

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

MINUTES OF SEPTEMBER 20, 2021
REGULAR BOARD MEETING

CALL TO ORDER

Kristi Scherbaum called the regular meeting of the governing board to order at 3:52 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: Online: Kristi Scherbaum, Monica White, Michelle Lenore, Summer Herrin, Casey Larsen; in person: Debra Cramsie. Absent: Kellie Peel.

FLAG SALUTE

PRESENTATIONS – No presentations scheduled this month.

COMMUNICATIONS (non-agenda items)

Oral Communications – There were no oral communications this month.

Director's Report –

- Enrollment Update: Enrollment is currently at 262 students.
- Personnel: No changes from last month.
- Upcoming Events: Oma's Pumpkin Patch for K-2 on 10/1/21. 7th Grade Camp at Pine Valley Bible Camp 10/4 – 10/8/21.
- Other: Coffee with Diana on 9/30/21 at 9:30 am. Tracy Huguley is parent liaison. Times will alternate between mornings and evenings. No meetings will be scheduled in December.
- Other: A notice will be sent to parents to not block east entrance to shopping center.
- Other: Emailed letter from parent was received this morning. It was shared with the Board. The school attorney has been contacted, everything has been done legally.
- COVID-19 Update: Kim Koenig gave a report to the Board. No changes in masking for the time being which means that all staff and students will continue to wear a mask unless they are outside, per the California Department of Public Health mandate.

CONSENT ITEMS

1. Approval of Minutes: The minutes from the September 7, 2021 special board meeting were approved as presented.

DISCUSSION AND/OR ACTION ITEMS:

1. For Information Only: FY2021-22 Budget to Actuals Update for July-August 2021 from Stephanie Whitehouse, Business Manager, CharterWise. Stephanie Whitehouse reviewed the updated budget information with the Board. The budget is keeping on track and looks very good.
2. Reviewed/Approved: Memorandum of Understanding (MOU) with California Department of Public Health (CDPH) for COVID-19 Testing. Kim Koenig presented this information to the Board. Some research has been done to find a way to not have to keep closing classes from COVID cases/exposure. Parents were not pleased that the school shut down. Feedback from parents stated the main difficulty was the huge daycare issue created by the short notice. Last year, The Heights had one case; this year there have been five cases, which have included siblings. There has been no transmission at school except for one possibility. Transmission has not been student to student, but rather family member to student. Modified quarantine was looked into – San Diego Unified is using this. This CDPH COVID-19 testing process must be applied for and a MOU must be in place before it can be utilized. There is no cost to the school. School staff must be trained online before antigen testing can be put in place. Parents will have the choice of not to test and child will go to the standard quarantine procedures. After a lengthy discussion

with the Board, Monica White made a motion to approve the MOU with CHDP for COVID-19 testing. Michelle Lenore seconded the motion. Motion carried 6-0. Ayes: Scherbaum, White, Lenore, Herrin, Larsen, Cramsie; Noes: 0. Absent: Peel.

3. Reviewed/Approved: Food Services Contract with Top Notch Catering. The annual National School Lunch Program (NSLP) form is used to determine eligibility for free or reduced price school meals. Since The Heights Charter does not have full kitchen facilities, a contract with a food services company is used to provide breakfast for eligible students. There were only 6 students eligible last year, and not all participated. This year, we have the opportunity to use Top Notch Catering, which is the food services company that Dehesa uses. The meals will be delivered to Dehesa and will have to be picked up from there. The cost is approximately \$60 per week for daily breakfast. Valid food handlers licenses are in place for those school staff who will be assisting with the program. Monica White made a motion to approve the food services contract with Top Notch Catering as presented. Summer Herrin seconded the motion. Motion carried 6-0. Ayes: Scherbaum, White, Lenore, Herrin, Larsen, Cramsie; Noes: 0. Absent: Peel.
4. Reviewed/Adopted: Child Abuse Reporting Policy. This policy was reviewed with the Board. Monica White made a motion to adopt the Child Abuse Reporting Policy as presented. Summer Herrin seconded the motion. Motion carried 6-0. Ayes: Scherbaum, White, Lenore, Herrin, Larsen, Cramsie; Noes: 0. Absent: Peel.
5. Reviewed/Adopted: Modify the Diversity Recruitment Plan. The Diversity Recruitment Plan that was adopted December 2020 is in need of an update. The school is supposed to have the same or similar demographics as its charter authorizer but our demographics match Alpine. The school attorney worked on creating the current diversity plan per oversight committee recommendation. No newspaper ad was placed this year because no slots were available. It is recommended that the annual newspaper ad be eliminated from the diversity recruitment plan. All other key points will remain as is. Michelle Lenore made a motion to adopt the diversity recruitment plan modification as presented. Summer Herrin seconded the motion. Motion carried 6-0. Ayes: Scherbaum, White, Lenore, Herrin, Larsen, Cramsie; Noes: 0. Absent: Peel.
6. Reviewed/Approved: Results of School Board Voting. Summer Herrin made a motion to approve the school board voting results as presented. Michelle Lenore seconded the motion. Motion carried 6-0. Ayes: Scherbaum, White, Lenore, Herrin, Larsen, Cramsie; Noes: 0. Absent: Peel.
7. Reviewed/Approved: Election of School Board Officers. The following nominations/actions were made:

Kristi Scherbaum made a motion to nominate Monica White for Treasurer. Michelle Lenore seconded the motion. Motion carried: 6-0. Ayes: Scherbaum, White, Lenore, Herrin, Larsen, Cramsie; Noes: 0. Absent: Peel.

Summer Herrin made a motion to nominate Kristi Scherbaum for Chairman. Monica White seconded the motion. Motion carried 6-0. Ayes: Scherbaum, White, Lenore, Herrin, Larsen, Cramsie; Noes: 0. Absent: Peel.

Michelle Lenore made a motion to nominate Debra Cramsie for Secretary. Monica White seconded the motion. Motion carried 6-0. Ayes: Scherbaum, White, Lenore, Herrin, Larsen, Cramsie; Noes: 0. Absent: Peel.

Summer Herrin made a motion to nominate Michelle Lenore as Vice Chairman. Kristi Scherbaum seconded the motion. Motion carried 6-0. Ayes: Scherbaum, White, Lenore, Herrin, Larsen, Cramsie; Noes: 0. Absent: Peel.

Open session was adjourned at 5:13 pm.

CLOSED SESSION opened at 5:13 pm.

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. The evaluation of the Executive Director's performance was conducted by the Board. Monica White made a motion to approve that the Executive Director's performance meets adopted standards. Summer Herrin seconded the motion. Motion carried 6-0. Ayes: Scherbaum, White, Lenore, Herrin, Larsen, Cramsie; Noes: 0. Absent: Peel.

ADJOURNMENT

The board meeting was adjourned at 5:38 pm.

The next board meeting will be held at 3:45 pm on Monday, October 18, 2021.

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 20, 2021.

Debra Cramsie

Secretary