

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

**MINUTES OF DECEMBER 7, 2020**  
**REGULAR BOARD MEETING**

**CALL TO ORDER**

Kristi Scherbaum called the regular meeting of the governing board to order at 3:51 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: Michelle Lenore, Kristi Scherbaum, Kellie Peel, Summer Herrin, Monica White; in person: Debra Cramsie.

**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: 278 students are currently enrolled.
- Digital Learning: Digital learning continues to go well. A couple of families decided to switch to digital only during December and plan to return to on site classes in January.
- Major Use Permit Update: On November 13, 2020, the major use permit was approved and it was determined that an environmental impact report was not required. A few remaining items need to be completed such as the concrete apron project for the driveways which will be scheduled later this year.
- Special Education MOU: The special education MOU is presently at an impasse on attorney fees and that is the reason why it isn't on the agenda as an action item at this time. A meeting will be scheduled with the Dehesa Superintendent for further discussion.
- Personnel: No staff changes at this time.
- Upcoming Events: Because of Covid-19, this year the Santa Secret Shop and scrip sales will be held online.
- Other: COVID-19 Update: The staff is healthy. One student who attends digitally tested positive. No one on-site was affected.

**CONSENT ITEMS**

1. Approval of Minutes: The minutes from the October 19, 2020 regular board meeting and the minutes from the November 16, 2020 special board meeting/workshop were approved as presented.

**DISCUSSION AND/OR ACTION ITEMS:**

1. For Information Only: Charterwise Financial Update. Stephanie Whitehouse gave a Powerpoint presentation to the Board.
2. For Information Only: July 2020 to July 2021 Budget vs Actuals.
3. For Information Only: FY2020-2021 Cash Flow Projection.
4. Reviewed/Approved: FY2020-2021 First Interim Report July 1, 2020 to October 31, 2020. The Interim Report Certification page was signed and will be sent to Dehesa this week. Michelle Lenore made a motion to approve the First Interim Report as presented. The motion was seconded by Kellie Peel. Motion carried 6-0. Ayes: Lenore, Scherbaum, Herrin, White, Peel, Cramsie. Noes: 0. Absent: 0.

5. Reviewed/Approved: First Interim Budget FY2020-2021 to 2023. After reviewing the First Interim Budget, Monica White made a motion to approve the budget as presented. The motion was seconded by Kellie Peel. Motion carried 6-0. Ayes: Lenore, Scherbaum, Herrin, White, Peel, Cramsie. Noes: 0. Absent: 0.
6. Reviewed/Adopted: LCFF Budget Overview for Parents. For 2020–21, local governing boards are required to adopt and submit the Budget Overview for Parents on or before December 15, 2020, in conjunction with the LEA’s first interim budget report. After review, Monica White made a motion to approve the budget overview as presented. Kellie Peel seconded the motion. Motion carried 6-0. Ayes: Lenore, Scherbaum, Herrin, White, Peel, Cramsie. Noes: 0. Absent: 0.
7. Reviewed/Approved: COVID-19 Related Protocols. Members of the Board had requested that COVID-19 Reopening Plan protocols be placed on the agenda again for review. The action required at this meeting was for the Board to decide whether or not to reconsider the agenda topic, providing new and relevant information was available. If approved, it would be reviewed and discussed at the next regular Board meeting. It was determined, however, that there was no new and pertinent information. Summer Herrin made a motion to not place COVID-19 related protocols on a future board agenda. Kellie Peel seconded the motion. Motion carried 6-0. Ayes: 0. Noes: Lenore, Scherbaum, Herrin, White, Peel, Cramsie. Absent: 0.

The following topics were discussed: 1) The solution used for disinfecting the school site is EPA approved for institutional and healthcare and is sprayed on each playground area once students have gone. 2) COVID-19 testing and notifying school/parents if there are any positives. 3) Contact tracing steps were reviewed. 4) A COVID update item will be added as an agenda item to the Director’s Report for future board meetings.

8. Reviewed/Approved: Operations Memorandum of Understanding (MOU) with Dehesa. The Heights Charter operates under the authorization and oversight of Dehesa. This Operations MOU outlines the parties’ agreements governing their respective fiscal and administrative responsibilities, their legal relationships, the operation of the Charter School, and other matters of mutual interest. After review, a motion to approve the Operations MOU as presented was made by Michelle Lenore. Kellie Peel seconded the motion. Motion carried 6-0. Ayes: Lenore, Scherbaum, Herrin, White, Peel, Cramsie. Noes: 0. Absent: 0.
9. Reviewed/Approved: 2020-2021 Parent/Student Handbook. This handbook has been recently revised and updated. After the review, Kellie Peel made a motion to approve the handbook as presented. Monica White seconded the motion. Motion carried 6-0. Ayes: Lenore, Scherbaum, Herrin, White, Peel, Cramsie. Noes: 0. Absent: 0.
10. Reviewed/Approved: The Heights Charter Bylaws Revision. The bylaws have been recently revised from October 2020. The first sentence in Section 6 Nominations by Committee was changed to, *“The Chairman of the Board of Directors, with input from Board members, will appoint a Nominations Committee to designate qualified candidates for election to the Board of Directors”*. After review, Monica White made a motion to approve the revision as presented. Summer Herrin seconded the motion. Motion carried 6-0. Ayes: Lenore, Scherbaum, Herrin, White, Peel, Cramsie. Noes: 0. Absent: 0.
11. Reviewed/Approved: The Heights Charter BP 0410, Non-Discrimination in District Programs and Activities. This policy has been updated and was reviewed by the Board. After review, Kellie Peel made a motion to approve the policy as presented. Monica White seconded the motion. Motion carried 6-0. Ayes: Lenore, Scherbaum, Herrin, White, Peel, Cramsie. Noes: 0. Absent: 0.
12. Reviewed/Approved: Title IX. This policy has been updated and was reviewed by the Board. Kellie Peel made a motion to approve the updated Title IX policy as presented. Summer Herrin seconded the motion. Motion carried 6-0. Ayes: Lenore, Scherbaum, Herrin, White, Peel, Cramsie. Noes: 0. Absent: 0.
13. Reviewed/Adopted: Diversity Recruitment Plan. Per an oversight recommendation, because the charter school demographics don’t coincide with the charter authorizer, a plan was devised to recruit a more

diverse enrollment of new students. The plan shows that The Heights made an effort to fulfill the requirement. Monica White made a motion to adopt the diversity recruitment plan as presented. Kellie Peel seconded the motion. Motion carried 6-0. Ayes: Lenore, Scherbaum, Herrin, White, Peel, Cramsie. Noes: 0. Absent: 0.

14. Reviewed/Adopted: Board Meeting/Agendas and Supporting Information Policy. This new policy was drafted with input from our attorneys. After review of the policy, Monica White made a motion to adopt the board meeting/agendas and supporting information policy as presented. Michelle Lenore seconded the motion. Motion carried 6-0. Ayes: Lenore, Scherbaum, Herrin, White, Peel, Cramsie. Noes: 0. Absent: 0.

## **ADJOURNMENT**

The board meeting was adjourned at 5:27 pm.

The next board meeting will be held at 3:45 pm on Monday, January 25, 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 December 7, 2020.

*Debra Cramsie*

Secretary