

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

MINUTES OF FEBRUARY 28, 2022
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, Monica White, Michelle Lenore, Summer Herrin, Casey Larsen, Kellie Peel, and Debra Cramsie.

FLAG SALUTE

PRESENTATIONS – No presentations scheduled this month.

COMMUNICATIONS (non-agenda items)

Oral Communications – No oral communications at this meeting.

Director's Report –

- Enrollment Update: Enrollment is currently at 269 students.
- COVID-19 Update: Kim Koenig presented the latest information to the Board. Effective March 12, 2022, masking will not be required. It will be a choice for those who wish to continue to wear a mask or not and individuals' choices are to be respected. The entire Heights staff has been notified. An informational letter will be sent to parents about the new mask status on March 11. There are currently no in-school COVID cases to report.
- Personnel: The new IT employee will start Wednesday, March 2, 2022.
- Upcoming Events: The Finance Park trip for 8th graders is on March 25. The Julian Mine field trip is scheduled for April 1.
- Other: Mrs. Huguley has offered to help set up the school monthly calendars. The first one will go out on March 1, 2022.

CONSENT ITEMS

1. Approval of Minutes: The minutes from the January 24, 2022 regular board meeting were approved as presented.

DISCUSSION AND/OR ACTION ITEMS:

- 1 For Information Only: Financial Presentation by Stephanie Whitehouse. Via speakerphone, Stephanie Whitehouse reviewed the financial presentation for the Board which included an overview of the budget timeline, explanation of what the 2nd interim report involves, budget revision highlights, and FY22-23 budget proposals. There will be some upcoming legislation regarding attendance protection/other declining enrollment bills, but charter schools are not included on these bills. Charter school advocates are working to have charters included. Another topic that came up for discussion was regarding the universal access to subsidized school meals state budget proposal and how that will affect The Heights Charter, which does not have full kitchen facilities or food service staffing.

In addition, Ms. Whitehouse reviewed the details in Items 2, 3, and 4 with the Board. No action was required for these items.

2. For Information Only: FY21-22 Budget vs Actuals through January 31, 2022
3. For Information Only: FY21-22 Second Interim Budget Revision Details
4. For Information Only: FY21-22 Cash Flow Projections
5. Reviewed/Approved: FY21-22 Second Interim Report and Certification Page. Stephanie Whitehouse went over the items in the report for the Board. The certification page will be signed by Diana Whyte and the original signed hard

copy will be hand-carried to Dehesa this week. A motion to approve the FY21-22 Second Interim Report as presented was made by Monica White. Casey Larsen seconded the motion. Motion carried 7-0. Ayes: Scherbaum, Lenore, Peel, Larsen, Herrin, White, Cramsie. Noes: 0. Absent: 0.

6. Reviewed/Approved: 2021-22 Safety Plan – Annual Update and Review. Kim Koenig reviewed the updates made to the current safety plan with the Board. Among items discussed were emergency plans, fire and earthquake drills, updated staff/student lists, and policies. The safety plan must be reviewed annually before March 1. Monica White made a motion to approve the 2021-22 Safety Plan as presented. Kellie Peel seconded the motion. Motion carried 7-0. Ayes: Scherbaum, Lenore, Peel, Larsen, Herrin, White, Cramsie. Noes: 0. Absent: 0.
7. Reviewed/Approved: LCAP (Educational Partners) Midterm Report. During the review of the midterm report, it was noted that goals that were set had been accomplished. MAP test scores for grades 3-8 were used for English/ Language Arts (ELA) and Math as the state testing was suspended due to the pandemic. MAP testing is used as a self-auditing tool and is a very accurate measure to use to evaluate student progress. The LCAP report listed ELA 59% met or exceeded standards and Math 40% met or exceeded standards. Michelle Lenore made a motion to approve the LCAP Midterm Report as presented. Kellie Peel seconded the motion. Motion carried 7-0. Ayes: Scherbaum, Lenore, Peel, Larsen, Herrin, White, Cramsie. Noes: 0. Absent: 0.
8. Reviewed/Approved: 2020-2021 Audit Report. Diana Whyte reviewed the audit report with the Board and commented that because of COVID-19 protocols, auditors were prevented from coming to the school site to review the records. Student portfolios had to be boxed up and were picked up for review off-site. There were no findings in the audit report. Monica White made a motion to approve the 2020-21 Audit Report as presented. Casey Larsen seconded the motion. Motion carried 7-0. Ayes: Scherbaum, Lenore, Peel, Larsen, Herrin, White, Cramsie. Noes: 0. Absent: 0.
9. Reviewed/Approved: Dehesa/The Heights Charter Memorandum of Understanding (MOU) for IT Employee. Before bringing this MOU before the Board, it was forwarded to the school's legal team for review. The Heights is buying IT services from Dehesa for one (1) day per week for an annual cost of \$22K for a 12 month employee, which includes salary and benefits. It will require an annual renewal by May 1. The candidate met with the leadership team and primary lead. Monica White made a motion to approve the Dehesa/The Heights Charter MOU for IT Employee as presented. Kellie Peel seconded the motion. Motion carried 7-0. Ayes: Scherbaum, Lenore, Peel, Larsen, Herrin, White, Cramsie. Noes: 0. Absent: 0.
10. Reviewed/Approved: Change to Pedro Reyes New Insurance Company as of March 1, 2022. The decision was made to change to a new insurance company in order to remain with the same insurance broker, who has provided The Heights Charter with excellent customer service. Monica White made a motion to approve the change and remain with Pedro Reyes and his new insurance company. Summer Herrin seconded the motion. Motion carried 7-0. Ayes: Scherbaum, Lenore, Peel, Larsen, Herrin, White, Cramsie. Noes: 0. Absent: 0.
11. Reviewed/Discussed: Brown Act Emergency Teleconferencing Extension. 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. Monica White made a motion to meet in person next month. Kellie Peel seconded the motion. Motion carried 6-1. Ayes: Scherbaum, Lenore, Peel, Larsen, White, Cramsie. Noes: Herrin. Absent: 0.

ADJOURNMENT

The board meeting was adjourned at 5:32 pm.

The next board meeting will be held at 4:00 pm on Monday, March 21, 2022.

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 28, 2022.

Debra Cramsie

Secretary