

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

MINUTES OF JANUARY 29, 2024
REGULAR BOARD MEETING

CALL TO ORDER

Kristi Scherbaum called the regular meeting of the governing board to order at 4:09 pm. This Board Meeting was held at 2710 Alpine Blvd, Suite E, in Alpine.

DIRECTORS PRESENT

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

FLAG SALUTE

PRESENTATIONS – No presentations this month.

COMMUNICATIONS (non-agenda items)

Oral Communications – No oral communications at this meeting.

Director's Report –

- Enrollment Update. The current count is 281 students.
- COVID-19 Update. No on-site cases to report.
- Personnel. Synthia Johnson will be working in the front office from 10:00 am to 2:00 pm on a temporary basis.
- Upcoming Events: (1) 6th Grade Camp
- Other: (1) Jostens will continue to be the photographer for school photos and yearbook photos for next school year. (2) Dehesa has a Principal/Superintendent to fill the vacancy left by Bradley Johnson and has hired a Chief Financial Officer.

CONSENT ITEMS

1. Approval of Minutes: The minutes from the December 11, 2023 Regular Board meeting were approved as presented.

DISCUSSION AND/OR ACTION ITEMS:

1. For Information Only: FY 2023-24 Budget vs Actuals through of December 31, 2023. Stephanie Whitehouse gave a brief financial update to the Board. No changes this month. She will provide a detailed presentation at the next board meeting.

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

2. For Information Only: Charterwise is Closing Down their Management Department. Stephanie Whitehouse will resign from Charterwise effective January 31, 2024. Christie White waived the 14-day notice.

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

3. Reviewed/Approved: Whitehouse CPAS, Inc. Services Agreement. Stephanie Whitehouse will continue to provide business management services for The Heights Charter effective February 1, 2024 through her company, Whitehouse CPAS, Inc. Loni Paine made a motion to approve the Whitehouse CPAS, Inc. Services Agreement as presented. Kellie Peel seconded the motion. Motion carried 6-0. Ayes: Scherbaum, Peel, Paine, Sandkuhl, Larsen, Cramsie. Noes: 0. Absent: Andrews.

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

4. For Information Only: No anticipated, pending, or actual litigation and/or claim from any party or notice of potential infraction, criminal or civil action. Per a request made by the oversight committee, this agenda item is to be listed in the minutes to state that communication has been made to the Board in the case of any anticipated, pending, or actual litigation. There is nothing to report to the Board at this time.

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

5. Reviewed/Approved: 2022-23 Annual Audit Approval. This report is based on the opinion of the audit company after reviewing specific areas of operation of The Heights Charter. There were no findings. After review of the 2022-23 Annual Audit, Kellie Peel made a motion to approve the report as presented. Casey Larsen seconded the motion. Motion carried 6-0. Ayes: Scherbaum, Peel, Paine, Sandkuhl, Larsen, Cramsie. Noes: 0. Absent: Andrews.

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

6. Reviewed/Approved: Conflict of Interest Code. Diana Whyte shared the background information on this item and the fact that the code was provided by the school attorney. After review, Kellie Peel made a motion to approve the Conflict of Interest Code as presented. Angie Sandkuhl seconded the motion. Motion carried 6-0. Ayes: Scherbaum, Peel, Paine, Sandkuhl, Larsen, Cramsie. Noes: 0. Absent: Andrews.

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

7. Reviewed/Approved: UCP Complaint Procedure and Form. This item has been updated to reflect changes made since prior approval in 2014. After review, Loni Paine made a motion to approve the UCP Complaint Procedure and Form as presented. Angie Sandkuhl seconded the motion. Motion carried 6-0. Ayes: Scherbaum, Peel, Paine, Sandkuhl, Larsen, Cramsie. Noes: 0. Absent: Andrews.

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

8. Reviewed/Approved: Lease Agreement effective 1/1/2024. Diana Whyte went over the details of the current lease agreement with the Board. After review, Loni Paine made a motion to approve the Lease Agreement effective 1/1/2024 as presented. Casey Larsen seconded the motion. Motion carried 6-0. Ayes: Scherbaum, Peel, Paine, Sandkuhl, Larsen, Cramsie. Noes: 0. Absent: Andrews.

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

9. Reviewed/Approved: 2022-23 School Accountability Report Card (SARC). After the review of the 2022-23 School Accountability Report Card, Kellie Peel made a motion to approve it as presented. Angie Sandkuhl seconded the motion. Motion carried 6-0. Ayes: Scherbaum, Peel, Paine, Sandkuhl, Larsen, Cramsie. Noes: 0. Absent: Andrews.

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

ADJOURNMENT

The Board meeting was adjourned at 4:52 pm.

The next board meeting will be held at 4:00 pm on Monday, February 26, 2024.

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 29, 2024.

Debra Cramsie
Secretary