

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

**MINUTES OF JULY 25, 2022**  
**REGULAR BOARD MEETING**

**CALL TO ORDER**

Kristi Scherbaum called the regular meeting of the governing board to order at 4:10 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, Casey Larsen, Debra Cramsie. Absent: 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 274 students, but the numbers change daily. We should end up with an enrollment in the 270s which will be confirmed once school begins.
- COVID-19 Update: There have been no COVID-19 onsite contacts or transmissions.
- Personnel: Sierra Descalzo has been hired for TK, Bristen Penniman for Grades 5-6 Math / Science, Maria Herrera Kent for Grade 2. No applications have been submitted for the Drama position at this time. Christy Nicolaysen has been hired to fill an Instructional Aide position.
- Upcoming Events: Field trips are in the process of being scheduled. On August 1, we will begin collecting the required signatures on the registration/enrollment forms.

**CONSENT ITEMS**

1. Approval of Minutes: The minutes from the June 23, 2022 Regular Board meeting and the June 23, 2022 Special Board meeting were approved as presented.

**DISCUSSION AND/OR ACTION ITEMS:**

- 1 Reviewed/Tabled: FortiNet Network Installation Contract. Diana Whyte presented an outline of the internet improvements that are covered in the contract. It was determined that technical questions will require the IT person's expertise. Kellie Peel made a motion to table this item until the August Board meeting when the IT person will be scheduled to attend. Casey Larsen seconded the motion. Motion carried 5-0. Ayes: Scherbaum, Peel, Herrin, Larsen, Cramsie. Noes: 0. Absent: White.
2. Reviewed/Tabled: WaveLink Communications, Inc. Estimate. As this item is linked to Item 1 above, Summer Herrin made a motion to table this item until the August Board meeting when the IT person will be scheduled to attend. Casey Larsen seconded the motion. Motion carried 5-0. Ayes: Scherbaum, Peel, Herrin, Larsen, Cramsie. Noes: 0. Absent: White.
3. Reviewed/Approved: Amendment to the Previously Approved Updated Certificated Salary Schedule. During recent interviews for teacher job openings, it became apparent that there was a need to increase the beginning salary range to become more competitive with local school district certificated salaries. Steps 1-4 were raised to be more up to date. Kellie Peel made a motion to approve the updated certificated salary schedule as presented. Casey Larsen seconded the motion. Motion carried 5-0. Ayes: Scherbaum, Peel, Herrin, Larsen, Cramsie. Noes: 0. Absent: White.

4. Reviewed/Tabled: 2022-23 Parent/Student Handbook. The update was not ready to present to the Board at this time. Kellie Peel made a motion to table the 2022-23 Parent/Student Handbook until the next Board meeting. Casey Larsen seconded the motion. Motion carried 5-0. Ayes: Scherbaum, Peel, Herrin, Larsen, Cramsie. Noes: 0. Absent: White.
5. Reviewed: Nominations for Board Members Whose Terms are Expiring in August 2022. The following Board members terms are expiring in August 2022: Summer Herrin, Member; Monica White, Treasurer; and Debra Cramsie, Secretary. Kellie Peel made a motion to nominate the following incumbents for a new two-year term: Summer Herrin, Monica White, and Debra Cramsie. Summer Herrin seconded the motion. Motion carried 5-0. Ayes: Scherbaum, Peel, Herrin, Larsen, Cramsie. Noes: 0. Absent: White.
6. 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. Casey Larsen seconded the motion. Motion lost 3-2 to meet in person next month. Ayes: Scherbaum, Cramsie. Noes: Herrin, Larsen, Peel. Absent: White.

#### **ADJOURNMENT**

The open session of the board meeting was adjourned at 4:50 pm.

#### **CLOSED SESSION**

Convened to closed session at 4:54 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)

The previously reported incident on site that involved a student and a teacher is still pending at this time. The expected incident report was not available due to a backlog situation. An administrative hearing is still pending at this time unless the incident comes to another conclusion, i.e., transfer or acceptance of a provisional return.

2. Pupil Personnel – Special Education and Other Confidential Student Matters

Kellie Peel made a motion to approve the proposal as discussed. Casey Larsen seconded the motion. Motion carried 5-0. Ayes: Scherbaum, Peel, Herrin, Larsen, Cramsie. Noes: 0. Absent: White.

#### **ADJOURNMENT**

The closed session of this meeting was adjourned at 5:56 pm.

The next board meeting will be held at 4:00 pm on Monday, August 15, 2022.

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 25, 2022.

Debra Cramsie  
Secretary