

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

MINUTES OF AUGUST 26, 2024
REGULAR BOARD MEETING

CALL TO ORDER

Kristi Scherbaum called the regular meeting of the governing board to order at 4:15 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, Cassie Andrews, Debra Gramsie, Kellie Peel. Absent: Casey Larsen, Angie Sandkuhl.

FLAG SALUTE

PRESENTATIONS – No presentations this month.

COMMUNICATIONS (non-agenda items)

Oral Communications – No oral communications at this meeting.

Director's Report –

- Enrollment Update. 286 students are currently attending The Heights, but two students will be moving in September due to a military transfer.
- Personnel. 1) Taylor King was hired as a Grade 2 teacher. Mrs. Koenig, Mrs. Jones, and Mrs. Pockett were on the interview team, along with Mrs. Whyte. 2) Mrs. Kent will become a teacher on special assignment which will include roving sub and interventions for one year. 3) Jayci Norton who had been the roving sub is now unable to continue due to family responsibilities. 4) Mrs. Norval and Mrs. Perrott will start working on the music and plays for the primary grades.
- Upcoming Events: Back to School Nights are coming up. Thursday, September 12 at 6 pm will be for primary grades. Thursday, September 19 at 6 pm will be for the upper grades.
- Other: 1) The music vendor will start next week with Grades 4-5 group activities. 2) Guitars and keyboards for Grades 6-7-8 to be used for electives will be purchased. 3) Food services with Top Notch and Hollandia are not running smoothly yet. 4) The Fire Marshall gave The Heights Charter a perfect inspection report this year.

CONSENT ITEMS:

1. Approval of Minutes: The minutes from the August 5, 2024 Regular Board Meeting were approved as presented.

DISCUSSION AND/OR ACTION ITEMS:

1. For Information Only: The Heights Charter Financial Update. Via speakerphone, Stephanie Whitehouse gave the financial update to the Board. The Heights Charter continues to maintain a healthy fund balance and a positive budget. No action required.

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

2. For Information Only: FY 2023-2024 Cash Flow Projections. This item was referred to in the financial update in Item 1 and was included for information only, no action required.

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

3. Reviewed/Approved: 2023-2024 Charter School Unaudited Actuals Financial Report and Certification Form for Signature. After review, Kellie Peel made a motion to approve the 2023-2024 Charter School Unaudited Actuals Financial Report as presented. Cassie Andrews seconded the motion. The certification form will be signed by Mrs. Whyte and delivered to Dehesa. Motion carried 4-0. Ayes: Scherbaum, Peel, Andrews, Cramsie. Noes: 0. Absent: Larsen, Sandkuhl.

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

4. Reviewed/Approved: FY 2023-2024 Prop 30 Final EPA Expenses. Cassie Andrews made a motion to approve the FY 2023-2024 Prop 30 Final EPA Expenses as presented. Kellie Peel seconded the motion. Motion carried 4-0. Ayes: Scherbaum, Peel, Andrews, Cramsie. Noes: 0. Absent: Larsen, Sandkuhl.

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

5. Reviewed/Approved: FY 2024-2025 Prop 30 EPA Projected Expenditures. Cassie Andrews made a motion to approve the FY 2024-2025 Prop 30 EPA Projected Expenditures as presented. Kellie Peel seconded the motion. Motion carried 4-0. Ayes: Scherbaum, Peel, Andrews, Cramsie. Noes: 0. Absent: Larsen, Sandkuhl.

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

6. Reviewed/Approved: The Heights Charter Resolution Regarding the Education Protection Account (EPA). Kellie Peel made a motion to approve the Resolution Regarding the Education Protection Account (EPA) as presented. Cassie Andrews seconded the motion. Motion carried 4-0. Ayes: Scherbaum, Peel, Andrews, Cramsie. Noes: 0. Absent: Larsen, Sandkuhl.

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

7. For Information Only: Connectivity Update from Dominick Avera. Dominick Avera provided a written update for the Board:

- The backbone of the network has now been installed. All the classrooms are now connected with cabling that leads back to a central cabinet. When the project is completed, the number of wireless connections will go down to two – one for staff and one for students. Staff and students will be able to move around the campus without having to switch internet connections.
- Cox is working on bringing a fiber connection to both buildings before we can switch over to the new system. This connection will be more than double the current internet speed as well as improve the reliability of the internet connection.
- The Heights Charter is now receiving California Telecommunication Funds (CTF). CTF is for schools and charters that don't qualify for E-rate services and this funding will pay up to 50% of the internet bill.
- We hope that this entire project will be successfully completed by the next Board meeting.

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

8. Reviewed/Approved: Contract with STS for Nonpublic, Nonsectarian School / Agency Services. This contract is for speech/language and occupational therapy services for special education students. Kellie Peel made a motion to approve the STS Contract for Nonpublic, Nonsectarian School / Agency Services as presented. Cassie Andrews seconded the motion. Motion carried 4-0. Ayes: Scherbaum, Peel, Andrews, Cramsie. Noes: 0. Absent: Larsen, Sandkuhl.

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

9. Reviewed/Approved: Camp Stevens Contract for 8th Grade Camp. It was noted that the total cost of \$9950.00 is much higher than previous years. The dates are for March 17-21, 2025 (4 nights). The approximate price will be \$350/student. There will be plans for some fundraising to assist in the cost. Cassie Andrews made a motion to approve the Camp Stevens Contract for 8th Grade Camp as

presented. Kellie Peel seconded the motion. Motion carried 4-0. Ayes: Scherbaum, Peel, Andrews, Cramsie. Noes: 0. Absent: Larsen, Sandkuhl.

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

10. Reviewed/Approved: 2024-25 Parent Student Handbook. After review, Kellie Peel made a motion to approve the 2024-25 Parent Student Handbook as presented. Cassie Andrews seconded the motion. Motion carried 4-0. Ayes: Scherbaum, Peel, Andrews, Cramsie. Noes: 0. Absent: Larsen, Sandkuhl.

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

11. Reviewed/Approved: 2024-25 Employee Handbook. After review, Kellie Peel made a motion to approve the 2024-25 Employee Handbook as presented. Cassie Andrews seconded the motion. Motion carried 4-0. Ayes: Scherbaum, Peel, Andrews, Cramsie. Noes: 0. Absent: Larsen, Sandkuhl.

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

12. Reviewed/Approved: Board Policy Updates to BP 6174 Instruction English Learners and AR 6174 Instruction English Learners. Per oversight direction, the word 'district' has been replaced with the word 'school' in these updates. After review, Cassie Andrews made a motion to approve the updates to BP 6174 Instruction to English Learners and to AR 6174 Instruction of English Learners as presented. Kellie Peel seconded the motion. Motion carried 4-0. Ayes: Scherbaum, Peel, Andrews, Cramsie. Noes: 0. Absent: Larsen, Sandkuhl.

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

13. Reviewed/Approved: Candidate Name(s) Submitted to the Board from the Nominations Committee. The Nominations Committee, consisting of Kristi Scherbaum, Kellie Peel, Casey Larsen, and Diana Whyte provided the name of Jenna Andrus as a candidate to fill the current Board vacancy. Kellie Peel made a motion to approve the selection of Jenna Andrus as a Board Member to The Heights Charter Governing Board. Cassie Andrews seconded the motion. Motion carried 4-0. Ayes: Scherbaum, Peel, Andrews, Cramsie. Noes: 0. Absent: Larsen, Sandkuhl.

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

14. Reviewed: Director's Goals. Diana Whyte presented the 2024-25 Goals and Objectives to the Board. There was no action needed for this item.

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

ADJOURNMENT

The Board meeting was adjourned at 5:32 pm.

The next board meeting will be held at 4:15 pm on Monday, October 21, 2024.

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 26, 2024.

Debra Cramsie
Secretary