

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

MINUTES OF OCTOBER 19, 2020
REGULAR BOARD MEETING

CALL TO ORDER

Kristi Scherbaum called the regular meeting of the governing board to order at 3:50 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: Michelle Lenore, Kristi Scherbaum, Kellie Peel, Monica White, Debra Cramsie. Absent: Summer Herrin.

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: Current enrollment count is 279.
- Digital Learning: Overall digital learning is continuing to go well.
- Major Use Permit Update: The major use permit will be on the agenda at the County of San Diego Board of Supervisors meeting on November 13, 2020 via Zoom. We learned that a driveway apron for wheelchair access will have to be installed and paid for by The Heights. As the meeting draws closer, more information will be available.
- Personnel Update: No staff changes to report at this time.
- Upcoming Events: This item will be added to the Director's Report in the future.

CONSENT ITEMS

1. Approval of Minutes: The minutes from the September 22, 2020 regular board meeting and the minutes from the September 28, 2020 special board meeting were approved as presented.

DISCUSSION AND/OR ACTION ITEMS:

1. Reviewed/Approved: California School Finance Authority (CSFA) TRANs Application. Tax and Revenue Anticipation Notes, or TRANs, are a form of short-term debt used by school districts to even out temporary cash deficits caused by the State's deferred apportionment payments. CSFA's Charter School Pooled TRANs (ASAP Program) is a transparent, low-cost borrowing option to help charter schools manage the State's apportionment deferrals. Applying for TRANs is to prepare for a worst case scenario if funding does not come in as expected, such as from an adjustment to EPA funds. Stephanie Whitehouse explained that this is the first time the state created the TRANs process and that there is no cost to apply. The TRANs application will be sent in before the deadline this month. We will know by early February 2021 if we are approved to borrow funds. Michelle Lenore made a motion to approve the submittal of the TRANs application as a precautionary measure as presented. Monica White seconded the motion. Motion carried 5-0. Ayes: Lenore, Scherbaum, White, Peel, Cramsie. Noes: 0. Absent: Herrin.
2. For Information Only: Financial Summary Report. Stephanie Whitehouse called in via telecom and gave the Board a financial summary report which included details on the TRANs application and Item 3 Budget vs Actuals below.
3. For Information Only: July 2020 – September 2020 Budget vs Actuals

4. Reviewed/Approved: Updated Description of the Parents Association (formerly known as the Parent Advisory Council). One of the main purposes of forming a Parent Advisory Committee is to review and approve the use of Title I funds. As The Heights Charter does not have any Title I funding, the need to update the description of what the parent advisory council (Coffee with Diana) does became necessary, especially for oversight committee review. The Parents Association will be the updated name of the group which is a parent liaison created as a place for parents input and is not a legal entity that disburses funds. Monica White made a motion to approve the updated description of the Parents Association. Kellie Peel seconded the motion. Motion carried 5-0. Ayes: Lenore, Scherbaum, White, Peel, Cramsie. Noes: 0. Absent: Herrin.
5. Reviewed/Adopted: Updated Bylaws of The Heights Charter. A few updates were made to the original bylaws from 2012, including no more than 49% of the Board can be an employee of The Heights Charter, the need to add a Vice-Chair, and some amendments regarding the nominating committee. Monica White made a motion to adopt the updated bylaws. Kellie Peel seconded the motion. Motion carried 5-0. Ayes: Lenore, Scherbaum, White, Peel, Cramsie. Noes: 0. Absent: Herrin.
6. Reviewed/Adopted: Protocols Delineating the Role of the Executive Director and the School Board. The protocols were generated with legal advice from The Heights' attorney. Monica White made a motion to adopt the protocols as presented. Michelle Lenore seconded the motion. Motion carried 5-0. Ayes: Lenore, Scherbaum, White, Peel, Cramsie. Noes: 0. Absent: Herrin.
7. Reviewed/Approved: Special Education Procedures. Kim Koenig reviewed the Special Education Procedures manual with the Board. It was put together by The Heights' legal team. It will be posted on the school's website upon approval. Monica White made a motion to approve the Special Education Procedures as presented. Kellie Peel seconded the motion. Motion carried 5-0. Ayes: Lenore, Scherbaum, White, Peel, Cramsie. Noes: 0. Absent: Herrin.
8. Reviewed/Adopted: The Heights Charter Nominations Committee Board Policy. As The Heights is continuing to update its board policies, this nominations committee policy was reviewed. Monica White made a motion to adopt the Heights Charter Nominations Committee Board Policy as presented. Kellie Peel seconded the motion. Motion carried 5-0. Ayes: Lenore, Scherbaum, White, Peel, Cramsie. Noes: 0. Absent: Herrin.
9. Reviewed/Adopted: The Heights Charter Board of Directors Resolution: Creation of Standing Nominations Committee. The process of how new Board member(s) are nominated was reviewed. Monica White made a motion to adopt the Heights Charter Board of Directors Resolution: Creation of Standing Nominations Committee as presented. Kellie Peel seconded the motion. Motion carried 5-0. Ayes: Lenore, Scherbaum, White, Peel, Cramsie. Noes: 0. Absent: Herrin.
10. Reviewed/Adopted: The Heights Charter Board Recusal Policy. After review, Michelle Lenore made a motion to adopt the Heights Charter Nominations Committee Board Policy as presented. Kellie Peel seconded the motion. Motion carried 5-0. Ayes: Lenore, Scherbaum, White, Peel, Cramsie. Noes: 0. Absent: Herrin.
11. Reviewed/Approved: 2020-2021 Employee Handbook (EH). The employee handbook has been updated to meet current legal requirements. Agenda Items 11-16 below are policies taken from the 2020-2021 Employee Handbook (EH) and required individual review and adoption. Monica White made a motion to approve the 2020-2021 Employee Handbook as presented. Kellie Peel seconded the motion. Motion carried 5-0. Ayes: Lenore, Scherbaum, White, Peel, Cramsie. Noes: 0. Absent: Herrin.
12. Reviewed/Adopted: Professional Boundaries Between Staff and Student Policy. Kellie Peel made a motion to adopt the Professional Boundaries Between Staff and Student Policy as presented. Monica White seconded the motion. Motion carried 5-0. Ayes: Lenore, Scherbaum, White, Peel, Cramsie. Noes: 0. Absent: Herrin.

13. Reviewed/Adopted: Prohibiting Unlawful Harassment, Discrimination, and Retaliation Policy. Monica White made a motion to adopt the Prohibiting Unlawful Harassment, Discrimination, and Retaliation Policy as presented. Kellie Peel seconded the motion. Motion carried 5-0. Ayes: Lenore, Scherbaum, White, Peel, Cramsie. Noes: 0. Absent: Herrin.
14. Reviewed/Adopted: Whistleblower Policy. Monica White made a motion to adopt the Whistleblower Policy as presented. Kellie Peel seconded the motion. Motion carried 5-0. Ayes: Lenore, Scherbaum, White, Peel, Cramsie. Noes: 0. Absent: Herrin.
15. Reviewed/Adopted: Family Care and Medical Leave Policy. Monica White made a motion to adopt the Family Care and Medical Leave Policy as presented. Kellie Peel seconded the motion. Motion carried 5-0. Ayes: Lenore, Scherbaum, White, Peel, Cramsie. Noes: 0. Absent: Herrin.
16. Reviewed/Adopted: Victims of Abuse Leave Policy. Monica White made a motion to adopt the Victims of Abuse Leave Policy as presented. Kellie Peel seconded the motion. Motion carried 5-0. Ayes: Lenore, Scherbaum, White, Peel, Cramsie. Noes: 0. Absent: Herrin.
17. Reviewed/Adopted: Internal Review Complaint Policy. Monica White made a motion to adopt the Internal Review Complaint Policy as presented. Kellie Peel seconded the motion. Motion carried 5-0. Ayes: Lenore, Scherbaum, White, Peel, Cramsie. Noes: 0. Absent: Herrin.

ADJOURNMENT

The board meeting was adjourned at 5:14 pm.

The next board meeting will be held at 3:45 pm on Monday, December 7, 2020.

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 19, 2020.

Debra Cramsie

Secretary