

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

**MINUTES OF JUNE 30, 2025**  
**REGULAR BOARD MEETING**

**CALL TO ORDER**

Kellie Peel called the regular meeting of the governing board to order at 4:22 pm. This Board Meeting was held at 2710 Alpine Blvd, Suite E, in Alpine.

**DIRECTORS PRESENT**

The following members were present at the meeting: Kellie Peel, Angie Sandkuhl, Casey Larsen, Jenna Andrus, Kristi Scherbaum, Debra Cramsie. Absent: Cassie Andrews.

**FLAG SALUTE**

**PRESENTATIONS** – No presentations this month.

**COMMUNICATIONS** (non-agenda items)

**Director's Report –**

- Enrollment Update – Currently, fall enrollment is projected to be 288 students.
- Personnel – The new 4<sup>th</sup> grade teacher is Natalie Manalo. The interview team included Kim Koenig, Jennifer Pockett, and Diana Whyte. Resignations were received from two classified staff: Laura Guerrero and Katie Ng. There are no plans to replace these positions at this time.
- Upcoming Events – 1) Meet and Greet: Friday, August 15, 2025 at 2:30, the classrooms will be open for parents to meet teachers and see the rooms. 2) School begins on Monday, August 18, 2025. The first week will be minimum days. 3) Fall Art Show: there is no set date yet but it may be scheduled during Open House. This came about from the Del Mar Fair not exhibiting student work this year. 4) Home Study Days and Minimum Days schedule will be given out during registration.
- Other – 1) Renewal Petition: Scheduled to go to Dehesa in July or early August 2025.
- Other – 2) Retirement savings option offered by The Heights was reviewed. The Heights offers a 403(b) retirement plan to its employees.
- Other – 3) Letter to Dehesa Board regarding Oversight. Our attorney will draft a letter to Brad Johnson and the Dehesa School Board regarding the oversight team's excessive requests for documentation.
- Other – 4) AB 84 has passed the Assembly and is to be voted on in the Senate. This bill introduces a reduction in funding to nonclassroom-based schools and takes educational choice away from parents.

**CONSENT ITEMS:**

1. Approval of Minutes: The minutes from the April 28, 2025 Regular Board Meeting were approved, as presented. Since the May 19, 2025 board meeting was canceled and not rescheduled, there were no minutes to approve.

**DISCUSSION AND/OR ACTION ITEMS:**

1. For Information Only: Heights Charter Financial Update prepared by Whitehouse CPAS Inc. Stephanie Whitehouse reviewed her slide presentation with the Board. The Heights Charter continues to maintain a great budget and keep a good reserve on hand. No action required on this item.

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

2. For Information Only: 2024-25 Cashflow Projections. No action required on this item.  
Public Comments. There were no public comments made on this item.
3. For Information Only: 2025-26 Initial Multi-year Budget. No action required on this item.  
Public Comments. There were no public comments made on this item.
4. Reviewed/Approved: FY 2025-26 Charter School Preliminary Budget based on May Revise. The Charter School Certification form is to be signed and forwarded to Dehesa. After review, Casey Larsen made a motion to approve the FY 2025-26 Charter School Preliminary Budget, as presented. Angie Sandkuhl seconded the motion. Motion carried 6-0. Ayes: Peel, Scherbaum, Sandkuhl, Larsen, Andrus, Cramsie. Noes: 0. Absent: Andrews.

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

5. Reviewed/Approved: 2025-26 Consolidated Application Certification of Assurances. This item is an annual requirement and upon approval, it will be submitted by Stephanie Whitehouse. Casey Larsen made a motion to approve the 2025-26 Consolidated Application Certification of Assurances, as presented. Angie Sandkuhl seconded the motion. Motion carried 6-0. Ayes: Peel, Scherbaum, Sandkuhl, Larsen, Andrus, Cramsie. Noes: 0. Absent: Andrews.

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

6. Reviewed/Approved: Local Indicators. The Local Indicators information was reviewed by Diana Whyte for the Board. The Heights Charter has met all standards. Diana Whyte will certify that the Local Indicators data is in compliance. After review, Casey Larsen made a motion to approve the Local Indicators, as presented. Angie Sandkuhl seconded the motion. Motion carried 6-0. Ayes: Peel, Scherbaum, Sandkuhl, Larsen, Andrus, Cramsie. Noes: 0. Absent: Andrews.

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

7. Approved: FY 2025-26 LCAP. It was noted that there was a typo on the description of this item on the agenda. The agenda incorrectly read as, "FY 2024-25 LCAP". It has been corrected to, "FY 2025-26 LCAP".

The FY 2025-26 LCAP was reviewed at the public hearing earlier this afternoon. It was recommended that the Board approve the 2025-26 LCAP in its entirety, as presented, with the correction above. Casey Larsen made a motion to approve the FY 2025-26 LCAP with the agenda correction. Kristi Scherbaum seconded the motion. Motion carried 6-0. Ayes: Peel, Scherbaum, Sandkuhl, Larsen, Andrus, Cramsie. Noes: 0. Absent: Andrews.

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

8. Reviewed/Adopted: Multitudes, Screen Tool for Reading Difficulties. Multitudes was the screening tool selected for use by The Heights Charter starting in the 2025-26 school year. It is a free digital tool developed by UCSF to identify young students in grades K-2 who may be at risk of reading difficulties. It assesses foundational literacy skills like phonological awareness, rapid naming, and oral language to pinpoint potential challenges and guide educators in providing targeted interventions. After review, Kristi Scherbaum made a motion to approve the Multitudes Screening Tool for Reading Difficulties, as presented. Casey Larsen seconded the motion. Motion carried 6-0. Ayes: Peel, Scherbaum, Sandkuhl, Larsen, Andrus, Cramsie. Noes: 0. Absent: Andrews.

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

9. Reviewed/Approved: TK Teacher Credentialing Requirements. Credentialed teachers who are first assigned to a transitional kindergarten (TK) classroom after July 1, 2015, must have, by August 1, 2025, one of the following:
  - at least 24 units in early childhood education or child development, or both;

- as determined and documented by the local educational agency employing the teacher, professional experience in a classroom setting with preschool age children meeting the criteria established by the governing board or body of the local educational agency that is comparable to the 24 units of education; or
- a Child Development Teacher Permit, or an early childhood education specialist credential, issued from the Commission on Teacher Credentialing (CTC)

It was recommended that the Board approve the highlighted option above, in which The Heights Charter verifies that the current TK teacher's previous professional and successful experience in a TK classroom setting for the last two years plus coursework meets the California Education Code Section 48000(g)(4) requirement. Casey Larsen made a motion to approve the TK Teacher Credentialing Requirements, as presented. Kristi Scherbaum seconded the motion. Motion carried 6-0. Ayes: Peel, Scherbaum, Sandkuhl, Larsen, Andrus, Cramsie. Noes: 0. Absent: Andrews.

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

10. Reviewed/Approved: Red Herring Agreement. This SDCOE agreement will allow The Heights Charter to use Phishing Simulation software called Red Herring that is created by SDCOE for the sole purpose of Cybersecurity awareness activities. There are no fees for this service. After review, Casey Larsen made a motion to approve the Red Herring Agreement, as presented. Angie Sandkuhl seconded the motion. Motion carried 6-0. Ayes: Peel, Scherbaum, Sandkuhl, Larsen, Andrus, Cramsie. Noes: 0. Absent: Andrews.

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

11. Reviewed/Approved: Jostens Memory Book Publication Agreement for 2025-26. Casey Larsen made a motion to approve the Jostens Memory Book Publication Agreement for 2025-26, as presented. Kristi Scherbaum seconded the motion. Motion carried 6-0. Ayes: Peel, Scherbaum, Sandkuhl, Larsen, Andrus, Cramsie. Noes: 0. Absent: Andrews.

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

12. Reviewed/Approved: Whitehouse CPAS, Inc. Client Services Agreement. After review, Casey Larsen made a motion to approve the Whitehouse CPAS, Inc. Client Services Agreement, as presented. Kristi Scherbaum seconded the motion. Motion carried 6-0. Ayes: Peel, Scherbaum, Sandkuhl, Larsen, Andrus, Cramsie. Noes: 0. Absent: Andrews.

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

13. Reviewed/Approved: Safety Plan – Instructional Continuity Plan (ICP). This is a new required component of the Safety Plan. Casey Larsen made a motion to approve the ICP, as presented. Kristi Scherbaum seconded the motion. Motion carried 6-0. Ayes: Peel, Scherbaum, Sandkuhl, Larsen, Andrus, Cramsie. Noes: 0. Absent: Andrews.

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

14. Reviewed/Approved: Form 990 for 2023. This form typically runs a year behind. Due to extensions, the 2023 990 is now available for review and approval. Casey Larsen made a motion to approve the 2023 Form 990, as presented. Kristi Scherbaum seconded the motion. Motion carried 6-0. Ayes: Peel, Scherbaum, Sandkuhl, Larsen, Andrus, Cramsie. Noes: 0. Absent: Andrews.

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

15. Reviewed/Approved: Updated Contract for Jim Scheible. Mr. Scheible will continue to provide assistance with the charter renewal petition through June 30, 2026. Casey Larsen made a motion to approve the updated Contract for Jim Scheible, as presented. Angie Sandkuhl seconded the motion. Motion carried 6-0. Ayes: Peel, Scherbaum, Sandkuhl, Larsen, Andrus, Cramsie. Noes: 0. Absent: Andrews.

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

16. Reviewed/Approved: STS Contract for Speech Therapists, etc. We will continue to work with this company. They offer competitive fees and have a fantastic speech pathologist. After review, Casey Larsen made a motion to approve the STS Contract for Speech Therapists, etc., as presented. Kristi Scherbaum seconded the motion. Motion carried 6-0. Ayes: Peel, Scherbaum, Sandkuhl, Larsen, Andrus, Cramsie. Noes: 0. Absent: Andrews.

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

#### **ADJOURNMENT**

The Board meeting was adjourned at 5:32 pm.

The next board meeting will be held at 4:15 pm on Monday, July 21, 2025.

I certify that I am the duly elected Secretary of The Heights Charter and that these minutes, consisting of four (4) pages, are the minutes of the meeting of the Board of Directors on June 30, 2025.

*Debra Cramsie*

Secretary