

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

MINUTES OF SEPTEMBER 19, 2022
REGULAR BOARD MEETING

CALL TO ORDER

Kristi Scherbaum called the regular meeting of the governing board to order at 4:07 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, Summer Herrin, Kellie Peel, Casey Larsen, Angie Sandkuhl. Absent: Monica White, Debra Cramsie.

FLAG SALUTE

PRESENTATIONS – Dominick Avera gave a detailed update on systems information and higher costs involved regarding the internet wiring and online security upgrades. A lengthy discussion led to more questions and it was decided to have Mr. Avera come to the October Board meeting with more specifics so an informed decision could be made.

COMMUNICATIONS (non-agenda items)

Oral Communications – No oral communications at this meeting.

Director's Report –

- Enrollment Update: Enrollment is currently at 266 students.
- COVID-19 Update: There have been no COVID-19 onsite contacts or transmissions.
- Personnel: Carmen Sagram has been hired as a long-term sub beginning October 11, 2022. Two interviews are scheduled for instructional aide vacancies within the next week.
- Upcoming Events: There is a field trip scheduled this Friday, September 23, 2022.
- Other: Sprinklers are to be installed in Suite D on Friday, September 23, 2022.

CONSENT ITEMS

1. Approval of Minutes: The minutes from the August 22, 2022 Regular Board meeting were approved as presented.

DISCUSSION AND/OR ACTION ITEMS:

- 1 For Information Only: Budget vs Actuals Report. Diana Whyte reviewed the current budget vs actuals report with the Board. She explained that an example of one reason for the higher percentage for salaries was caused by the Grade 4 classroom remodel. A budget revision will be prepared after the State of California releases allocations for one-time funds.
2. Tabled: Phone Wiring added to Initial Wiring for Internet and Blocksy. This item was tabled and will be revisited once more details are provided to the Board.
3. Reviewed/Approved: Sergeant Laboratories Product License and Support Services Agreement for Online Security. A motion was made by Kellie Peel to approve the Sergeant Laboratories Product License and Support Services Agreement for Online Security. The motion was seconded by Summer Herrin. Motion carried 5-0. Ayes: Scherbaum, Peel, Larsen, Sandkuhl, Herrin. Noes: 0. Absent: White, Cramsie.
4. Reviewed/Approved: Proposal/Estimate for Onsite Cameras. This proposal was put together by Mr. Perrott due to the garden area being vandalized recently. Four cameras are to be set up in the back area, playground, and two in the hallway. A phone notification will be sent if activity is detected and will allow for quicker Sheriff Department response. Hardware includes cameras, wiring, and hard drive which

can store recordings. The property owner may also install some cameras separately. A motion was made by Kellie Peel to approve the proposal for onsite cameras. The motion was seconded by Casey Larsen. Motion carried 5-0. Ayes: Scherbaum, Peel, Larsen, Sandkuhl, Herrin. Noes: 0. Absent: White, Cramsie.

5. For Information Only: Dehesa Staff to Assist with Food Services Processing. We will need to apply for participation in the food services government program that reimburses us for the breakfasts. Dehesa will provide assistance with processing the paperwork as we have no one trained in this area at this time. We are hoping that it will be for this school year only because we plan to have someone trained to take this over for next school year, if possible. The reimbursement program will help offset the majority of the food services cost. The contract from Dehesa may be around \$6500 for the 2022-23 school year and should be ready for the October Board meeting.
6. Discuss: Safety Plan/Active Shooter Policy Training. Amber Broussard, a Crime Prevention Specialist, is available to come set up an onsite review of The Heights Charter. Speaking to the Leadership Team is the first step and at that time will talk about staff training. The current Safety Plan is very comprehensive but this is a specific area of concern for staff, students and parents.
7. Reviewed/Approved: 6th Grade Pine Valley Camp Contract. Camp is scheduled for January 23-27, 2023. \$336 is the total cost per student. Some fundraising is planned to help offset the expense to families. A motion was made by Casey Larsen to approve the 6th Grade Camp Contract. The motion was seconded by Kellie Peel. Motion carried 5-0. Ayes: Scherbaum, Peel, Larsen, Sandkuhl, Herrin. Noes: 0. Absent: White, Cramsie.
8. Reviewed/Appointed: Approve the Appointment of Loni Paine to Replace Summer Herrin's Board Term. Casey Larsen made a motion to approve the appointment of Loni Paine to fill the remainder of Summer Herrin's Board term effective September 19, 2022. Ms. Paine will serve until August 2024. Kellie Peel seconded the motion. Motion carried 5-0. Ayes: Scherbaum, Peel, Larsen, Sandkuhl, Herrin. Noes: 0. Absent: White, Cramsie.
9. Reviewed/Approved: Resignation of Monica White from the Board. Summer Herrin made a motion to approve the resignation of Monica White from the Board effective September 19, 2022. Kellie Peel seconded the motion. Motion carried 5-0. Ayes: Scherbaum, Peel, Larsen, Sandkuhl, Herrin. Noes: 0. Absent: White, Cramsie.
10. 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. Ayes: Scherbaum, Peel, Sandkuhl, Larsen. Noes: Herrin. Absent: White, Cramsie.

ADJOURNMENT

The open session of the board meeting was adjourned at 5:39 pm.

CLOSED SESSION

Convened to closed session at 5:41 pm for the following item:

1. Appointment, Employment, Evaluation of Performance, Discipline of a Public Employee, Public Employee Dismissal/Release.
 - A. Evaluation of Executive Director

ADJOURNMENT

The closed session of this meeting was adjourned at 5:45 pm.

The next board meeting will be held at 4:00 pm on Monday, October 17, 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 September 19, 2022.

Debra Cramsie
Secretary