

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

MINUTES OF DECEMBER 9, 2019
REGULAR BOARD MEETING

CALL TO ORDER

Kristi Scherbaum called the regular meeting of the governing board to order at 3:49 pm. The meeting was held at 2710 Alpine Blvd. Suite E, Alpine CA 91901.

DIRECTORS PRESENT

The following members were present at the meeting: Michelle Lenore, Summer Herrin, Kristi Scherbaum, Diana Whyte, Debra Cramsie. Absent: Kellie Peel, Monica White.

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: 256 students are currently enrolled.
- Facilities Update: Completed a walk-through the facilities this afternoon with the building owner. A few ceiling leaks were noted, including one in Mrs. Whyte's office.
- LCAP Update: Parent meeting is scheduled for January 13, 2020 at 9:30.
- Mandated Training: Some staff trainings are scheduled which include Sexual Harassment Prevention, Student Sexual Abuse Prevention, and Bullying: Recognition & Response. These trainings address awareness plus legal requirements.
- Other – Major Use Permit: This is still in process. January 15 is the due date for additional information, paperwork and fee. Will have to appear before the Alpine Planning Group as part of the process. Parents are encouraged to come and it is planned to have the school attorney attend and speak. The Heights Charter complies with all necessary requirements.
- Other – Santa's Secret Shop: Another successful year of providing a fun experience for students to purchase gifts for family and friends.
- Other – Legoland: Over 200 will be attending the Legoland field trip this year.
- Other – Gift Cards for Food: There are three families in need this year. The details are confidential.

CONSENT ITEMS

1. Approval of Minutes: The minutes from the November 13, 2019 regular board meeting were approved as presented.

DISCUSSION AND/OR ACTION ITEMS:

1. Reviewed/Approved: First Interim Report 2019-2020 and Certification Page. After reviewing the report details with the Board, Michelle Lenore made a motion to approve as presented. Mrs. Whyte signed the certification page so it can be forwarded to Dehesa. Summer Herrin seconded the motion. Motion carried 5-0. Ayes: Lenore, Scherbaum, Whyte, Herrin, Cramsie. Noes: 0. Absent: Peel, White.
2. Reviewed/Approved: Working Budget FY 2019-2020. Because of the major use permit, there is a projected \$30K loss. The negative fund balance is ok for this one time item. After reviewing the budget details with the Board, Summer Herrin made a motion to approve as presented. Michelle Lenore seconded the motion. Motion carried 5-0. Ayes: Lenore, Scherbaum, Whyte, Herrin, Cramsie. Noes: 0. Absent: Peel, White.
3. Reviewed/Approved: 2018-2019 Wilkinson Hadley King & Co LLP Audit Report. There were no findings for the reporting period. After reviewing the report details with the Board, Michelle Lenore made a motion

to approve as presented. Summer Herrin seconded the motion. Motion carried 5-0. Ayes: Lenore, Scherbaum, Whyte, Herrin, Cramsie. Noes: 0. Absent: Peel, White.

4. Reviewed/Approved: Field Trip Policy and Procedures. The draft received from the attorney needs additional editing. This item was tabled until next meeting.
5. Reviewed/Approved: Board Policy 3516 Emergencies and Disaster Preparedness Plan; Use of School Facilities. After reviewing the policy details with the Board, Michelle Lenore made a motion to approve as presented. Summer Herrin seconded the motion. Motion carried 5-0. Ayes: Lenore, Scherbaum, Whyte, Herrin, Cramsie. Noes: 0. Absent: Peel, White.
6. Review/Approve: Board Policy 4020 Drug and Alcohol-Free Workplace. After reviewing the report details with the Board, Summer Herrin made a motion to approve as presented. Summer Michelle Lenore seconded the motion. Motion carried 5-0. Ayes: Lenore, Scherbaum, Whyte, Herrin, Cramsie. Noes: 0. Absent: Peel, White.
7. Review/Approve: The Heights Charter Flier Approval Guidelines. After reviewing the report details with the Board, Michelle Lenore made a motion to approve as presented. Summer Herrin seconded the motion. Motion carried 5-0. Ayes: Lenore, Scherbaum, Whyte, Herrin, Cramsie. Noes: 0. Absent: Peel, White.
8. For Information Only: Balance Sheet as of October 31, 2019
9. For Information Only: Cash Flow Through October 31, 2019
10. For Information Only: Profit and Loss Budget vs. Actual July-October 2019
11. For Information Only: Check Register Detail October-November 2019

ADJOURNMENT

The board meeting was adjourned at 4:31 pm.

The next meeting will be held on Monday, January 27, 2020 at 3:45 p.m.

CERTIFICATE OF SECRETARY

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 December 9, 2019.

Debra Cramsie

Secretary