

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

**MINUTES OF JULY 27, 2021**  
**REGULAR BOARD MEETING**

**CALL TO ORDER**

Kristi Scherbaum called the regular meeting of the governing board to order at 3:50 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: Online: Kellie Peel, Michelle Lenore, Summer Herrin, Kristi Scherbaum; in person: Debra Cramsie. Absent: Monica White.

**FLAG SALUTE**

**PRESENTATIONS** – No presentations scheduled this month.

**COMMUNICATIONS** (non-agenda items)

**Oral Communications** – There were no oral communications this month.

**Director's Report** –

- COVID-19 Update: We will keep up to date with changing requirements.
- Enrollment Update: 2021-22 enrollment is currently at 271.
- Digital Learning: The digital learning model used last school year has ended. However, due to the recently passed AB/SB 130 legislation, a different offering will be created to meet the new synchronous learning requirements for independent study. Plans to attend webinars and workshops regarding AB/SB 130 will aid in ensuring that compliancy is met.
- Personnel: Casey Larsen submitted her letter of resignation. Diana Clark retired effective at the end of the 2020-21 school year. Tanya Lindsey has been hired to fill Mrs. Clark's vacant position and will begin in the fall.
- Upcoming Events: No report.
- Other: Collecting signatures for the 2021-22 Master Agreements may be delayed because of AB/SB 130. The master agreement forms are being reviewed by the legal team and may need to be revised.

**CONSENT ITEMS**

1. Approval of Minutes: The minutes from the June 21, 2021 regular board meeting and from the June 23, 2021 special board meeting were approved as presented.

**DISCUSSION AND/OR ACTION ITEMS:**

1. Reviewed/Approved: 2021-22 Literably Contract. This reading assessment program is used for primary grades three times during the school year. It is an important means to measure student progress and/or identify the need for additional support. The cost is \$1260.00/year. After reviewing the details, Summer Herrin made a motion to approve the Literably Contract as presented. Kellie Peel seconded the motion. Motion carried 5-0. Ayes: Scherbaum, Peel, Lenore, Herrin, Cramsie. Noes: 0. Absent: White.
2. Reviewed/Approved: 2021-22 Yearbook Contract. The cost of this contract is \$6041.32 and includes 205 copies with 88 pages. After discussing the cost breakdown, it was decided to charge \$30.00 for a yearbook this school year, which is a \$5.00 increase over what has been charged in the past. It was noted that this is a break-even item, not a fundraiser. Stephanie Kehrer and Noel Felkins worked as a team to complete the 2020-21 yearbooks and did an outstanding job. Kellie Peel made a motion to approve the 2021-22 Yearbook Contract as presented. Michelle Lenore seconded the motion. Motion carried 5-0. Ayes: Scherbaum, Peel, Lenore, Herrin, Cramsie. Noes: 0. Absent: White.

3. Reviewed/Approved: Nominations Committee Board Policy Amendment. After a review and discussion, the due date on the nominations committee board policy was changed. The first paragraph of the board policy now reads, "*The Chairperson of the Board of Directors, with input from the Board members and other stakeholders, will appoint a committee (the "Nominations Committee") to designate qualified candidates for election to the Board of Directors by the July Board meeting.*" Kellie Peel made a motion to approve the nominations committee board policy amendment as presented. Michelle Lenore seconded the motion. Motion carried 5-0. Ayes: Scherbaum, Peel, Lenore, Herrin, Cramsie. Noes: 0. Absent: White.
4. Reviewed: Nominations for Board Members Whose Terms are Expiring in August 2021 and additionally one vacant school board seat. The nomination committee consisted of Monica White, Summer Herrin, and Debra Cramsie. The three current board members whose terms are expiring have expressed an interest to continue as board members and additionally there are two new nominees. The five candidates running for the four seats are as follows: Michelle Ditomaso, Casey Larsen, Michelle Lenore (incumbent), Kellie Peel (incumbent), and Kristi Scherbaum (incumbent). They will be voted on at the next school board meeting in August 2021.
5. Reviewed/Approved/Adopted: Public Hearing - Updated Independent Study Policy as Outlined in AB/SB 130. This policy is for the new requirements related to independent study. The biggest change is the plan to provide opportunities for daily synchronous instruction for pupils in transitional kindergarten to grade three, daily live interaction and at least weekly synchronous learning for pupils in grades four to eight. In accordance with Section 11701 of Title 5 of the California Code of Regulations, setting policy pursuant to Education Code section 51747, the Board considered the scope of its existing or prospective use of independent study as an instructional strategy, its purposes in authorizing independent study, and factors bearing specifically on the maximum realistic lengths of assignments and acceptable number of missed assignments for specific populations of pupils or adult education students. This policy shall reflect an awareness that excessive leniency in its terms can result in pupils falling so far behind their age peers as to increase, rather than decrease, the risk of their dropping out of school. Kellie Peel made a motion to adopt the updated Independent Study Policy in accordance with the requirements of Education Code Section 51747. Michelle Lenore seconded the motion. Motion carried 5-0. Ayes: Scherbaum, Peel, Lenore, Herrin, Cramsie. Noes: 0. Absent: White.

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## ADJOURNMENT

The board meeting was adjourned at 4:18 pm.

The next board meeting will be held at 3:45 pm on Monday, August 23, 2021.

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 26, 2021.

*Debra Cramsie*

Secretary