

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

**MINUTES OF DECEMBER 13, 2019**  
**EMERGENCY BOARD MEETING**  
**6:00 pm**

**CALL TO ORDER**

Diana Whyte called the emergency meeting of the governing board to order at 6:07 pm. The meeting was held at 2710 Alpine Blvd. Suite E, Alpine CA 91901.

**DIRECTORS PRESENT**

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

**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** – There was no Director's Report this month.

**CONSENT ITEMS**

1. Approval of Minutes: There were no minutes to approve at this meeting.

**DISCUSSION AND/OR ACTION ITEMS:**

1. Reviewed/Approved: Voluntary Sick Leave Donation. The Heights Charter wishes to assist a fellow employee who is currently having health issues by making it possible for staff to voluntarily donate some of their sick leave to this employee. After reviewing the voluntary sick leave donation memo and form with the Board, Michelle Lenore made a motion to approve as presented. Summer Herrin seconded the motion. Motion carried 4-0. Ayes: Lenore, Whyte, Herrin, Cramsie. Noes: 0. Absent: White, Scherbaum, Peel.

**ADJOURNMENT**

The emergency board meeting was adjourned at 6:13 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 one (1) page, are the minutes of the emergency meeting of the Board of Directors on December 13, 2019.

*Debra Cramsie*

Secretary