

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

MINUTES OF FEBRUARY 27, 2023
REGULAR BOARD MEETING

CALL TO ORDER

Kristi Scherbaum called the regular meeting of the governing board to order at 4:03 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, Loni Paine, Casey Larsen, Cassie Andrews, Debra Cramsie. Absent: Angie Sandkuhl.

FLAG SALUTE

PRESENTATIONS – No presentations this month.

COMMUNICATIONS (non-agenda items)

Oral Communications – No oral communications at this meeting.

Director's Report –

- Enrollment Update: Enrollment is currently at 265 students. A new TK student will be starting on March 1, which will bring us up to 266 students.
- COVID-19 Update: There have been no COVID-19 onsite contacts or transmissions.
- Personnel: Carolyn Chapman, one of our instructional aides, has given her two-week notice. She has been accepted into an internship in her field of study and will be missed. No other staffing changes to report at this time.
- Upcoming Events: The Marine Floating Science Lab field trip has been cancelled due to weather. Many thanks to Mrs. Huguley for sending out the Feb-Mar events calendar.
- Other: TK Play Production was very enjoyable and very sweet. All the students did a great job in their performance.
- Other: Director's Mid-Year Goal Review is ready and will be shared later at today's meeting.

CONSENT ITEMS

1. Approval of Minutes: The minutes from the January 23, 2023 Regular Board were approved as presented.

DISCUSSION AND/OR ACTION ITEMS:

- 1 For Information Only: Charterwise Financial Update Powerpoint Presentation. Stephanie Whitehouse reviewed the current financial status, budget details, cash flow projections, and financial reports of The Heights Charter with the Board.
2. For Information Only: Budget vs Actuals through January 31, 2023. Stephanie Whitehouse gave a detailed overview of this item and item #3 below for the Board. She described possible uses for state one-time funds.
3. For Information Only: FY 2022-23 Cash Flow Projections. See #2 above.
4. Reviewed: 2nd Interim Budget Detail FY2022-23 through 2025. See #1-2 above.
5. Reviewed/Approved: 2nd Interim Report FY 2022-23 and Certification Page. After the review of this report, Kellie Peel made a motion to approve the 2nd Interim Report FY 2022-23 as presented. Casey

- Larsen seconded the motion. Motion carried 6-0. The signature page will be signed and forwarded to Dehesa. Ayes: Scherbaum, Peel, Larsen, Paine, Andrews, Cramsie. Noes: 0. Absent: Sandkuhl.
6. Reviewed/Approved: Auditor Selection. Wilkinson, Hadley, King & Company LLC submitted a three year contract proposal for 2022-23 through 2024-25. The Heights Charter has remained with this audit firm since 2012 and doesn't see a need to make any changes at this time. After review of the contract, Casey Larsen made a motion to approve the contract proposal from Wilkinson, Hadley, King & Company LLC as presented. Kellie Peel seconded the motion. Motion carried 6-0. Ayes: Scherbaum, Peel, Larsen, Paine, Andrews, Cramsie. Noes: 0. Absent: Sandkuhl.
 7. Reviewed/Approved: Lease Amendments for Suites A, B, C. A discussion on the feasibility and affordability of renting this additional space was made. Points brought up included the benefit of the school occupying the space as opposed to a business with its traffic, customers, potential issues with parking, etc. The suites will be rented on a month-to-month term until August 2023. A one-year lease will be set up through August 2024 and then will be re-evaluated. Loni Paine made a motion to approve the lease amendments for Suites A, B, and C as presented. Casey Larsen seconded the motion. Motion carried 6-0. Ayes: Scherbaum, Peel, Larsen, Paine, Andrews, Cramsie. Noes: 0. Absent: Sandkuhl.
 8. Reviewed/Approved: Annual Review of Safety Plan. The annual review of the safety plan must be completed by March 1. Kim Koenig presented a hard copy of the updated comprehensive safety plan to the Board. Casey Larsen made a motion to approve the safety plan for 2022-23. Cassie Andrews seconded the motion. Motion carried 6-0. Ayes: Scherbaum, Peel, Larsen, Paine, Andrews, Cramsie. Noes: 0. Absent: Sandkuhl.
 9. Reviewed/Approved: 2023-24 School Calendar. After a review of the calendar dates, Kellie Peel made a motion to approve the 2023-24 School Calendar as presented. Loni Paine seconded the motion. Motion carried 6-0. Ayes: Scherbaum, Peel, Larsen, Paine, Andrews, Cramsie. Noes: 0. Absent: Sandkuhl.
 10. Reviewed: Public Comments Procedures. The public comments procedures were reviewed with the Board. There was no action required on this item.
 11. Reviewed/Adopted: Field Trip Policy. The School Organized Activities and Excursions policy was reviewed with the Board. Casey Larsen made a motion to approve this policy as presented. Kellie Peel seconded the motion. Motion carried 6-0. Ayes: Scherbaum, Peel, Larsen, Paine, Andrews, Cramsie. Noes: 0. Absent: Sandkuhl.
 12. Reviewed/Adopted: Health and Safety Policies. The Heights Charter has had health and safety procedures for students in place, but not specific board policies. The Health Examinations, Immunizations, and Oral Health Assessments policy and Administration of Medications, Anti-Seizure Medications, Emergencies, Opioid Antagonist Administration, and Head Lice policy were reviewed by the Board. Once corrections of two typos in the policy templates are made, Cassie Andrews made a motion to adopt the Health Examinations, Immunizations, and Oral Health Assessments policy and the Administration of Medications, Anti-Seizure Medications, Emergencies, Opioid Antagonist Administration, and Head Lice policy as presented. Casey Larsen seconded the motion. Motion carried 6-0. Ayes: Scherbaum, Peel, Larsen, Paine, Andrews, Cramsie. Noes: 0. Absent: Sandkuhl.
 13. Reviewed/Approved: Board Protocols to Facilitate Governance Leadership. This item was reviewed by the Board. Kellie Peel made a motion to approve the Board Protocols to Facilitate Governance Leadership as presented. Casey Larsen seconded the motion. Motion carried 6-0. Ayes: Scherbaum, Peel, Larsen, Paine, Andrews, Cramsie. Noes: 0. Absent: Sandkuhl.
 14. Reviewed: Mid-Year Progress of Director's Goals. Diana Whyte went through her list of annual goals with the Board and gave an update on the status of goals for 2022-23. The items included personnel and staffing, educational programs and student achievement, school campus safety and security, and facilities maintenance.

15. Reviewed/Discussed: Brown Act Emergency Teleconferencing Extension – This bill was signed by Governor Newsom. AB 361 extends the COVID-19 teleconference with specific requirements for Board meetings under the Brown Act. This is a month-to-month teleconferencing determination extension until January 1, 2024 during states of emergency based on governing board findings, and incorporates into law the increased flexibility for charter school boards during the pandemic. Kellie Peel made a motion to meet in person next month. Casey Larsen seconded the motion. Motion carried 6-0. Ayes: Scherbaum, Peel, Larsen, Paine, Andrews, Cramsie. Noes: 0. Absent: Sandkuhl.

ADJOURNMENT OF OPEN SESSION

The open session of the Board meeting was adjourned at 5:20 pm.

CLOSED SESSION

Convened to closed session at 5:22 pm for the following items:

1. Pupil Personnel – Student Expulsion(s), Disciplinary Matter(s), and Other Confidential Student Matters Pursuant to Education Code 48900(c)

The Board was informed of a school incident involving a student who accessed inappropriate web content and the steps taken to deal with the situation.

ADJOURNMENT OF CLOSED SESSION

The closed session of this meeting was adjourned at 5:41 pm.

The next board meeting will be held at 4:00 pm on Monday, March 13, 2023.

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 27, 2023.

Debra Cramsie
Secretary