaint Policy (EH pg 46)

#### **ADJOURNMENT**

The meeting was adjourned at \_\_\_\_\_.

Next meeting December 7, 2020 at 3:45 pm.