

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

MINUTES OF DECEMBER 11, 2023
REGULAR BOARD MEETING

CALL TO ORDER

Kristi Scherbaum called the regular meeting of the governing board to order at 4:07 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, Angie Sandkuhl, Debra Cramsie, Casey Larsen, Loni Paine, Cassie Andrews.

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 count is 284 students. There will be 4 more student exits at winter break which will bring the enrollment to 280 students.
- COVID-19 Update. No on-site cases to report. There have been some instances of the regular flu going around.
- Personnel. No changes to report.
- Upcoming Events: (1) Choir Club for Grades 3-8 meets tonight at Bethel. The participants are mostly made up of 3rd and 4th graders with a few 5th, 6th, 7th and 8th graders. (2) Diana Whyte will attend the Dehesa Board meeting this Wednesday, December 13, 2023. (3) Brad Johnson scheduled a meeting for Diana Whyte to meet with the oversight committee chair on December 15.
- Other: (1) Flags have been mounted in every classroom. (2) Brad Johnson has accepted a position as head of the Charter School Division at SDCOE. (3) The Holiday Shop made a net profit of \$904.83. The details from the Elf Shelf sales are not tallied yet. These funds will help offset field trip costs during the school year. (4) There is a strong possibility that we may switch accounting vendors within the next 30 days. Further information will be available at the January 2024 board meeting, where this will be an item on the agenda.

CONSENT ITEMS

1. Approval of Minutes: The minutes from the November 13, 2023 Regular Board meeting were approved as presented.

DISCUSSION AND/OR ACTION ITEMS:

1. For Information Only: Charterwise Powerpoint Board Presentation - Financial Update as of December 11, 2023. Stephanie Whitehouse presented a current financial update to the Board. The report included details on why some expense categories, i.e., staff training and special education, had increases. She also explained that the budget that was based on enrollment of 291 will be adjusted to reflect the actual enrollment count of 280 on the next revision. No action was required on this information only item.

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

2. For Information Only: FY 2023-24 Cash Flow Forecast as of October 31, 2023. Stephanie Whitehouse explained that the cash flow forecast includes the details that support the first interim budget. No action was required on this for information only agenda item.

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

3. Reviewed/Approved: Budget Detail FY 2023-24 First Interim Final Budget. This budget report serves as the detailed back-up information for the first interim financial report in item 4 below. After review, Loni Paine made a motion to approve the Budget Detail FY2023-24 First Interim Final Budget as presented. Casey Larsen seconded the motion. Motion carried: 7-0. Ayes: Scherbaum, Peel, Sandkuhl, Paine, Larsen, Andrews, Cramsie. Noes: 0. Absent: 0.

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

4. Reviewed/Approved: FY 2023-24 First Interim Financial Report. This item includes the First Interim Report Certification form for signature, which will be forwarded to Dehesa after approval of the report. After review, Kellie Peel made a motion to approve the FY 2023-24 First Interim Financial Report as presented. Loni Paine seconded the motion. Motion carried: 7-0. Ayes: Scherbaum, Peel, Sandkuhl, Paine, Larsen, Andrews, Cramsie. Noes: 0. Absent: 0.

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

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

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

ADJOURNMENT

The Board meeting was adjourned at 4:42 pm.

The next board meeting will be held at 4:00 pm on Monday, January 22, 2024.

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 11, 2023.

Debra Cramsie

Secretary