

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

MINUTES OF AUGUST 22, 2022
REGULAR BOARD MEETING

CALL TO ORDER

Kristi Scherbaum called the regular meeting of the governing board to order via Zoom at 4:08 pm. This Board Meeting was held at 2710 Alpine Blvd, Suite E, in Alpine.

DIRECTORS PRESENT

The following members were present at the meeting: Online: Kristi Scherbaum, Summer Herrin, Kellie Peel, Casey Larsen. In person: Debra Cramsie. Absent: Monica White, Angie Sandkuhl.

FLAG SALUTE

PRESENTATIONS – No presentation this month.

COMMUNICATIONS (non-agenda items)

Oral Communications – No oral communications at this meeting.

Director's Report –

- Enrollment Update: Current count is 266 students, which is reduced from last month's estimate of 274. There were some families who moved out of state and/or decided to transfer their children elsewhere at the last minute. There are now some openings in TK, Grade 2 and Grade 3 which we will attempt to fill.
- COVID-19 Update: There have been no COVID-19 onsite contacts or transmissions.
- Personnel: An additional instructional aide named Rachael Dalton has been hired. A part-time Drama Teacher job vacancy has been posted on EdJoin.
- Upcoming Events: Meet and Greet was held last Thursday, August 18. It was mostly attended by new families at primary grade levels. A field trip to the Miramar Air Show is scheduled for the end of September.
- Other: A survey has been sent to parents which lists what will be offered for cold breakfasts. It will be sent out weekly for the time being until the process becomes more streamlined.

CONSENT ITEMS

1. Approval of Minutes: The minutes from the July 25, 2022 Regular Board meeting were approved as presented.

DISCUSSION AND/OR ACTION ITEMS:

- 1 Reviewed/Approved: Parent Volunteer Policy. The Volunteering section of the Resource Center Volunteer, Visitation, and Removal Policy was reviewed and the suggestion to add a provision to Item #3 was discussed. The additional sentence reads, "*Volunteering must coincide with the teacher's schedule and actual classroom needs.*" It was noted that teachers will be encouraged to post their classroom needs as they arise. Casey Larsen made a motion to approve the additional provision to item #3 of the Volunteering section of the Resource Center Volunteer, Visitation, and Removal Policy. The motion was seconded by Summer Herrin. Motion carried 5-0. Ayes: Scherbaum, Peel, Larsen, Herrin, Cramsie. Noes: 0. Absent: White, Sandkuhl.
2. For Information Only: Budget vs Actuals FY 2021-2022. Stephanie Whitehouse presented a financial update to the Board and reviewed the details of Item #2 and Item #3. No action required on these two items.
3. For Information Only: Cash Projection FY 2021-2022. Details were reviewed with the Board. No action required.

4. Reviewed/Approved: 2020-2021 Charter School Unaudited Actuals Report. Stephanie Whitehouse reviewed this report with the Board and answered questions. The signature page will need to be forwarded to Dehesa. Summer Herrin made a motion to approve the 2020-2021 Charter School Unaudited Actuals Report as presented. Kellie Peel seconded the motion. Motion carried 5-0. Ayes: Scherbaum, Peel, Larsen, Herrin, Cramsie. Noes: 0. Absent: White, Sandkuhl.
5. Reviewed/Approved: FY 2021-2022 Prop 30 Final EPA Expenses. This item will be posted on the school website upon approval. After review, Casey Larsen made a motion to approve the FY 2021-2022 Prop 30 Final EPA Expenses as presented. Kellie Peel seconded the motion. Motion carried 5-0. Ayes: Scherbaum, Peel, Larsen, Herrin, Cramsie. Noes: 0. Absent: White, Sandkuhl.
6. Reviewed/Approved: FY 2022-2023 Prop 30 EPA Expenditure Plan. This item will be posted on the school website upon approval. Summer Herrin made a motion to approve the FY 2022-2023 Prop 30 EPA Expenditure Plan as presented. Kellie Peel seconded the motion. Motion carried 5-0. Ayes: Scherbaum, Peel, Larsen, Herrin, Cramsie. Noes: 0. Absent: White, Sandkuhl.
7. Reviewed/Approved: FY 2022-2023 CARS Application. Stephanie Whitehouse reviewed this item with the Board. Casey Larsen made a motion to approve the FY 2022-2023 CARS Application as presented. Summer Herrin seconded the motion. Motion carried 5-0. Ayes: Scherbaum, Peel, Larsen, Herrin, Cramsie. Noes: 0. Absent: White, Sandkuhl.
8. Reviewed/Approved: FortiNet Network Installation Contract. Dominick Avera, IT staff member, presented an overview of Item 8 and Item 9 for the Board. He was able to clearly explain what the cabling installation will include and answer the Board's questions. After the upfront costs, there will be a savings over the current monthly price of internet service for the school. There will be improved security with web filters, no more spotty internet connections, and better access to printers. In addition, filters can be customized with different levels of restriction and security, e.g., TikTok, social media, and has the capability of recording and analyzing internet traffic on site. Kellie Peel made a motion to approve the FortiNet Network Installation Contract and that the phone installation part will be reviewed as a separate agenda item at the next Board meeting. Summer Herrin seconded the motion. Motion carried 5-0. Ayes: Scherbaum, Peel, Larsen, Herrin, Cramsie. Noes: 0. Absent: White, Sandkuhl.
9. Reviewed/Approved: WaveLink Communications, Inc. Estimate. Dominick Avera outlined the detail of this estimate which will include installing boxes with lock-ups. There will be minimal interruption of classrooms and most likely the install will be scheduled on a day when students are not on site. Kellie Peel made a motion to approve the WaveLink Communications, Inc. Estimate as presented. Summer Herrin seconded the motion. Ayes: Scherbaum, Peel, Larsen, Herrin, Cramsie. Noes: 0. Absent: White, Sandkuhl.
10. Reviewed/Approved: School Meal Plan – Extend Contract with Top Notch Catering. After a discussion about the meal plan, it was recommended that The Heights request Dehesa staff to assist with breakfast/lunch recordkeeping and processing. Details of the reimbursement process will be brought to the next Board meeting. Casey Larsen made a motion to approve the extension of the contract with Top Notch Catering as presented. Summer Herrin seconded the motion. Motion carried 5-0. Ayes: Scherbaum, Peel, Larsen, Herrin, Cramsie. Noes: 0. Absent: White, Sandkuhl.
11. Reviewed/Approved: 2022-23 Parent/Student Handbook. Casey Larsen made a motion to approve the 2022-23 Parent/Student Handbook with the discussed change to the wording in The Heights Charter Rules section on page 5 regarding prohibited clothing. The new wording will be, "*Pants should be worn at waist level and fastened securely with a button, snap, zipper, or belt.*" Kellie Peel seconded the motion. Motion carried 5-0. Ayes: Scherbaum, Peel, Herrin, Larsen, Cramsie. Noes: 0. Absent: White.
12. Tabled: Dress Code Policy
13. Appointed: Board Members Whose Terms are Expiring in August 2022. The following Board members terms are expiring in August 2022: Incumbent Summer Herrin, Member; Incumbent Monica White, Treasurer; and Incumbent Debra Cramsie, Secretary. Kellie Peel made a motion to appoint the current

incumbents for two-year terms through August 2024: Summer Herrin, Monica White, and Debra Cramsie. Casey Larsen seconded the motion. Motion carried 5-0 for all three incumbents. Ayes: Scherbaum, Peel, Herrin, Larsen, Cramsie. Noes: 0. Absent: White, Sandkuhl.

14. Tabled: Safety Plan/Active Shooter Policy
15. Reviewed/Approved: Williams Complaint Annual Notice. Casey Larsen made a motion to approve the Williams Complaint Annual Notice as presented. Summer Herrin seconded the motion. Motion carried 5-0. Ayes: Scherbaum, Peel, Larsen, Herrin, Cramsie. Noes: 0. Absent: White, Sandkuhl.
16. Review/Approve: Change September 12, 2022 Board Meeting Date to September 19, 2022. Summer Herrin made a motion to approve changing the September Board Meeting date from September 12 to September 19, 2022. Kellie Peel seconded the motion. Motion carried 5-0. Ayes: Scherbaum, Peel, Larsen, Herrin, Cramsie. Noes: 0. Absent: White, Sandkuhl.
17. 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 carried 4-1 to meet in person next month. Ayes: Scherbaum, Larsen, Peel, Cramsie. Noes: Herrin. Absent: White, Sandkuhl.

ADJOURNMENT

The board meeting was adjourned at 6:02 pm.

The next board meeting will be held at 4:00 pm on Monday, September 19, 2022.

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 22, 2022.

Debra Cramsie
Secretary