

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

**MINUTES OF DECEMBER 12, 2022**  
**REGULAR BOARD MEETING**

**CALL TO ORDER**

Kristi Scherbaum called the regular meeting of the governing board to order at 4:06 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, Angie Sandkuhl, Debra Cramsie. Absent: 0.

**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 264 students. Another family moved out of state recently. We have 1 new TK student and now TK is full.
- COVID-19 Update: There have been no COVID-19 onsite contacts or transmissions. We have had a few reports of regular flu, upper respiratory, and strep is also going around.
- Personnel: Sara Norval was hired as the part-time Drama Coordinator and will work 2 days per week. Her educational background includes a BA in Theater/Communications and a MA in Communications.
- Upcoming Events: We are in the process of revising the format of the information calendar. We are hoping to send it out twice a month on the 2<sup>nd</sup> and 4<sup>th</sup> Fridays starting the end of January 2023. There will be an all-school field trip to the Safari Park on Wednesday, January 18th. They are hoping to find a play to attend – more information to follow.
- Other: IT Grant Update – The application for the Federal Funding Grant for Cybersecurity that we submitted was, unfortunately, not accepted. The wiring and some other parts of the technology improvements are on hold for now. We are happy with the effectiveness of the Aristotle software. It monitors student online activity very well.

**CONSENT ITEMS**

1. Approval of Minutes: The minutes from the November 14, 2022 Regular Board were approved as presented.

**DISCUSSION AND/OR ACTION ITEMS:**

- 1 For Information Only: Charterwise Financial Update as of December 12, 2022. Stephanie Whitehouse gave her financial presentation to the Board including Items 2 and 3 below, which are all for information only. She reviewed the budget timeline and gave the due dates for the interim reports which are critical to funding for the school. Ms. Whitehouse also stated that The Heights Charter has many signs of a successful school, including stable enrollment, low staff turnover, and is in good financial standing.
2. For Information Only: Budget vs Actuals through October 31, 2022. See Item 1 above.
3. For Information Only: FY 2022-23 Cash Flow Projections. See Item 1 above.
4. Reviewed/Approved: Budget Detail FY 2022-23 First Interim Budget Revised. After the review of this item, Kellie Peel made a motion to approve the Budget Detail FY2022-23 First Interim Budget Revised

as presented. Casey Larsen seconded the motion. Motion carried 6-0. Ayes: Scherbaum, Peel, Larsen, Sandkuhl, Paine, Cramsie. Noes: 0. Absent: 0.

5. Reviewed/Approved: FY 2022-23 First Interim Report and First Interim Report Certification Form for signature. This item was reviewed with the Board and highlights were pointed out. The signature page will be signed and submitted to Dehesa this week. After the review, Casey Larsen made a motion to approve the FY 2022-23 First Interim Report as presented. Kellie Peel seconded the motion. Motion carried 6-0. Ayes: Scherbaum, Peel, Larsen, Sandkuhl, Paine, Cramsie. Noes: 0. Absent: 0.
6. Reviewed/Approved: FY 2021-22 Annual Audit Report. Kellie Peel made a motion to approve the FY 2021-22 Annual Audit Report as presented. Casey Larsen seconded the motion. Motion carried 6-0. Ayes: Scherbaum, Peel, Larsen, Sandkuhl, Paine, Cramsie. Noes: 0. Absent: 0.
7. 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. Casey Larsen made a motion to meet in person next month. Kellie Peel seconded the motion. Motion carried 6-0. Ayes: Scherbaum, Peel, Larsen, Sandkuhl, Paine, Cramsie. Noes: 0. Absent: 0.

#### **ADJOURNMENT**

The Board meeting was adjourned at 4:54 pm.

The next board meeting will be held at 4:00 pm on Monday, January 23, 2023.

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 12, 2022.

*Debra Cramsie*  
Secretary