

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

MINUTES OF NOVEMBER 14, 2022
REGULAR BOARD MEETING

CALL TO ORDER

Kristi Scherbaum called the regular meeting of the governing board to order at 4:04 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, Kellie Peel, Casey Larsen, Loni Paine, Debra Cramsie. Absent: 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: Enrollment is currently at 265 students. One family moved out of state.
- COVID-19 Update: There have been no COVID-19 onsite contacts or transmissions. We have had a few reports of regular flu and strep going around.
- Personnel: We have received some applications for the vacant Drama position. Interviews are pending.
- Upcoming Events: The Hike-a-Thon is scheduled this week and has 215 participants. A 5th Grade field trip is set for the Maritime Museum. The field trip to the Safari Park is scheduled for January.
- Other: Meals Update – We learned that only partial reimbursement is given unless lunch is offered in addition to breakfast. A minimum of participating 3 days/week is needed to qualify for the reimbursement program. 55-60 students have been eating breakfast and lunch on a regular basis. Christy Nicolaysen is doing a fabulous job of keeping the food services tasks organized. Of note, The Heights received a 100% A+ Rating from the Health Department's inspection last week.
- Other: IT Update – Dominick Avera submitted an application for the Federal Funding Grant for Cybersecurity. The State of California has been given over \$7M in funding that will provide for cyber security improvements for local governments and educational institutions. The decision of who will be awarded funds will be announced in December 2022 and in January 2023, the state will distribute the reimbursements. If we are approved to receive funds, this will cover the largest part of our IT improvement project which is the equipment.

CONSENT ITEMS

1. Approval of Minutes: The minutes from the October 17, 2022 Regular Board were approved as presented.

DISCUSSION AND/OR ACTION ITEMS:

- 1 For Information Only: FY 2022-23 Budget vs Actuals as of October 31, 2022. Diana Whyte reviewed the current budget vs actuals report and explained some key points, including some amounts that look like large overages. One example is the recent renewal of software licenses for 3-year terms rather than 1 year to take advantage of the cost savings.
2. Reviewed/Approved: Palomar Christian Conference Center Contract for 5 Day Science Camp, March 20-25, 2023. The camp amenities were shared with the Board which included better pricing although it is

located further away. Kellie Peel made a motion to approve the Palomar Christian Conference Center Contract as presented. Casey Larsen seconded the motion. Motion carried 5-0. Ayes: Scherbaum, Peel, Larsen, Loni Paine, Debra Cramsie. Noes: 0. Absent: Sandkuhl.

3. Reviewed/Approved: Flyer Approval Board Policy. After reviewing and discussing this policy, it was decided to keep it as is. Casey Larsen made a motion to approve the Flyer Approval Board Policy without amending it. Kellie Peel seconded the motion. Motion carried 5-0. Ayes: Scherbaum, Peel, Larsen, Loni Paine, Debra Cramsie. Noes: 0. Absent: Sandkuhl.
4. Reviewed/Approved: NWEA MAP Contract Renewal. It was time for the annual renewal of the MAP contract. Kellie Peel made a motion to approve the NWEA MAP Contract Renewal as presented. Casey Larsen seconded the motion. Motion carried 5-0. Ayes: Scherbaum, Peel, Larsen, Loni Paine, Debra Cramsie. Noes: 0. Absent: Sandkuhl.
5. Reviewed/Approved: Fun Services Holiday Shop Agreement. Holiday shopping was an avid topic of discussion at the recent Parent Advisory Committee meeting. Research is ongoing to find alternate, lesser priced products to sell. One unfortunate point is that no choice of gifts/products is available and we have to take what we get. 20% of sales is given to the school. Casey Larsen made a motion to approve the Fun Services Holiday Shop Agreement. Loni Paine seconded the motion. Motion carried 5-0. Ayes: Scherbaum, Peel, Larsen, Loni Paine, Debra Cramsie. Noes: 0. Absent: Sandkuhl.
6. Reviewed/Approved: Possibility of Changing the December Board Meeting Date. After a short discussion, Kellie Peel made a motion to approve the change of the December board meeting from December 5 to December 12, 2022. Loni Paine seconded the motion. Motion carried 5-0. Ayes: Scherbaum, Peel, Larsen, Loni Paine, Debra Cramsie. Noes: 0. Absent: Sandkuhl.
7. For Information Only: Annual Brown Act Training. This oversight requirement will be due in December 2022.
8. 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 5-0. Ayes: Scherbaum, Peel, Larsen, Paine, Cramsie. Noes: 0. Absent: Sandkuhl.

ADJOURNMENT

The Board meeting was adjourned at 5:05 pm.

The next board meeting will be held at 4:00 pm on Monday, December 12, 2022.

I certify that I am the duly elected Secretary of The Heights Charter and that these minutes, consisting of two (2) pages, are the minutes of the meeting of the Board of Directors on November 14, 2022.

Debra Cramsie
Secretary