

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

**MINUTES OF OCTOBER 16, 2023**  
**REGULAR BOARD MEETING**

**CALL TO ORDER**

Loni Paine called the regular meeting of the governing board to order at 4:00 pm. This Board Meeting was held at 2710 Alpine Blvd, Suite E, in Alpine.

**DIRECTORS PRESENT**

The following members were present at the meeting: Casey Larsen, Loni Paine, Cassie Andrews, Debra Cramsie. Absent: Kellie Peel, Kristi Scherbaum, 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. The current remains at 286 students.
- COVID-19 Update. No on-site cases to report.
- Personnel. No changes to report.
- Upcoming Events: (1) The talent show is scheduled for primary grades on October 19; upper grades will be on October 26. (2) The Sound of Music field trip is scheduled for November 7. There are still some tickets available. (3) Legoland was contacted once again to find out if they are scheduling field trips. At this time, they are still not taking field trip reservations.
- Other – Breakfast/Lunch Update. (1) A notice will be sent out asking parents to let the school know if they do not wish their child to have school meals, chocolate milk, or apple juice. (2) It was mentioned that the oven and the warmer will probably not be set up to use this year.
- Other – Fire Marshall did a Preliminary Inspection. Because we turned the multi-purpose room space into a classroom, it will require an updated plot plan and a re-inspection at a later date.
- Other – Staff Development. There was a staff development day on Friday, October 13, 2023 and there were no on-site classes held. There was a demonstration by Fire Marshall McBroom covering fire extinguisher use, which also supported the strategies that allow for it to be used as a weapon in case of a lockdown situation. Other defense strategies were previously demonstrated that would be useful in a shooter situation. It was very interesting information.

**CONSENT ITEMS**

1. Approval of Minutes: The minutes from the September 18, 2023 Regular Board meeting were approved as presented.

**DISCUSSION AND/OR ACTION ITEMS:**

1. For Information Only: Budget vs Actuals as of 9/30/2023. Diana Whyte reviewed the budget report with the Board and explained the notes made by Stephanie Whitehouse.

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

2. Reviewed/Adopted: Annual Review of Board Policy 5030 Student Wellness. This policy is reviewed annually to meet oversight requirements. The key wording is in italics under **Advertising and Promotion**:

“The Governing Board establishes this policy to ensure effective and consistent standards for advertisements and promotions by non-school groups in school-sponsored publications, on district and school web sites and social media, and on school facilities and grounds. The director or designee shall not accept for distribution, or allow on school property, any materials or advertisements that:

*Promote during the school day any food or beverage that does not comply with state nutritional standards pursuant to Education Code 49430-49431, including a corporate incentive program that offers free or discounted foods or beverages that do not meet nutritional standards as rewards for students who reach certain academic goals. This prohibition does not include advertising on clothing with brand images worn on school grounds, advertising contained in product packaging, or advertising of infrequent school fundraising events involving food or beverages that do not meet the nutritional standards. (Education Code 49431.9, per AB 841) (cf. 3550 – Food Service/Child Nutrition Program; cf. 5030 – Student Wellness)”*

It was noted that no changes have been made to this policy. After review, Casey Larsen made a motion to approve the Board Policy 5030 Student Wellness as presented. Cassie Andrews seconded the motion. Motion carried 4-0. Ayes: Paine, Larsen, Andrews, Cramsie. Noes: 0. Absent: Scherbaum, Peel, Sandkuhl.

Public Comments: No public comments were made on this item.

3. Reviewed/Approved: Extension of Lease to December 31, 2023. Diana Whyte explained that the building lease expired August 31, 2023. The extension will carry the school through the end of this calendar year, with a new lease that will be prepared for January 1, 2024. Cassie Andrews made a motion to approve the extension of lease to December 31, 2023, as presented. Casey Larsen seconded the motion. Motion carried 4-0. Ayes: Paine, Larsen, Andrews, Cramsie. Noes: 0. Absent: Scherbaum, Peel, Sandkuhl.

Public Comments: No public comments were made on this item.

4. Reviewed/Approved: Purchase of Chromebooks for Grade 4. Quote from STS Education for the purchase of 30 Acer Chromebooks for the Grade 4 classroom. Diana Whyte informed the Board that the laptops presently being used by the Grade 4 classroom are too old for software/hardware updates and have been performing very slowly. Dominick Avera advised that it is best to purchase new ones. This quote from STS Education includes a sale price. Casey Larsen made a motion to approve the purchase of 30 Chromebooks for the Grade 4 classroom per the quote from STS Education. Cassie Andrews seconded the motion. Motion carried 4-0. Ayes: Paine, Larsen, Andrews, Cramsie. Noes: 0. Absent: Scherbaum, Peel, Sandkuhl.

Public Comments: No public comments were made on this item.

5. Reviewed/Approved: Fun Services Holiday Shop Agreement. The dates for the holiday shop were moved to an earlier time in December and were approved for December 4-8, 2023 by Fun Services. Casey Larsen made a motion to approve the Fun Services Holiday Shop Agreement as presented. Cassie Andrews seconded the motion. Motion carried 4-0. Ayes: Paine, Larsen, Andrews, Cramsie. Noes: 0. Absent: Scherbaum, Peel, Sandkuhl.

Public Comments: No public comments were made on this item.

6. For Information Only: Annual Brown Act Training. This annual requirement will be due in November 2023.

Public Comments: No public comments were made on this item.

7. 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. Cassie Andrews made a motion to meet in person at the next Board meeting. Casey Larsen seconded the motion. Motion carried 4-0. Ayes: Paine, Larsen, Andrews, Cramsie. Noes: 0. Absent: Scherbaum, Peel, Sandkuhl.

Public Comments: No public comments were made on this item.

#### **ADJOURNMENT**

The Board meeting was adjourned at 4:27 pm.

The next board meeting will be held at 4:00 pm on Monday, November 13, 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 October 16, 2023.

*Debra Cramsie* \_\_\_\_\_  
Secretary