

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

MINUTES OF JUNE 22, 2023
REGULAR BOARD MEETING

CALL TO ORDER

Kristi Scherbaum called the regular meeting of the governing board to order at 4:06 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, Angie Sandkuhl, Cassie Andrews, Debra Cramsie. Absent: 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. Fall enrollment is expected to be 290 students.
- COVID-19 Update. No cases.
- Personnel. Hired Arlene Rudder for the TK teacher vacancy. She is a veteran teacher who loves TK. Hired Kerissa Weinstein for Grade 1. She has 4 years teaching experience. LaCynda McNulty's last day of work is June 30, 2023. This position has not been posted yet. A few changes in assignments: Jennifer Pockett will move to Special Ed full-time and will no longer be teaching Grade 2. Maria Kent will continue to teach Grade 2 and Lissette Ryan will teach Grade 2 on Thursdays. Heather Perrott will move from gardening. Maria Kent will teach primary gardening with assistance from Natalie Mehrer.
- Upcoming Events. Teachers will return August 14 and students on August 21. A date and time will be set up to preview classrooms before school starts.
- Oversight Report Update. The final report is not ready yet. It is planned to have a discussion about the oversight requests for duplicated information that is already reviewed by the school auditors.
- CAASPP and CAST Test Results. Some of the Grade 3 and 4 scores were not as strong as we had anticipated.
- Parent Survey Results. 47 parents submitted responses to the survey with overall positive comments. In the future, more efforts will be made to let parents know when students do something good.
- Summer Academic Support for Primary Special Education Students. Tutoring will be offered/provided for some of the primary grades special education students this summer.
- Funding Determination Approved. The Heights Charter has been approved for 100% funding for the next 4 years.
- Other: Facilities. The TK room and Grade 1 room switched spaces. The outdoor playhouse has been removed and repurposed into a chicken coop. Fine Arts Center will be located in the new larger space and may also serve as a place for rainy days.
- Other: Charter Renewal. The extended charter renewal timeline has been extended for an additional year, until 2026.

CONSENT ITEMS

1. Approval of Minutes: The minutes from the May 15, 2023 Regular Board were approved as presented.

DISCUSSION AND/OR ACTION ITEMS:

1. For Information Only: The Heights Financial Update Presentation. Stephanie Whitehouse gave a financial update to the Board. The Heights remains in good financial standing at this time. She provided Powerpoint presentation slides with key points about the budget and also about the state of California's unprecedented "riskiest budget in over a decade". No action required.
2. For Information Only: FY 2022-23 Cash Flow Projections. Stephanie Whitehouse went over key points of the 2022-23 cash flow projections with the Board. No action required.
3. Reviewed/Approved: FY 2023-24 Budget Detail Report. Stephanie Whitehouse explained that the 2023-24 budget is based on 291 students with 97% attendance. It includes step/column increases to some certificated staff and one-time longevity stipends. After review of the FY2023-24 Budget Detail Report, Loni Paine made a motion to approve the report as presented. Angie Sandkuhl seconded the motion. Motion carried: 6-0. Ayes: Scherbaum, Peel, Sandkuhl, Paine, Andrews, Cramsie. Noes: 0. Absent: Larsen.
4. Public Hearing and Review: FY 2023-24 LCAP. The public hearing was held to solicit recommendations and comments on the FY 2023-24 LCAP and annual update. The areas reviewed included: (a) LCFF Budget Overview for Parents, (b) Supplement to the Annual Update to the 2022-23 LCAP, (c) Plan Summary, (d) Engaging Educational Partners, (e) Goals and Actions, (f) Increased or Improved Services for Foster Youth, English Learners, and Low Income Students, (g) Action Tables, (h) Instructions.

Diana Whyte shared some behind-the-scenes information about the LCAP. Sandra Morgan helped prepare the document. Stephanie Whitehouse provided the financial/budget information, facilities, and used detail budget amounts to enter the data into the LCAP template.

In addition, the LCAP Action Tables and the LCFF Budget Overview for Parents were reviewed. It was recommended that the Board approve the 2023-24 LCAP.

5. Reviewed/Approved: Local Indicator Results Review. Diana Whyte explained in detail what local indicators are for the Board and how The Heights rates in each category. The results for The Heights indicate that all standards are met. Cassie Andrews made a motion to approve the Local Indicator Results as presented. Angie Sandkuhl seconded the motion. Motion carried: 6-0. Ayes: Scherbaum, Peel, Sandkuhl, Paine, Andrews, Cramsie. Noes: 0. Absent: Larsen.
6. Reviewed/Approved: Contract with Specialized Therapy. This is the same company that has been providing speech pathology services and occupational therapy for The Heights for the last few years. Kellie Peel made a motion to approve the annual renewal of the Specialized Therapy contract as presented. Loni Paine seconded the motion. Motion carried: 6-0. Ayes: Scherbaum, Peel, Sandkuhl, Paine, Andrews, Cramsie. Noes: 0. Absent: Larsen.
7. Reviewed/Approved: Invoice for Purchase of 60 Chromebooks and 2 Charging Carts. This purchase is to buy new Chromebooks for Grade 2 and 3. Loni Paine made a motion to approve the invoice for the purchase of 60 Chromebooks and 2 charging carts. Cassie Andrews seconded the motion. Motion carried: 6-0. Ayes: Scherbaum, Peel, Sandkuhl, Paine, Andrews, Cramsie. Noes: 0. Absent: Larsen.
8. Review/Approve: Longevity Stipend for Certificated Employees. Diana Whyte explained what the longevity stipend is. It is planned to be issued to certificated staff of 5 or more years. Cassie Andrews made a motion to approve the longevity stipend for certificated employees. Kellie Peel seconded the motion. Motion carried: 6-0. Ayes: Scherbaum, Peel, Sandkuhl, Paine, Andrews, Cramsie. Noes: 0. Absent: Larsen.
9. Approved: FY 2023-24 LCAP. The public hearing at the regular board meeting was reviewed this afternoon. It was recommended that the Board approve the 2023-24 LCAP in its entirety, as presented. Loni Paine made a motion to approve the FY 2023-24 LCAP. Angie Sandkuhl seconded the motion.

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

10. 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 at the next Board meeting. Cassie Andrews seconded the motion. Motion carried: 6-0. Ayes: Scherbaum, Peel, Sandkuhl, Paine, Andrews, Cramsie. Noes: 0. Absent: Larsen.

ADJOURNMENT OF OPEN SESSION

The open session of the Board meeting was adjourned at 5:17 pm.

CLOSED SESSION

The Governing Board convened to Closed Session at 5:18 pm to consider personnel matters pursuant to Government Code Section 54957(b)(1):

1. Appointment, Employment, Evaluation of Performance, Discipline of a Public Employee, Public Employee Dismissal/Release.
 - A. Public Employment

The Board was informed of an employee salary discrepancy that required an acceptable solution for the employee and The Heights. Legal advice was provided by the school attorneys. The details of the proposal were outlined, which included the total amount in question, when and how it would be paid out, and any and all fees involved. After review, Loni Paine made a motion to approve the proposed package as presented. Cassie Andrews seconded the motion. Motion carried: 6-0. Ayes: Scherbaum, Peel, Sandkuhl, Paine, Andrews, Cramsie. Noes: 0. Absent: Larsen.

ADJOURNMENT OF CLOSED SESSION

The meeting was adjourned at 5:39 pm.

The next board meeting will be held at 4:00 pm on Monday, July 17, 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 June 22, 2023.

Debra Cramsie

Secretary