

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

MINUTES OF JUNE 29, 2020
REGULAR BOARD MEETING

CALL TO ORDER

Kristi Scherbaum called the regular meeting of the governing board to order at 3:57 pm. **This Board Meeting was held using the guidelines in Governor Newsom's Executive Orders N25-20 and N29-20 at 2710 Alpine Blvd, Suite E, in Alpine.**

DIRECTORS PRESENT

The following members were present at the meeting: In person: Diana Whyte, Debra Cramsie. Virtual attendance: Kristi Scherbaum, Kellie Peel, Monica White, Summer Herrin, Michelle Lenore.

FLAG SALUTE

PRESENTATIONS – There were no presentations this month.

COMMUNICATIONS (non-agenda items)

Oral Communications – There were no oral communications this month.

Director's Report –

- Enrollment Update: For 2020-21, there are about 20 more enrolling than this year. There have been many inquiries for both on-site classes and home school.
- Distance Learning: A detailed survey will be emailed to parents to find out if they wish their child to continue distance learning through home school or if they prefer returning to on-site classes in the fall. Obviously, this can change depending on how Covid-19 continues to affect San Diego County.
- LCAP Update: No update at this time.
- Other – Facilities: Much time has been spent disinfecting everything! We are checking into thermometers to use for the fall. We heard the State was supposed to send some to schools, but we will probably go ahead and purchase our own.
- Other – Personnel: Interviews are being held for the two vacancies. We received many applications for the Grade 4-8 Math Teacher which needs to be filled since we learned that Kara Walsh had to resign due to her husband's military transfer. Mrs. Jones and Mrs. Whyte will continue to teach algebra for the next two years. Fewer candidates applied for the 2nd Grade/Music Teacher position which is due to both Katie and Nazo Zakkak's resignations who are moving out of the area. Final selections for both vacancies will be made within the next week or two. Other staffing changes for next year include changing Heather Perrott's job title to Fine Arts Coordinator as she will work with drama and hiring an intern for a Fine Arts Associate position. We plan to continue with Music Club after school as well as percussion.

CONSENT ITEMS

1. Approval of Minutes: The minutes from the April 20, 2020 regular board meeting and the minutes from the May 29, 2020 special board meeting were approved as presented.

DISCUSSION AND/OR ACTION ITEMS:

1. For Information Only: Balance Sheet as of 5/31/2020
2. For Information Only: Cash Flow as of 5/31/2020
3. For Information Only: 2019-20 Year End Estimated Budget vs Actuals

Items 1-3 were discussed with the Board, along with the current State funding situation. Funding for June 2020 might be delayed so we will plan for the worst and hope for the best. The present financial situation for The Heights Charter looks good.

4. Reviewed/Approved: 2020-21 Budget based on May Revise. This budget reflects a 7.5% decrease from last year's budget. May have to freeze salaries for two years in case of dire circumstances. The plan is to keep the fund balance no lower than \$500K and to maintain that level over the next three years. We will have to watch what happens at the State level and keep expenditures as low as possible. The major use permit, consultant and county fees are planned for in the budget. After review and discussion, Summer Herrin made a motion to approve the 2020-21 Budget based on the May Revise. Kellie Peel seconded the motion. Motion carried 7-0. Ayes: Herrin, Peel, Scherbaum, White, Lenore, Whyte, Cramsie. Noes: 0.
5. Reviewed: 2020-21 Budget based on June Revise. Two budgets were prepared (Items 4 and 5) because of the timing of this Board meeting. The State has not yet finalized its budget at this time. The June Revise budget was not decreased by 7.5%. It was reviewed but it did not need to be voted on since the May Revise budget was approved (Item 4) as presented.
6. Reviewed/Approved: 2020-21 Prop 30 Expenditures – May Revise. This item was reviewed with the Board. It will be posted on the school website after approval. Kellie Peel made a motion to approve the 2020-21 Prop 30 Expenditures report. Summer Herrin seconded the motion. Motion carried 7-0. Ayes: Herrin, Peel, Scherbaum, White, Lenore, Whyte, Cramsie. Noes: 0.
7. Reviewed: 2020-21 Prop 30 Expenditures – June Revise. Items 6 and 7 were both prepared using May and June budgets because of the timing of this Board meeting. The State has not yet finalized its budget so that is why the Board approved the May Revise items. This information was reviewed but no action was required on it since Item 6 was approved as presented.
8. Reviewed/Approved: COVID-19 Operations Written Report. COVID19 Operations Written Report. Executive Order (EO) N-56-20 was established on April 22, 2020, to address the impact of continued school closures in response to the COVID-19 pandemic. In addition, the EO also requires that a written report be made which explains to its community the changes to program offerings the school has made in response to school closures. The timeline to comply with N-56-20 is that the COVID-19 Operations Written Report must be adopted by the local governing board in conjunction with the adopted annual budget by July 1, 2020. Once adopted, the COVID-19 Operations Written Report must be posted on the homepage of the LEA's website. The report must include items such as an explanation of changes to program offerings, how the LEA is meeting the needs of its English learners, and a description of the steps that have been taken to continue delivering high quality distance learning opportunities. The written report was reviewed with the Board. After review, Summer Herrin made a motion to approve the COVID-19 Operations Written Report as presented. Michelle Lenore seconded the motion. Motion carried 7-0. Ayes: Herrin, Peel, Scherbaum, White, Lenore, Whyte, Cramsie. Noes: 0.
9. Reviewed/Approved: Updated Certificated Salary Schedule. The previous certificated salary schedule only went through Year 6, so it was time to update it applying incremental increases. After review, Kellie Peel made a motion to approve the updated certificated salary schedule. Summer Herrin seconded the motion. Motion carried 7-0. Ayes: Herrin, Peel, Scherbaum, White, Lenore, Whyte, Cramsie. Noes: 0.
10. Reviewed/Approved: Memorandum of Agreement San Diego County Schools Fingerprint Clearinghouse. The purpose of the clearinghouse is to provide for a centralized system for receiving and maintaining fingerprint records of temporary, part-time, or substitute certificated and classified employees who may be employed by more than one San Diego County public school employer. The agreement allows access to fingerprint clearinghouse records and provides conviction and felony notifications to the Custodian of Records (Director and alternate). This agreement typically renews automatically on July 1 of each fiscal year and the maximum terms shall be 5 years. It was time to formally renew this agreement. After review, Kellie Peel made a motion to approve the Memorandum of Agreement San Diego County Schools Fingerprint Clearinghouse as presented. Summer Herrin seconded the motion. Motion carried 7-0. Ayes: Herrin, Peel, Scherbaum, White, Lenore, Whyte, Cramsie. Noes: 0.

11. Reviewed/Approved: 2020-2021 Board Meeting Calendar. Meetings will continue to be held bi-monthly at 3:45 unless the need for a special board meeting arises, which will be added to the calendar as needed. The dates were reviewed with the Board. Summer Herrin made a motion to approve the 2020-2021 Board Meeting Calendar as presented. Michelle Lenore seconded the motion. Motion carried 7-0. Ayes: Herrin, Peel, Scherbaum, White, Lenore, Whyte, Cramsie. Noes: 0.
12. Reviewed: Appoint a Nominating Committee to Designate Qualified Candidates for Election to the Board. Three Board member terms will expire in August 2020. In the event that these members choose to step down, a nominating committee will need to be appointed. This item was reviewed and discussed and no action was taken at this time. An update will be presented at the next regular Board meeting.

ADJOURNMENT

The board meeting was adjourned at 4:59 pm.

The next board meeting will be held at 1:00 pm on Monday, August 24, 2020.

CERTIFICATE OF SECRETARY

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 29, 2020.

Debra Cramsie

Secretary