

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

MINUTES OF JUNE 17, 2024
REGULAR BOARD MEETING

CALL TO ORDER

Kristi Scherbaum called the regular meeting of the governing board to order at 4:17 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, Kellie Peel. Absent: Cassie Andrews, Casey Larsen.

FLAG SALUTE

PRESENTATIONS – No presentations this month.

COMMUNICATIONS (non-agenda items)

Oral Communications – No oral communications at this meeting.

Director's Report –

- Enrollment Update. As of today's date, 281 students are expected to enroll this fall. There are waiting lists for all grade levels.
- COVID-19 Update. N/A
- Personnel. Two teacher resignations were submitted to be effective at the end of this school year: Kate Dembowski (Grade 4) and Lisette Ryan (Music). Applicants for the Grade 4 vacancy are still being screened. Four classified staff have submitted resignations effective at the end of this school year: Natalie Mehrer (Instructional Aide), Morgan Mehrer (Math Tutor), Synthia Johnson (office support), and Christy Nicolaysen (Instructional Aide/Food Service). Natalie has resigned her regular instructional aide job, but requested to be put on a substitute list. Holly Jacques will replace Ms. Nicolaysen in the Food Service vacancy. Three instructional aides have been hired: Sabrina Matusiak, Lauralee Guerrero, and Lynnette Felkins.
- Upcoming Events: Classroom visitations will be scheduled for the Friday before school begins on August 16, 2024 at 2:30 pm.
- Other: 1) Test Scores - Copies were made and mailed to parents. Except for one home school student who did not participate, all the rest of The Heights Charter students were tested this year. 2) Workplace Violence Plan – This is a CalOSHA requirement that does not require Board approval. In Spring 2024, all staff participated in online training. The workplace violence plan will be reviewed with staff for their input. 3) Illness and Injury Prevention Plan – this plan was created as a separate item from the Safety Plan. 4) Oversight Report – Mrs. Whyte shared the draft oversight report with the Board. Some highlights included fiscal/financial standing, 0 audit findings, and The Heights Charter is a family-friendly school.

CONSENT ITEMS:

1. Approval of Minutes: The minutes from the April 15, 2024 Regular Board meeting were approved as presented.

DISCUSSION AND/OR ACTION ITEMS:

1. For Information Only: Heights Charter Financial Update as of 6/17/24. Stephanie Whitehouse reviewed the budget timeline with the Board. Her presentation included the updated certificated salary

schedule and she stated how important it is for charters to maintain more cash on hand than school districts. 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 Projections. Stephanie Whitehouse reviewed the cash flow report with the Board. The Heights Charter continues to remain 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: FY 2024-25 Initial Budget. Stephanie Whitehouse presented the initial budget to the Board for approval. After review of the 2024-25 Initial Budget, Kellie Peel made a motion to approve the 2024-25 Initial budget as presented. Angie Sandkuhl seconded the motion. Motion carried 4-0. Ayes: Scherbaum, Peel, Sandkuhl, Cramsie. Noes: 0. Absent: Andrews, Larsen.

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

4. Approved: FY 2024-25 LCAP. The public hearing and review for the 2024-25 LCAP was held at the special board meeting on June 13, 2024. Kellie Peel made a motion to approve the 2024-25 LCAP as presented. Angie Sandkuhl seconded the motion. Motion carried 4-0. Ayes: Scherbaum, Peel, Sandkuhl, Cramsie. Noes: 0. Absent: Andrews, Larsen.

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

5. Reviewed/Approved: LCFF Indicators. Diana Whyte explained the different indicators covered by the State. The Heights Charter is performing well in all areas as reflected by the blue/green ratings. Some parent surveys that had been submitted showed concern with cyber-bullying and connectivity. The Aristotle program that has been purchased and installed at The Heights has been very effective in catching any student attempts to log on to improper websites. Kellie Peel made a motion to approve the LCFF Indicators, as presented. Angie Sandkuhl seconded the motion. Motion carried 4-0. Ayes: Scherbaum, Peel, Sandkuhl, Cramsie. Noes: 0. Absent: Andrews, Larsen.

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

6. Reviewed/Approved: 2024-25 Board Meeting Calendar. Angie Sandkuhl made a motion to approve the 2024-25 Board Meeting Calendar, as presented. Kellie Peel seconded the motion. Motion carried 4-0. Ayes: Scherbaum, Peel, Sandkuhl, Cramsie. Noes: 0. Absent: Andrews, Larsen.

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

7. Reviewed/Approved: Arts and Music Block Grant Plan. Kellie Peel made a motion to approve the Arts and Music Block Grant Plan, as presented. Angie Sandkuhl seconded the motion. Motion carried 4-0. Ayes: Scherbaum, Peel, Sandkuhl, Cramsie. Noes: 0. Absent: Andrews, Larsen.

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

8. Reviewed/Approved: Prop 28 Plan. Kellie Peel made a motion to approve the Prop 28 Plan. Angie Sandkuhl seconded the motion. Motion carried 4-0. Ayes: Scherbaum, Peel, Sandkuhl, Cramsie. Noes: 0. Absent: Andrews, Larsen.

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

9. Reviewed/Approved: FY 2022-23 Form 990. The Heights Charter's 501(c)3 non-profit status requires the submission of a non-profit tax document informational return Form 990. After review of the tax return, Kellie Peel made a motion to approve the FY 2022-23 Form 990 as presented. Angie Sandkuhl

seconded the motion. Motion carried 4-0. Ayes: Scherbaum, Peel, Sandkuhl, Cramsie. Noes: 0. Absent: Andrews, Larsen.

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

10. Reviewed/Approved: Upgrade Internet Connectivity. One-time funds were used to pay for the upgrade. Kellie Peel made a motion to approve the upgrade internet connectivity as presented. Angie Sandkuhl seconded the motion. Motion carried 4-0. Ayes: Scherbaum, Peel, Sandkuhl, Cramsie. Noes: 0. Absent: Andrews, Larsen.

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

11. Reviewed/Approved: Chromebooks Quote from STS Education. These chromebooks are for the first grade classroom. Kellie Peel made a motion to approve the Chromebooks Quote from STS Education, as presented. Angie Sandkuhl seconded the motion. Motion carried 4-0. Ayes: Scherbaum, Peel, Sandkuhl, Cramsie. Noes: 0. Absent: Andrews, Larsen.

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

12. Reviewed/Approved: Certificated Salary Schedule Update. The certificated salary schedule was updated to be more competitive with local school district salaries. It was reviewed to ensure its sustainability over the upcoming years. After review, Kellie Peel made a motion to approve the Certificated Salary Schedule Update, as presented. Angie Sandkuhl seconded the motion. Motion carried 4-0. Ayes: Scherbaum, Peel, Sandkuhl, Cramsie. Noes: 0. Absent: Andrews, Larsen.

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

13. Reviewed/Approved: Resignation of Loni Paine from the Board effective June 3, 2024. Ms. Paine has a time conflict with her present employment and will no longer be able to remain an active member of the school Board. Kellie Peel made a motion to approve the resignation of Loni Paine from the Board effective June 3, 2024. Angie Sandkuhl seconded the motion. Motion carried 4-0. Ayes: Scherbaum, Peel, Sandkuhl, Cramsie. Noes: 0. Absent: Andrews, Larsen.

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

ADJOURNMENT

The Board meeting was adjourned at 5:39 pm.

The next board meeting will be held at 4:15 pm on Monday, August 5, 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 June 17, 2024.

Debra Cramsie
Secretary