

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

**MINUTES OF APRIL 15, 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, Angie Sandkuhl, Debra Cramsie, Casey Larsen, Kellie Peel, 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 remains at 280 students.
- COVID-19 Update. No on-site cases to report.
- Personnel. No changes to report at this time.
- Upcoming Events: 1) All School Picnic. 2) TK-3 field trip to Discovery Center. While the primary students are off campus, it will be a field day for the upper grades. 3) Plays. 4) 6<sup>th</sup> Grade Play is tonight.
- Other: N/A

**CONSENT ITEMS**

1. Approval of Minutes: The minutes from the March 18, 2024 Regular Board meeting were approved as presented.

**DISCUSSION AND/OR ACTION ITEMS:**

1. For Information Only: FY 2023-24 Budget vs Actuals as of 3/31/2024. Diana Whyte reviewed the budget vs actuals report that was provided by Stephanie Whitehouse with the Board. The stipends item covers extra pay for staff who help with after-hours plays, after school tutoring, yearbook work, and working at the camps. All other data is accurate. Information only, no action required on this item.

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

2. For Information Only: FY 2023-24 Cash Flow as of 3/31/2024. Diana Whyte reviewed the cash flow report from Stephanie Whitehouse with the Board. Per the data supplied, The Heights Charter remains in good financial standing, has no cash flow issues, and maintains a sufficient fund balance. Information only, no action required on this item.

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

3. Reviewed/Approved: 2024-25 Declaration of Need for Fully Qualified Educators. This item needs to be approved annually by the Board and is filed with the California Commission on Teacher Credentialing. The Heights Charter has 3 teachers in need of emergency credentials while they take the required coursework/testing to earn their English Learner authorization. After review of the 2024-25 Declaration of Need for Fully Qualified Educators, Loni Paine made a motion to approve the declaration as presented.

Angie Sandkuhl seconded the motion. Motion carried 6-0. Ayes: Scherbaum, Peel, Sandkuhl, Larsen, Paine, Cramsie. Noes: 0. Absent: Andrews.

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

4. Reviewed/Approved: Change the Start Time of Board Meetings from 4:00 pm to 4:15 pm. It may be beneficial to move the start time of the monthly Board meetings from 4:00 pm to 4:15 pm. This will give Board members more time to wrap up their work day and, except for unforeseen circumstances, cause fewer delays in calling the meetings to order. After review, Loni Paine made a motion to approve the start time of future board meetings to begin at 4:15 pm. The change will become effective at the May 2024 board meeting. Casey Larsen seconded the motion. Motion carried 6-0. Ayes: Scherbaum, Peel, Sandkuhl, Larsen, Paine, Cramsie. Noes: 0. Absent: Andrews.

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

5. Reviewed/Approved: 2024-25 Student Attendance Reporting Calendar. Angie Sandkuhl made a motion to approve the 2024-25 Student Attendance Reporting Calendar, as presented. Loni Paine seconded the motion. Motion carried 6-0. Ayes: Scherbaum, Peel, Sandkuhl, Larsen, Paine, Cramsie. Noes: 0. Absent: Andrews.

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

6. Reviewed/Approved: Fun Services 2024 Holiday Gift Shop Agreement. Loni Paine made a motion to approve the Fun Services 2024 Holiday Gift Shop Agreement, as presented. Casey Larsen seconded the motion. Motion carried 6-0. Ayes: Scherbaum, Peel, Sandkuhl, Larsen, Paine, Cramsie. Noes: 0. Absent: Andrews.

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

## **ADJOURNMENT**

The Board meeting was adjourned at 4:32 pm.

The next board meeting will be held at 4:15 pm on Monday, May 20, 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 April 15, 2024.

Debra Cramsie  
Secretary