

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

MINUTES OF FEBRUARY 26, 2024
REGULAR BOARD MEETING

CALL TO ORDER

Kristi Scherbaum called the regular meeting of the governing board to order at 4:07 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, Cassie Andrews, Loni Paine. Absent: 0.

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 remains at 280 students.
- Update on Employee Policies. Two employee policies need to be updated but we are waiting for feedback from the attorneys. They will be added as action items to a board meeting as soon as they are prepared.
- COVID-19 Update. No on-site cases to report.
- Personnel. Synthia Johnson had to take a month's leave due to an unexpected family matter.
- Upcoming Events: (1) The TK Patriotic Performance is tonight. (2) Birch Aquarium canceled the field trip that was scheduled on April 26. (3) We are trying to schedule a TK-4th field trip to the Living Coast Discovery Center in Chula Vista, if there's availability. (4) 8th Grade Camp is coming up. (5) Oversight team will be here on February 29.

CONSENT ITEMS

1. Approval of Minutes: The minutes from the January 29, 2024 Regular Board meeting were approved as presented.

DISCUSSION AND/OR ACTION ITEMS:

1. For Information Only: 2nd Interim Board Presentation. Stephanie Whitehouse gave a financial presentation to the Board. She summarized the financial status of The Heights and explained the purpose and importance of the first and second interim reports, along with the budget timeline. The Heights remains very stable, with steady enrollment and low overturn on staffing. Ms. Whitehouse also spoke about the other two For Information Only items 2 and 3 below and explained the key points of the cashflow projections and budget vs actuals reports. No action was required for this item.

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

2. For Information Only: 2nd Interim Cashflow Projections FY 2023-24. See Item 1 above. No action was required for this item.

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

3. For Information Only: FY 2023-24 Budget vs Actuals for 7/31/23 to 1/31/24. See Item 1 above. No action was required for this item.

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

4. Reviewed/Approved: 2nd Interim Multiyear Budget. Stephanie Whitehouse reviewed this budget with the Board. After review, Kellie Peel made a motion to approve the 2nd Interim Multiyear Budget as presented. Casey Larsen seconded the motion. Motion carried 7-0. Ayes: Scherbaum, Peel, Larsen, Sandkuhl, Paine, Andrews, Cramsie. Noes: 0. Absent: 0.

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

5. Reviewed/Approved: FY 2023-24 2nd Interim Report for 7/31/23 to 1/31/24 and Certification Page. Stephanie Whitehouse explained that interim reports are required for all school districts and charter schools and are used to determine financial viability and sustainability. They provide an accurate picture of a school's financial situation. Upon approval, the certification page will be signed by Diana Whyte and forwarded to Dehesa. After review, Casey Larsen made a motion to approve the FY 2023-24 2nd Interim Report as presented. Cassie Andrews seconded the motion. Motion carried 7-0. Ayes: Scherbaum, Peel, Larsen, Sandkuhl, Paine, Andrews, Cramsie. Noes: 0. Absent: 0.

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

6. Reviewed/Approved: LCAP Midyear Update. This report includes all available midyear outcome data identified in the current year's LCAP and all available midyear expenditures and implementation data on all actions identified in the current LCAP. After review of the goals and specifics of how the goals are to be met, Kellie Peel made a motion to approve the LCAP Midyear Update as presented. Angie Sandkuhl seconded the motion. Motion carried 7-0. Ayes: Scherbaum, Peel, Larsen, Sandkuhl, Paine, Andrews, Cramsie. Noes: 0. Absent: 0.

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

7. Reviewed/Approved: Annual Review of Comprehensive Safety Plan. In order to meet the state requirement that an annual review of the safety plan be made by March 1 of each year, this item was included on this agenda. The updates to the safety plan were reviewed with the Board. Kellie Peel made a motion to approve the Comprehensive Safety Plan as presented. Cassie Andrews seconded the motion. Motion carried 7-0. Ayes: Scherbaum, Peel, Larsen, Sandkuhl, Paine, Andrews, Cramsie. Noes: 0. Absent: 0.

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

8. Reviewed/Approved: 2024-2025 School Calendar. After verifying that there were no conflicts with any of the dates, Kellie Peel made a motion to approve the 2024-2025 School Calendar as presented. Angie Sandkuhl seconded the motion. Motion carried 7-0. Ayes: Scherbaum, Peel, Larsen, Sandkuhl, Paine, Andrews, Cramsie. Noes: 0. Absent: 0.

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

9. Reviewed/Approved: SDCOE MOU for CTE. This MOU is a partnership to assist CTE, Adult Education, and Special Subject candidates obtain their preliminary and clear designated subject credential. We currently have Sara Norval participating in the CTE credential program for Arts, Media, and Entertainment, which will cover her for teaching Drama. After review, Kellie Peel made a motion to approve the SDCOE MOU for CTE as presented. Casey Larsen seconded the motion. Motion carried 7-0. Ayes: Scherbaum, Peel, Larsen, Sandkuhl, Paine, Andrews, Cramsie. Noes: 0. Absent: 0.

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

10. Reviewed/Approved: SysCloud Quote for Cloud Technology to be used for Google Backup. If the internet went down, this service will backup school data, teacher files, GoogleDrive data, report cards, etc. It is an annual contract. After review, Loni Paine made a motion to approve the SysCloud Quote for Cloud Technology as presented. Angie Sandkuhl seconded the motion. Motion carried 7-0. Ayes: Scherbaum, Peel, Larsen, Sandkuhl, Paine, Andrews, Cramsie. Noes: 0. Absent: 0.

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

The next board meeting will be held at 4:00 pm on Monday, March 18, 2024.

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 26, 2024.

Debra Cramsie
Secretary