

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

**MINUTES OF FEBRUARY 24, 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, 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: 259 students are currently enrolled.
- Facilities Update: No updates this month. The Health Department inspected facilities since school breakfast is now provided for students who are eligible for the National School Lunch Program. They checked water temperature, refrigerator temperature and both met requirements.
- LCAP Update: Coffee with Diana is scheduled for tomorrow evening.
- Other – Alpine Community Planning Group Meeting: On Thursday, February 27, 2020 at 6 pm, the major use permit will be on the agenda for this meeting at the Alpine Community Center. We encourage parents and staff of The Heights Charter to support the school and to approve the major use permit by attending.
- Other – 6<sup>th</sup> Grade Camp: All but two 6<sup>th</sup> graders were able to attend Camp Stevens this year.
- Other – State Science Test Results: We are very proud to report that 5<sup>th</sup> and 8<sup>th</sup> grade students at The Heights Charter scored 57.78% met or exceeded standards, which is well above the state average of 29.93%.

**CONSENT ITEMS**

1. Approval of Minutes: The minutes from the January 27, 2020 regular board meeting were approved as presented.

**DISCUSSION AND/OR ACTION ITEMS:**

1. For Information Only: July 2019-January 2020 Budget to Actuals. Sandra Morgan, Business Manager, explained the details on the report to the Board.
2. Reviewed/Approved: FY 2019-2020 Working Budget. After reviewing the budget details with the Board, Summer Herrin made a motion to approve the working budget as presented. Monica White seconded the motion. Motion carried 7-0. Ayes: Lenore, Scherbaum, Whyte, Peel, White, Herrin, Cramsie. Noes: 0. Absent: 0.
3. Reviewed/Approved: July 2019-January 2020 2<sup>nd</sup> Interim Report and Certification Page. After the report details had been discussed with the Board, Monica White made a motion to approve the 2<sup>nd</sup> interim report as presented. Michelle Lenore seconded the motion. The certification page was signed by Diana Whyte. Motion carried 7-0. Ayes: Lenore, Scherbaum, Whyte, Peel, White, Herrin, Cramsie. Noes: 0. Absent: 0.
4. For Information Only: Balance Sheet as of January 31, 2020. Sandra Morgan reviewed the balance

sheet with the Board.

5. For Information Only: FY 2019-2020 Cash Flow. Details were reviewed with the Board.
6. For Information Only: January 2020 Check Register. Details were reviewed with the Board.
7. Reviewed/Approved: Charterwise Management Contract for Back Office Support and Financial Services. Sandra talked about her research into how she found this company. This is a smaller lower priced company that is competitive with CSMC and feels like a better fit for The Heights Charter and its needs. Diana Whyte and Sandra Morgan met with two representatives from Charterwise to discuss some of the logistics of submitting invoices and receipts, etc. A portal to send scanned documents will be used rather than gathering hard copies. It will be challenging to deal with the changes but the company is flexible and willing to work together to resolve any issues that may come up. Michelle Lenore made a motion to approve hiring Charterwise Management for The Heights Charter, effective July 1, 2020. Monica White seconded the motion. Motion carried 7-0. Ayes: Lenore, Scherbaum, Whyte, Peel, White, Herrin, Cramsie. Noes: 0. Absent: 0.
8. Reviewed/Approved: Annual Review of Safety Plan. The Heights Charter's Safety Plan is currently up to date. Details were reviewed with the Board, including explanations of staff training on lockdown procedures and the schedule of fire drills, etc. The review of the Safety Plan is required by March 1 annually and this agenda item meets that compliancy issue. A hard copy of the safety plan was circulated around to the Board members at this meeting. Summer Herrin made a motion to approve the annual safety plan review. Michelle Lenore seconded the motion. Motion carried 7-0. Ayes: Lenore, Scherbaum, Whyte, Peel, White, Herrin, Cramsie. Noes: 0. Absent: 0.

#### **ADJOURNMENT**

The board meeting was adjourned at 4:29 pm.

The next meeting will be held on Monday, April 20, 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 February 24, 2020.

*Debra Cramsie*

Secretary