

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

MINUTES OF SEPTEMBER 18, 2023
REGULAR BOARD MEETING

CALL TO ORDER

Kristi Scherbaum called the regular meeting of the governing board to order at 4:05 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, Casey Larsen, Cassie Andrews, Kellie Peel, Loni Paine, Debra Cramsie. 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. The current count remains at 286 students.
- COVID-19 Update. No onsite cases to report.
- Personnel. No changes from last meeting.
- Upcoming Events: (1) A field trip to the USS Midway is planned for September 22. (2) The talent show is scheduled for mid-October instead of spring. No specific date has been set yet. (3) A field trip to Balboa Junior Theater to see "The Sound of Music" is set for November 7. We were given an allotment of 300 tickets. (4) Back to School nights: TK-4 at 6 pm on Thursday, September 21. Grades 5-8 at 6 pm on Thursday, September 28.
- Other. The Board was updated on the school rent check that was stolen and 'washed'. A police report was filed, the banks in question and the property owner have been notified, and a fraud investigation is ongoing. This situation is what created the need to set up an electronic funds transfer for the monthly lease payment.

CONSENT ITEMS

1. Approval of Minutes: The minutes from the August 28, 2023 Regular Board meeting were approved as presented.

DISCUSSION AND/OR ACTION ITEMS:

1. For Information Only: Update on Improvements to Internet Connectivity. Diana Whyte reported that new hubs have been purchased for \$4,643.26. Dominick Avera is researching grant opportunities to help offset the cost of improving the internet connectivity in all the classrooms and office spaces.
2. For Information Only: Semi-Annual Food Health Inspection. Mrs. Whyte updated the Board on an unexpected visit from the Food Health Department last week. The inspector gave The Heights a 100% A+ rating. The Board was told that both commercial refrigerators arrived with damage. Dehesa was notified and replacements are in process. The commercial oven will not be used until a time yet to be determined. It requires inspections and specific electrical work before it can be installed. The separate warming oven will be set up later in the school year.

3. For Information Only: School Facilities Tour. Diana Whyte showed the Board the classrooms that were remodeled over the summer, as well as the auditorium/stage, speech pathologist area, and food services spaces.
4. Nominated/Elected: Election of Officers. Nominations from the floor were made for each of the following Board office positions.

Kellie Peel nominated incumbent Kristi Scherbaum for Chairman. No other nominations were made for Chairman. Nominations were closed. Kristi Scherbaum accepted the Chairman position. Votes were counted – Ayes: Peel, Larsen, Sandkuhl, Cramsie, Scherbaum, Andrews, Paine. Noes: 0. Absent: 0.

Casey Larsen nominated Kellie Peel for Vice-Chairman. No other nominations were made for Vice-Chairman. Nominations were closed. Kellie Peel accepted the Vice-Chairman position. Votes were counted – Ayes: Peel, Larsen, Sandkuhl, Cramsie, Scherbaum, Andrews, Paine. Noes: 0. Absent: 0.

Casey Larsen nominated incumbent Debra Cramsie for Secretary. No other nominations were made for Secretary. Nominations were closed. Debra Cramsie accepted the Secretary position. Votes were counted – Ayes: Peel, Larsen, Sandkuhl, Cramsie, Scherbaum, Andrews, Paine. Noes: 0. Absent: 0.

Casey Larsen nominated Loni Paine for Treasurer. No other nominations were made for Treasurer. Nominations were closed. Loni Paine accepted the Treasurer position. Votes were counted – Ayes: Peel, Larsen, Sandkuhl, Cramsie, Scherbaum, Andrews, Paine. Noes: 0. Absent: 0.

5. Reviewed/Approved: ACH (Automated Clearing House) Authorization Form - An ACH authorization form is a legally-required agreement that is required in order to execute an ACH payment, which is a type of electronic funds transfer. Diana Whyte spoke about the critical need to initiate an electronic funds transfer mechanism to pay the monthly lease expense for the suites used by The Heights Charter. After discovering the theft of the lease check and filing all the legal forms necessary to open a case and/or file a claim, this situation can be prevented in the future by switching from putting a check in the mail to paying with electronic funds. Upon the close of the discussion, Kellie Peel made a motion to approve The Heights Charter to use electronic funds transfers to pay for all future monthly lease payments. Casey Larsen seconded the motion. Motion carried 7-0. Ayes: Peel, Larsen, Sandkuhl, Cramsie, Scherbaum, Andrews, Paine. Noes: 0. Absent: 0.
6. Reviewed/Discussed: Brown Act Emergency Teleconferencing Extension – This bill was signed by Governor Newsom. 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. Casey Larsen made a motion to meet in person at the next Board meeting. Cassie Andrews seconded the motion. Motion carried: 7-0. Ayes: Scherbaum, Peel, Larsen, Sandkuhl, Paine, Andrews, Cramsie. Noes: 0. Absent: 0.

ADJOURNMENT

The open session of this Board meeting was adjourned at 4:41 pm.

CLOSED SESSION

Convened to closed session at 4:41 pm for the following item:

PERSONNEL MATTERS: The Governing Board will recess to Closed Session to consider personnel matters pursuant to Government Code Section 54957(b)(1):

1. Appointment, Employment, Evaluation of Performance, Discipline of a Public Employee, Public Employee Dismissal/Release.
 - A. Evaluation of Executive Director. Diana Whyte presented her Annual Goals for 2023-24 to the Board.

ADJOURNMENT

The closed session of this Board meeting was adjourned at 5:03 pm.

The next board meeting will be held at 4:00 pm on Monday, October 16, 2023.

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 September 18, 2023.

Debra Cramsie _____
Secretary