

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

**MINUTES OF JULY 13, 2020**  
**SPECIAL BOARD MEETING**

**CALL TO ORDER**

Kristi Scherbaum called the special meeting of the governing board to order at 3:50 pm. **This Board Meeting will be 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, Summer Herrin, Monica White, Michelle Lenore.

**FLAG SALUTE**

**PRESENTATIONS** – There were no presentations this month.

**COMMUNICATIONS** (non-agenda items)

**Oral Communications** – Opening the School in Fall 2020. A survey is being prepared that will be sent out to parents within the next week. It will ask for feedback from various possible scenarios of how back to school may look in August. A detailed plan of how the school will proceed will be prepared and presented at a special Board meeting to be scheduled in early August.

**Director's Report** – There was no Director's Report at this meeting.

**CONSENT ITEMS**

1. Approval of Minutes: There were no minutes to approve this month.

**DISCUSSION AND/OR ACTION ITEMS:**

1. Reviewed/Approved: Wire Administration Request Portal (WARP). A critical part of the transition from Sandra Morgan, who has been The Heights Charter's Business Manager for the last 8 years, to Stephanie Whitehouse of Charterwise, is the need for Ms. Whitehouse to be granted authorization to access the WARP. After discussion and review, the Board approved the Wire Administration Request Portal/User Access Setup Sheet as presented. The WARP can now be forwarded to Dehesa School District for the next step in the process. A motion to approve was made by Summer Herrin. It was seconded by Michelle Lenore. Motion carried 7-0. Ayes: Herrin, Peel, Scherbaum, Whyte, White, Lenore, Cramsie. Noes: 0. Absent: 0.
2. Reviewed/Approved: The Heights Charter's Chase Bank Account. In addition to approving the Wire Administration Request Portal access for Charterwise, it is also necessary to grant Stephanie Whitehouse the authorization to have access to the Chase Bank account. This will allow her to be able to conduct business and financial services necessary for the operation of The Heights Charter. After review, the Board agreed to grant Ms. Whitehouse access to The Heights Charter's Chase Bank account. A motion to approve was made by Kellie Peel. It was seconded by Summer Herrin. Motion carried 7-0. Ayes: Herrin, Peel, Scherbaum, Whyte, White, Lenore, Cramsie. Noes: 0. Absent: 0.
3. Reviewed/Approved: Membership to Teledoc's Expert Medical Services (formerly Best Doctors) for The Heights Charter Employees. Expert Medical Services is the only physician-led and comprehensive suite of expert virtual care solutions to lead members to resolution for any medical concern, from the first moment of need. After the member provides basic information, he/she is matched with a physician and is guided to the appropriate expert services/second opinion. The member receives a clear path forward to resolve their health concerns. The cost per employee per month would be \$7.50, which would also cover the employee's spouse. Discussion continued on the need to set parameters on the possibility of extending membership to include dependents, if that cost would be covered by The Heights Charter, or if it should be paid for by the employee. Final approval will be put off until the next Board meeting, after more details and costs are gathered. Summer Herrin made a motion to approve granting permission to

proceed and gather further information to present at the next Board meeting. The motion was seconded by Michelle Lenore. Ayes: Herrin, Peel, Scherbaum, Whyte, White, Lenore, Cramsie. Noes: 0. Absent: 0.

## **ADJOURNMENT**

The board meeting was adjourned at 4:22 pm.

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

## **CERTIFICATE OF SECRETARY**

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 July 13, 2020.

*Debra Cramsie*

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Secretary