

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

**MINUTES OF JUNE 23, 2022**  
**REGULAR BOARD MEETING**

**CALL TO ORDER**

Kristi Scherbaum called the regular meeting of the governing board to order at 4:03 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, Summer Herrin, Kellie Peel, Debra Cramsie. Absent: Casey Larsen, Monica White.

**FLAG SALUTE**

**PRESENTATIONS** – No presentation this month.

**COMMUNICATIONS** (non-agenda items)

**Oral Communications** – No oral communications at this meeting.

**Director's Report** –

- Enrollment Update: Enrollment for fall is currently at 276 students, but this number is subject to change.
- COVID-19 Update: There have been no COVID-19 onsite contacts or transmissions.
- Personnel: Sierra Descalzo was hired for the TK teaching position. Kelly Bartelt is moving to Grade 1 in a shared contract position. Job postings will be placed on EdJoin for: Drama Teacher, Grade 2 Teacher, and Grade 5-6 Math/Science Teacher. In addition, there are several Instructional Aide vacancies to be filled before the start of school in the fall.
- Upcoming Events: Nothing to report at this time.

**CONSENT ITEMS**

1. Approval of Minutes: The minutes from the May 23, 2022 regular Board meeting were approved as presented.

**DISCUSSION AND/OR ACTION ITEMS:**

- 1 Reviewed/Approved: FY 2022-23 Budget. Stephanie Whitehouse reviewed the budget report and brought the Board up to date on the current status of Governor Newsom's May revise. There are some pending proposals for classroom-based funding opportunities, but unfortunately, non-classroom based is not eligible for many of these proposals. With The Heights Charter's very stable enrollment, the school is in good financial standing at this time. Kellie Peel made a motion to approve the FY 2022-23 Budget as presented. Summer Herrin seconded the motion. Motion carried 4-0. Ayes: Scherbaum, Peel, Herrin, Cramsie. Noes: 0. Absent: White, Larsen.
2. Public Hearing and Review: FY 2022-23 LCAP. The public hearing was held to solicit recommendations and comments on the FY 2022-23 LCAP and annual update. Diana Whyte presented the information from the LCAP to the Board. The areas reviewed included: (a) LCFF Budget Overview for Parents, (b) Supplement to the Annual Update to the 2021-22 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. It was recommended that the Board approve the 2022-23 LCAP at the next Board meeting.
3. Reviewed/Approved: Universal Pre-Kindergarten Plan. Diana Whyte gave some background information to the Board about the TK program that The Heights Charter has had in place since 2012. The CDE has

- created an online template with the new requirements built into it so the current TK program can be brought up to date. There is one change that states that if more than 12 TK students are enrolled, an aide must be provided. Summer Herrin made a motion to approve the Universal Pre-Kindergarten Plan as presented. Kellie Peel seconded the motion. Motion carried 4-0. Ayes: Scherbaum, Peel, Herrin, Cramsie. Noes: 0. Absent: White, Larsen.
4. Reviewed/Approved: Revised ELO Plan. The revisions were reviewed with the Board. Kellie Peel made a motion to approve the revised ELO Plan as presented. Summer Herrin seconded the motion. Motion carried 4-0. Ayes: Scherbaum, Peel, Herrin, Cramsie. Noes: 0. Absent: White, Larsen.
  5. For Information Only: School Breakfast for Next Year. Diana Whyte presented some of the specifics on the mandated school-provided meal requirement that goes into effect in the 2022-23 school year. If a child is on site for more than 2 hours consecutively, they are eligible to receive a meal. After a lengthy discussion on why breakfast and/or snack is most likely the only viable option for The Heights, more information needs to be collected, i.e., assigning a staff member to be a dedicated breakfast aide, how to estimate/record the number of meals needed daily, and may need to order a larger refrigerator. At the next Board meeting, a report will be given on what will be offered.
  6. For Information Only: 2021-22 Oversight Committee Draft. Overall, The Heights Charter received a good review this year. Diana Whyte requested a change on best practices in regards to the annual Mandated Reporter training. It was worded to make it sound like The Heights staff had not complied with this annual requirement. In fact this was not true and all the certificates were sent to the oversight committee. The comment was later removed from the oversight report.
  7. Reviewed/Approved: 2022-23 Yearbook Contract with Memory Book-Jostens. The contract was reviewed with the Board. Yearbooks are to be sold for \$30/each. This is always a break-even expense, not a fund-raiser. Kellie Peel made a motion to approve the 2022-23 Memory Book-Jostens Yearbook Contract, as presented. Summer Herrin seconded the motion. Motion carried 4-0. Ayes: Scherbaum, Peel, Herrin, Cramsie. Noes: 0. Absent: White, Larsen.
  8. Reviewed/Approved: Learning Ally Contract. This is a 2 year contract and Mrs. Koenig uses this program for some students. Kellie Peel made a motion to approve the Learning Ally Contract, as presented. Summer Herrin seconded the motion. Motion carried 4-0. Ayes: Scherbaum, Peel, Herrin, Cramsie. Noes: 0. Absent: White, Larsen.
  9. Reviewed/Approved: Purchase of 200 Chromebooks. After review of the invoices, an amendment was added which includes the cost of purchasing the charging carts as well as the Chromebooks. Kellie Peel made a motion to approve the purchase of 200 Chromebooks and the charging carts. Summer Herrin seconded the motion. Motion carried 4-0. Ayes: Scherbaum, Peel, Herrin, Cramsie. Noes: 0. Absent: White, Larsen.
  10. Reviewed/Appointed: Board Member Vacancy to be Filled. Because of Michelle Lenore's official resignation, Kellie Peel nominated Angie Sandkuhl to be appointed to fill the remainder of Michelle Lenore's term, which will be effective August 1, 2022 through August 31, 2023. Mrs. Sandkuhl had previously worked at the Before and After School Care program at Alpine Union School District and is a parent with 3 students enrolled at The Heights Charter. Kellie Peel made a motion to appoint Angie Sandkuhl to fill the remainder of Michelle Lenore's board term. Summer Herrin seconded the motion. Motion carried 4-0. Ayes: Scherbaum, Peel, Herrin, Cramsie. Noes: 0. Absent: White, Larsen.
  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. Kellie Peel made a motion to meet in person next month. Summer Herrin seconded the motion. Motion carried 3-1. Ayes: Scherbaum, Peel, Cramsie. Noes: Herrin. Absent: White, Larsen.

**ADJOURNMENT**

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

**CLOSED SESSION**

Convened to closed session at 5:17 pm for the following item:

1. Pupil Personnel – Student Expulsion(s), Disciplinary Matter(s), and Other Confidential Student Matters Pursuant to Education Code 48900(c)

A concerning incident on site involving a student and a teacher created the need to contact the school attorney for advice and the Sheriff Department to file a report. An administrative hearing is pending at this time until all required documentation has been collected. All involved parties have been notified and interviewed.

**ADJOURNMENT**

The closed session of this meeting was adjourned at 5:47 pm.

The next board meeting will be held at 4:00 pm on Monday, July 25, 2022.

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 23, 2022.

*Debra Cramsie*  
Secretary