

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

MINUTES OF JANUARY 27, 2020
REGULAR BOARD MEETING

CALL TO ORDER

Kristi Scherbaum called the regular meeting of the governing board to order at 3:48 pm. The meeting was held at 2710 Alpine Blvd. Suite E, Alpine CA 91901.

DIRECTORS PRESENT

The following members were present at the meeting: Michelle Lenore, Kristi Scherbaum, Diana Whyte, Debra Cramsie. Absent: Kellie Peel, Monica White, Summer Herrin.

FLAG SALUTE

PRESENTATIONS – There were no presentations this month.

COMMUNICATIONS (non-agenda items)

Oral Communications – There were no oral communications this month.

Director's Report –

- Enrollment Update: 258 students are currently enrolled. One family moved to Texas and another will be moving to Idaho next month.
- Facilities Update: Nothing to report this month.
- LCAP Update: A small number of parents showed up for the Parent Meeting on January 13, 2020. We are planning to send out the annual LCAP survey in spring.
- Staffing Update: Sandra Morgan's last day as Business Manager will be June 30, 2020. She will be available for the fall audit and may be retained on an hourly basis next year. She also will help set up recordkeeping at school. Sandra did some research to find a small, client-sensitive company who would be a possible good fit to take over the business management services and suggested Charterwise Management. Diana Whyte and Noel Seiler met with Christie White, the CEO of Charterwise. Although the submitted proposal is higher than what is currently budgeted for business management services, after comparing costs of similar companies, it is still \$20K less and includes licensed CPA services. The school is in a financially good position to cover the higher price.

CONSENT ITEMS

1. Approval of Minutes: The minutes from the December 9, 2019 regular board meeting and the minutes from the December 13, 2019 emergency board meeting were approved as presented.

DISCUSSION AND/OR ACTION ITEMS:

1. Reviewed/Approved: 2020-2021 School Calendar. The calendar was reviewed with the Board along with what was included in deciding on the holiday dates selected. Decisions were based on reviewing some local schools and how their calendars compared to The Heights. Kristi Scherbaum made a motion to approve the 2020-2021 school calendar as presented. Michelle Lenore seconded the motion. Motion carried 4-0. Ayes: Lenore, Scherbaum, Whyte, Cramsie. Noes: 0. Absent: Peel, White, Herrin.
2. Reviewed/Approved: Contract with Cox Communications. It has become necessary to upgrade the internet services for the school. The Heights has been paying \$1000/month for four internet connections. But when two classrooms are online at the same time, students start getting kicked off. After contacting Cox Communications, the new 3 year contract will add four more modems and quadruple power of the broadband. The cost of the upgrades will be \$1600/month. Using technology funds that were earmarked for computers will help offset the cost since purchasing new computers isn't planned this year. After reviewing the contract details with the Board, Michelle Lenore made a motion to approve the contract as presented. Kristi Scherbaum seconded the motion. Motion carried 4-0. Ayes: Lenore, Scherbaum, Whyte, Herrin, Cramsie. Noes: 0. Absent: Peel, White, Herrin.

3. Reviewed/Approved: 2018-2019 School Accountability Report Card (SARC). Diana Whyte went through the different sections of the SARC. This annual report is required to be published by February 1 of each year. After the report details had been discussed with the Board, Kristi Scherbaum made a motion to approve the SARC as presented. Michelle Lenore seconded the motion. Motion carried 4-0. Ayes: Lenore, Scherbaum, Whyte, Cramsie. Noes: 0. Absent: Peel, White, Herrin.
4. Reviewed/Approved: Procedures for Notifying Teachers of Dangerous Students. The Heights is continuing to edit and update board policies. After reviewing the procedures with the Board, Michelle Lenore made a motion to approve as presented. Kristi Scherbaum seconded the motion. Motion carried 4-0. Ayes: Lenore, Scherbaum, Whyte, Cramsie. Noes: 0. Absent: Peel, White, Herrin.
5. Reviewed/Approved: Board Policy Exhibit E 2140 Evaluation Of The Director: Performance Objectives. After reviewing the policy details with the Board, Kristi Scherbaum made a motion to approve as presented. Michelle Lenore seconded the motion. Motion carried 4-0. Ayes: Lenore, Scherbaum, Whyte, Cramsie. Noes: 0. Absent: Peel, White, Herrin.
6. Review/Approve: Board Policy BP 2140 Evaluation of The Director. After reviewing the policy details with the Board, Michelle Lenore made a motion to approve as presented. Kristi Scherbaum seconded the motion. Motion carried 4-0. Ayes: Lenore, Scherbaum, Whyte, Cramsie. Noes: 0. Absent: Peel, White, Herrin.
7. For Information Only: Balance Sheet as of December 31, 2019
8. For Information Only: Cash Flow Through December 31, 2019
9. For Information Only: Profit and Loss Budget vs. Actual July-December 2019
10. For Information Only: Check Register Detail December 2019

ADJOURNMENT

The board meeting was adjourned at 4:40 pm.

The next meeting will be held on Monday, February 24, 2020 at 3:45 p.m.

CERTIFICATE OF SECRETARY

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 January 27, 2019.

Debra Cramsie

Secretary