

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

**MINUTES OF MAY 15, 2023**  
**REGULAR BOARD MEETING**

**CALL TO ORDER**

Kellie Peel called the regular meeting of the governing board to order at 4:01 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 will remain at 266 students through the end of this school year. There is a wait list for next year. We plan to increase the class size of TK starting in the fall.
- COVID-19 Update: There have been no COVID-19 onsite contacts or transmissions.
- Personnel: Job postings will be listed in EdJoin for the vacancies left in TK and Grade 1. There will be some staff re-assignments and will need to advertise for a Grade 4 teacher as well.
- Upcoming Events: Choir Tea on May 16, 2023. 8<sup>th</sup> Grade graduation will be May 23, 2023 at 6:30 pm at Bethel. 8<sup>th</sup> Grade outing is planned for next week.
- Other: Oversight – The oversight team came onsite last month. Parents, students, teachers were interviewed. Personnel oversight commended The Heights staff on their outstanding teamwork and its positive impact on the students. The first draft of the oversight report should be ready at the end of May 2023.

**CONSENT ITEMS**

1. Approval of Minutes: The minutes from the April 24, 2023 Regular Board were approved as presented.

**DISCUSSION AND/OR ACTION ITEMS:**

1. For Information Only: Budget vs. Actuals as of 4/30/2024. Diana Whyte reviewed the budget report with the Board and explained the detail notes. Some budget items have increased due to interest rates that have gone up.
2. Reviewed/Approved: 2021-22 Form 990. After a brief discussion and review, Kellie Peel made a motion to approve the 2021-22 Form 990 as presented. Loni Paine seconded the motion. Motion carried 6-0. Ayes: Scherbaum, Peel, Larsen, Paine, Andrews, Cramsie. Noes: 0. Absent: Sandkuhl.
3. Reviewed/Approved: 2023-24 Governing Board Meeting Calendar. After the review of the meeting calendar, it was decided to change the July 24, 2023 board meeting to July 17, 2023. Casey Larsen made a motion to approve the 2023-24 Governing Board Meeting Calendar with the July date change. Kellie Peel seconded the motion. Motion carried 6-0. Ayes: Scherbaum, Peel, Larsen, Paine, Andrews, Cramsie. Noes: 0. Absent: Sandkuhl.

4. Reviewed/Approved: Literably Contract. Literably is the reading program for the primary students. No changes in the pricing. Cassie Andrews made a motion to approve the Literably contract as presented. Casey Larsen seconded the motion. Motion carried 6-0. Ayes: Scherbaum, Peel, Larsen, Paine, Andrews, Cramsie. Noes: 0. Absent: Sandkuhl.
5. Reviewed/Approved: Memory Book Yearbook Contract. This is the same company The Heights has used for yearbooks since the school first opened. In order to keep the same pricing, we need to pay the invoice before June 1, 2023. Stephanie Kehrer is the talented yearbook coordinator. She has been doing an excellent job. Cassie Andrews made a motion to approve the Memory Book Yearbook Contract as presented. Casey Larsen seconded the motion. Motion carried 6-0. Ayes: Scherbaum, Peel, Larsen, Paine, Andrews, Cramsie. Noes: 0. Absent: Sandkuhl.
6. Reviewed/Discussed: Parent Association Question About Hiring a Security Guard. Mrs. Huguley shared information from the Parent Association and their concerns about school campus security. Some of the benefits mentioned included faster response time and the walking around presence which is a visual deterrent. The Heights has installed cameras as an additional deterrent but the best line of defense is the observant Heights staff, who will approach people who are not recognized. A question about the possibility of the volunteer Sheriffs patrolling was brought up but they can't stay onsite all day. A rough estimate of the cost to hire a security guard could be approximately \$65-\$75K. Maybe a volunteer parent group could be created?

It was noted that the Sheriff Department is located across the street from The Heights Charter. They respond immediately.

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

## **ADJOURNMENT**

The meeting was adjourned at 5:02 pm.

The next board meeting will be held at 4:00 pm on Monday, June 22, 2023.

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 May 15, 2023.

*Debra Cramsie*

Secretary