

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

**MINUTES OF AUGUST 10, 2020**  
**SPECIAL BOARD MEETING**

**CALL TO ORDER**

Kristi Scherbaum called the special meeting of the governing board to order at 3:49 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**

**REQUESTS TO ADDRESS THE BOARD / PRESENTATIONS** – Digital Learning Presentation by Nicky Jones. Mrs. Jones presented the digital learning plans report to the Board via Zoom. The Heights Charter teaching staff spent many hours brainstorming over the summer on digital learning while keeping in mind parent choice from the survey results. A teacher website has been created for each grade level as well as a science site. Mrs. Jones showed a few sample websites – 2<sup>nd</sup> Grade, 8<sup>th</sup> Grade, and Science – to the Board. A lot of thought and insight went into the website designs to make them intuitive and user friendly for teachers, students, and the parents who will access them. In addition to Zoom lessons, direct instruction will also be available. In case someone is unable to make the Zoom time or a direct instruction lesson, they will be backed up and saved for future access. Meaningful lessons have been designed and planned for students, not just quizzes, tests, and worksheets. Suggested pacing guides are also available on the websites. Google Classroom will be used for one-on-one meetings. All teachers have new emails and all the new information will be sent to parents within the next two weeks.

Work packets will still be provided but can also be accessed by a link. Currently working on verifying that multiple types of devices (iPad, cell phone, laptop) can be used to sign on. Time will be spent on checking all links to verify that they are in working order and not broken. Troubleshooting videos will be made available, too.

**COMMUNICATIONS** (non-agenda items)

**Oral Communications** – There were no Oral Communications at this meeting.

**Director’s Report** –

- **Personnel/Staffing:** We had three teachers turn in resignations at the end of last school year due to relocation. Kara Walsh, Katie Zakkak, and Nassif Zakkak were all moving out of the area. Two jobs were posted in EdJoin in June – a 4-8<sup>th</sup> Grade Math Teacher and a 2<sup>nd</sup> Grade Teacher/Drama Teacher. Candidates were interviewed by two separate interview teams. Lissette Ryan was hired for the 2<sup>nd</sup> Grade/Drama Teacher position. Emily Stewart was hired for the 4-8<sup>th</sup> grade Math Teacher position. In addition, new classified staff hired over the summer include Instructional Aides, a Fine Arts Assistant, and the job title for Mrs. Perrott has been changed to Fine Arts Coordinator.
- **Dehesa Letter Regarding Oversight Recommendations:** The report draft contained many inaccuracies which our school attorney responded to, but it was ignored. A new letter from our attorney is being drafted to address the current oversight requests and to adjust the deadline on some of the items. It appears that extra efforts are being made to restrict independence possibly because of lawsuits against Dehesa’s other charter schools. That is understandable but unfortunately they are not taking into account the past 8 no findings audits, excellent test scores, and the fact that there is always a huge waiting list for students who wish to enroll at The Heights Charter. One item of note is that since she is a paid employee of The Heights Charter, it is recommended that Diana Whyte step down from the Board effective December 31,

2020. It is not because of anything she has done improperly. The other two Heights employees who may remain are Debra Cramsie, Secretary, and Kellie Peel, Member.

- Operations MOU and Special Education MOU from Dehesa: The MOUs are currently being reviewed by the attorneys. Once they have been revised, if needed, they will be ready to add as action items to the next Board meeting.
- Other – Current Enrollment is 285, with many being home school only. There are long waiting lists for most of the grade levels. We ended last school year with 262. We will have to wait until after the first week of school to see what the actual attendance numbers will be for this school year.

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

#### **DISCUSSION AND/OR ACTION ITEMS:**

1. Reviewed/Approved: Updated 2020-21 Budget. A Powerpoint presentation of the FY 2020-21 budget revision was presented to the Board by Stephanie Whitehouse from Charterwise. A copy of the Powerpoint is on file with the minutes from this meeting. It covered a budget timeline and an overview of the 2020-21 enacted state budget from June 2020. For apportionment purposes, 2020-21 ADA will be determined based on the ADA used for the 2019-20 P2. A motion to approve the updated budget was made by Summer Herrin. It was seconded by Monica White. Motion carried 7-0. Ayes: Herrin, Peel, Scherbaum, Whyte, White, Lenore, Cramsie. Noes: 0. Absent: 0.
2. For Information Only: Fiscal Year 2020-21 Cashflow Projections Report. This item was reviewed in the budget discussion in Item 1.
3. Reviewed: 2020-21 45 Day Budget Update. The 45 Day Budget review was included in the presentation in Item 1 above.
4. Reviewed/Approved: 2020-21 Consolidated Application. Sandra Morgan reviewed the annually filed Consolidated Application details with the Board. The Heights doesn't apply for Federal funds as the number of eligible students for free and reduced meals is so low. A motion to approve the 2020-21 Consolidated Application was made by Monica White. Motion was seconded by Michelle Lenore. Motion carried 7-0. Ayes: Herrin, Peel, Scherbaum, Whyte, White, Lenore, Cramsie. Noes: 0. Absent: 0.
5. Reviewed: Reopening Plan for Fall 2020. Diana Whyte shared some of the responses to the parent and staff surveys that were sent out in mid-July. According to the tally, 75% of parents want on-site classes. The Heights Charter will start the beginning of the school year with digital learning. Parents are to be notified by the end of the week. We will begin with planning in two week increments until hybrid classes can begin. Much planning time has been devoted to designing and implementing the new teacher websites. Mrs. Jones has done a phenomenal job with this huge undertaking!

Every two weeks we will re-evaluate as COVID-19 updates change and we get the all clear. There are a small number of fearful parents who are not comfortable about sending their children to school until COVID is gone.

There have been no known COVID-19 cases in The Heights Charter's school staff or students. Temperature checks, masks for staff, and all regulations will be followed. Sending sniffly children to school will not be allowed so parents must take responsibility for not sending possible sick children to school. Guidelines will be sent to parents so they know the expectations.

There is a waiver process that allows a school to apply to open for on-site teaching. A number of steps are involved and we are looking into how to start the waiver process.

## ADJOURNMENT

The board meeting was adjourned at 5:40 pm.

The next meeting will be held on Monday, August 31, 2020 at 3:45 p.m.

## 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 August 10, 2020.

*Debra Cramsie*

Secretary