

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

MINUTES OF AUGUST 31, 2020
REGULAR BOARD MEETING

CALL TO ORDER

Kristi Scherbaum called the regular meeting of the governing board to order at 3:51 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: In person: Diana Whyte, Debra Cramsie. Virtual attendance: Kristi Scherbaum, Kellie Peel, Monica White, Summer Herrin, Michelle Lenore.

FLAG SALUTE

PRESENTATIONS – There were no presentations this month.

COMMUNICATIONS (non-agenda items)

Oral Communications – There were no oral communications this month.

Director's Report –

- Enrollment Update: All master agreements have been signed. 283 students are currently enrolled.
- Digital Learning: Zoom troubleshooting is ongoing but for the most part is progressing well. The new teacher websites are designed to be user friendly and intuitive.
- Facilities Update: The annual fire extinguisher recharging and inspection is set for tomorrow.
- LCAP Update: Due to the COVID-19 pandemic, the regular LCAP was not required this year. Instead, there will be a Learning Continuity and Attendance Plan that is to be substituted. This plan will be presented for public review at a special board meeting that will be scheduled within the next two weeks.
- Approval Waiver: The state pulled the plug on the approval waivers since the county was removed from the 14 day watch list. No waivers are being processed at this time.
- Other – Reopening Plan Overview: Plans include maintaining the state of California's rules of social distancing of 6 feet apart and all staff will wear masks. A letter was sent to parents about reopening school in September 2020. Parents will have the choice of their students attending half-day classes from 9:00-12:00 five days/week or continuing with digital learning. This would be for the first three weeks of reopening. More details will be sent to parents along with the reasons for half days – lunch time would prove to be difficult to maintain social distancing and it is preferred for students and teachers to not co-mingle with others outside of their own classroom settings. We want to do what is best and safest for the students and staff and we are trying to find a middle ground to phase back into regular school in October. In addition, no touch thermometers will be used on site. There will be a strict policy of not sending any student to school with sniffles and 48 hours must pass before a temperature returning to normal before being allowed to come back to the school site.

CONSENT ITEMS

1. Approval of Minutes: The minutes from the June 29, 2020 regular board meeting, the minutes from the July 13, 2020 special board meeting, and the minutes from the August 10, 2020 special board meeting were approved as presented.

DISCUSSION AND/OR ACTION ITEMS:

1. Public Review: Learning Continuity and Attendance Plan. Each section of the Learning Continuity and Attendance Plan was reviewed with the Board. This plan is to be submitted in lieu of the regular Local Control and Accountability Plan which was replaced with the Learning Continuity and Attendance Plan because of the COVID-19 pandemic. This plan was also placed on the school web page for public

comments. Since the purpose of today is to serve as the required public review part of the process, the final copy of the Learning Continuity and Attendance Plan will be placed on the September 9th agenda as an adoption item. The Learning Continuity and Attendance Plan is a separate report from The Heights Charter Plan for Reopening School. The Reopening Plan will include specifics on cleaning and disinfecting, distancing in and out of the classroom, training staff, what to do when a child or staff member becomes sick, learning options, etc. As this is an agenda item for review, there is no action required at this time.

2. Reviewed/Approved: Williams Complaint Classroom Notice. This is an annually reviewed and approved item that must be posted in each classroom and office at The Heights Charter. This notice contains all language and components of required elements. Kellie Peel made a motion to approve the annual Williams Complaint Classroom Notice as presented. Michelle Lenore seconded the motion. Motion carried 7-0. Ayes: Lenore, Scherbaum, Peel, White, Herrin, Whyte, Cramsie. Noes: 0. Absent: 0.
3. Reviewed/Approved: Expert Medical (Best Doctors). Since this is considered an employee benefit, it will be paid for by The Heights Charter. The annual cost for all staff (except for those who already have access to Expert Medical) will be \$2700.00 for a one year contract. This covers the employee, spouse plus up to 7 dependents. It is an invaluable resource to have in a time of a critical health issue. The second opinion is based on results of tests, not on the primary doctor's report. Monica White made a motion to approve the one year contract for Expert Medical. Summer Herrin seconded the motion. Motion carried 4-0. Ayes: Lenore, Scherbaum, White, Herrin. Noes: 0. Recused: Cramsie, Whyte, Peel. Absent: 0.
4. Reviewed/Approved: Updated Fiscal Policies. Two items in the purchasing section of the fiscal policies were edited. Item 4 now reads: *"The Director approves recurring transactions at the time of execution of the contract and/or at the time the payment is set up for automatic payment. Budget to actuals are monitored monthly and any variances from expectation are investigated"*. Item 8 now reads: *"For purchases made with federal funds, the Director reviews the objectives of the federal program and ensures the purchase meets the objective of the program"*. Michelle Lenore made a motion to approve the updated fiscal policies. Kellie Peel seconded the motion. Motion carried 6-0. Ayes: Herrin, Peel, Scherbaum, Lenore, Whyte, Cramsie. Noes: 0. Absent: White.
5. Reviewed: Use of Loss Mitigation Funds. The use of loss mitigation funds was reviewed with the Board. No approval action was required for this agenda item.
6. Reviewed/Approved: Nomination Committee. Members are to submit their Board bios per the oversight guidelines. The nomination committee will consist of Kellie Peel, Michelle Lenore, and Debra Cramsie. At the next Board meeting, the nomination committee will present candidates to the Board if the members whose terms are expiring choose not to renew their terms. Michelle Lenore made a motion to approve the nomination committee, as presented. Kellie Peel seconded the motion. Motion carried: 4-0. Ayes: Peel, Lenore, Whyte, Cramsie. Noes: 0. Absent: White. Recused: Herrin, Scherbaum.
7. Reviewed/Approved: 2020-21 Yearbook Contract. After review, Kellie Peel made a motion to approve the 2020-21 yearbook contract as presented. Michelle Lenore seconded the motion. Motion carried 6-0. Ayes: Herrin, Peel, Scherbaum, Lenore, Whyte, Cramsie. Noes: 0. Absent: White.

ADJOURNMENT

The board meeting was adjourned at 4:50 pm.

The next special board meeting will be held at 3:45 pm on Wednesday, September 9, 2020.

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 31, 2020.

Debra Cramsie

Secretary