

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

**MINUTES OF AUGUST 5, 2024**  
**REGULAR BOARD MEETING**

**CALL TO ORDER**

Kristi Scherbaum called the regular meeting of the governing board to order at 4:22 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, Angie Sandkuhl, Cassie Andrews, Casey Larsen, Debra Cramsie, Kellie Peel. Absent: 0.

**FLAG SALUTE**

**PRESENTATIONS** – No presentations this month.

**COMMUNICATIONS** (non-agenda items)

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

**Director's Report –**

- Enrollment Update. 281 students are expected to enroll. The numbers will continue to shift until school actually begins.
- COVID-19 Update. This item was Board approved to be deleted from the Director's Report beginning with the next Board meeting on August 26, 2024.
- Personnel. 1) A family-owned music business may be contracted as an outside vendor to provide music lessons to students. Guitar or keyboard lessons may be offered for upper grades. Primary music will be taught by Mrs. Norval and Mrs. Perrott since most of the music pertains to the plays. We are still looking for a choir person. 2) Sara Norval worked on producing DVDs of the primary grade performances. It was a big task and she did a great job.
- Upcoming Events: Classroom visitations will be held on Friday, August 16, 2024.
- Other: 1) Workplace Violence item will be removed from the Director's Report. A workplace violence program is in place. An update has been made to the program that will include staff input. 2) IT Wiring Installed. Cox Communications is not finished with their part of the install yet. Once all is completed, we will have better internet which will help throughout the year, but especially during student testing.

**CONSENT ITEMS:**

1. Approval of Minutes: The minutes from the June 13, 2024 Special Board Meeting, the June 17, 2024 Regular Board meeting, and the July 23, 2024 Special Board meeting were approved as presented.

**DISCUSSION AND/OR ACTION ITEMS:**

1. Reviewed/Approved: Williams Complaint Annual Notice. The Uniform Complaint Procedures (UCP) Annual Notice assists LEAs in meeting the requirement to annually notify in writing the LEA's stakeholders of their UCP. After reviewing the notice, Kellie Peel made a motion to approve the 2024-25 Williams Complaint Classroom Notice. Casey Larsen seconded the motion. Motion carried 6-0. Ayes: Scherbaum, Peel, Larsen, Sandkuhl, Andrews, Cramsie. Noes: 0. Absent: 0.

Public Comments. There were no public comments made on this item.

2. Reviewed/Approved: Removal of COVID-19 Update from the Director's Report. The County of San Diego's declaration of a local health emergency ended February 28, 2023, which matched the end of the

state's declarations. On May 11, 2023, the federal COVID-19 public health emergency declaration ended. After review, Kellie Peel made a motion to remove the COVID-19 Update from the Director's Report. Casey Larsen seconded the motion. Motion carried 6-0. Ayes: Scherbaum, Peel, Larsen, Sandkuhl, Andrews, Cramsie. Noes: 0. Absent: 0.

Public Comments. There were no public comments made on this item.

3. Reviewed/Approved: Update to the Homeless Education Policy. This homeless education policy now reflects the most recent legal updates. Kellie Peel made a motion to approve the update to the Homeless Education Policy, as presented. Casey Larsen seconded the motion. Motion carried 6-0. Ayes: Scherbaum, Peel, Larsen, Sandkuhl, Andrews, Cramsie. Noes: 0. Absent: 0.

Public Comments. There were no public comments made on this item.

4. Reviewed/Approved: SDCOE Induction Services Agreement. Meredith Hardesty, Grade 4 teacher, will participate in the induction process through SDCOE to clear her multiple subjects teaching credential. Kellie Peel made a motion to approve the SDCOE Induction Services Agreement, as presented. Angie Sandkuhl seconded the motion. Motion carried 6-0. Ayes: Scherbaum, Peel, Larsen, Sandkuhl, Andrews, Cramsie. Noes: 0. Absent: 0.

Public Comments. There were no public comments made on this item.

5. Selected/Approved: Nominating Committee for Vacant Board Position. Kristi Scherbaum, Chairperson of the Board of Directors, appointed a Nominations Committee to designate qualified candidates for election to the Board of Directors. Kellie Peel, Casey Larsen, and Diana Whyte were selected for the Nominations Committee to serve along with Ms. Scherbaum. Kellie Peel made a motion to approve the nominating committee for the vacant Board position. Angie Sandkuhl seconded the motion. Motion carried 6-0. Ayes: Scherbaum, Peel, Larsen, Sandkuhl, Andrews, Cramsie. Noes: 0. Absent: 0.

Public Comments. There were no public comments made on this item.

6. Reviewed/Approved: Nominations for Board Members Whose Terms are Expiring in August 2024. The following Board members terms will expire in August 2024: Incumbent Cassie Andrews, Member; Incumbent Debra Cramsie, Secretary. Kellie Peel made a motion to nominate Cassie Andrews and Debra Cramsie to continue to serve their terms through August 2026. Casey Larsen seconded the motion. Motion carried 6-0. Ayes: Scherbaum, Peel, Larsen, Sandkuhl, Andrews, Cramsie. Noes: 0. Absent: 0.

Public Comments. There were no public comments made on this item.

## ADJOURNMENT

The Board meeting was adjourned at 4:53 pm.

The next board meeting will be held at 4:15 pm on Monday, August 26, 2024.

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 August 5, 2024.

Debra Cramsie  
Secretary