

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

**MINUTES OF MAY 11, 2026
REGULAR BOARD MEETING**

CALL TO ORDER

Kellie Peel called the regular meeting of the governing board to order at 4:17 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, Casey Larsen, Cassie Andrews, Angie Sandkuhl, Kristi Scherbaum, Debra Cramsie. Absent: Jenna Andrus.

FLAG SALUTE

PRESENTATIONS – No presentations at this meeting.

COMMUNICATIONS (non-agenda items)

Director's Report –

- Enrollment Update: Current enrollment remains at 288 students. Numbers for next school year are shifting around a bit and there are quite a few names on the waiting list.
- Personnel Update: Kerissa Livingston, 1st Grade Teacher, will be moving to Washington DC sometime after the current school year ends. The 1st Grade Teacher position will be posted on EdJoin within the next two weeks.
- Upcoming Events: 1) Plays for Grades 5-6-7-8 will be coming up in the next few weeks. 2) MAP testing is in process. 3) A pool party for the 8th graders will be held on May 20, 2026.
- Sound System Update: Several quotes were submitted for sound system equipment with very specific needs for theater. Another quote was not received in time to be included on this agenda.
- LCAP Update: The LCAP defines how money is to be spent for the school. The Leadership Team is working on the special education section and achievement levels. The climate survey is to go out soon. Stephanie Whitehouse will complete the financial information sections. The LCAP will be on the June board meeting agendas.
- Other: Mandated Reporter Alternate Training – All school personnel are required to take mandated reporter training annually. CharterSafe, the school's insurance company, requires that their annual mandated reporter course must be completed as well. To reduce duplication of this training, there is a California Department of Education form, "*Reporting on Alternative Training Provided for Mandatory Reporters*" that we will submit for the 2026-2027 school year. It will be completed with the K-12 Vector Training course description and submitted. The Vector course meets the CDE training requirements and all staff are familiar with this online training platform.
- Other: UCSF Math Multitudes – Diana Whyte spoke to the board about the Math portion of the UCSF Multitudes program after it was pointed out that the agreement that was an agenda item last month did not specifically mention math in it. After contacting Mrs. Jones, Mrs. Pockett, and going online with UCSF reps, it felt more like this was data mining and would not benefit students at The Heights. We did not sign that agreement but the K-2 reading assessment agreement that was previously approved remains in place.
- Other: Choir Club – Next school year, we plan to set up a choir club for grades 3-5 and grades 6-8, if there is enough student interest. Natalie Manalo plays piano and agreed to teach this.

CONSENT ITEMS:

1. Approval of Minutes: The minutes from the March 16, 2026 Regular Board Meeting were approved, as presented.

DISCUSSION AND/OR ACTION ITEMS:

1. For Information Only: 2025-26 Budget vs Actuals as of 4/30/26. All items are on track for this time of the school year. This item was for information only and no action was required.

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

2. Reviewed/Approved: STS Education Updated Quote Q-53269 for Smart Boards Purchase. Diana Whyte shared that Dominick Avera did a demonstration of the Smart Boards on the recent staff development day. Each classroom will have a smart board installed. After review, Casey Larsen made a motion to approve the STS Education Updated Quote Q-53269 for Smart Boards Purchase as presented. Angie Sandkuhl seconded the motion. Motion carried 6-0. Ayes: Peel, Larsen, Scherbaum, Sandkuhl, Andrews, Cramsie. Noes: 0. Absent: Andrus.

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

3. Reviewed/Approved: STS Education Updated Quote Q-53722 for Document Cameras Purchase. All the new document cameras will be wireless and will replace all the old ones. After review, Casey Larsen made a motion to approve the STS Education Updated Quote Q-53722 for Document Cameras Purchase as presented. Angie Sandkuhl seconded the motion. Motion carried 6-0. Ayes: Peel, Larsen, Scherbaum, Sandkuhl, Andrews, Cramsie. Noes: 0. Absent: Andrus.

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

4. Reviewed/Approved: Consumer Electronics Specialists Quote for Stage Audio. The purchase of this equipment will mean that all rehearsals and dress rehearsals can be done on site. The funding for stage audio, microphones, and microphone expansion is from 'use it or lose it' funds. After review, Cassie Andrews made a motion to approve the Consumer Electronics Specialists Quote for Stage Audio as presented. Casey Larsen seconded the motion. Motion carried 6-0. Ayes: Peel, Larsen, Scherbaum, Sandkuhl, Andrews, Cramsie. Noes: 0. Absent: Andrus.

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

5. Reviewed/Approved: Consumer Electronics Specialists Quote for Microphones. These microphones would be brought with the students performing at Bethel. Bethel would have to remain as the performance location because the room capacity is much larger there. For performances or assemblies to be done at the school site, the fire marshal would have to be consulted to find out how the room capacity could be increased. After review, Casey Larsen made a motion to approve the Consumer Electronics Specialists Quote for Microphones as presented. Cassie Andrews seconded the motion. Motion carried 6-0. Ayes: Peel, Larsen, Scherbaum, Sandkuhl, Andrews, Cramsie. Noes: 0. Absent: Andrus.

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

6. Reviewed/Approved: Consumer Electronics Specialists Quote for Microphone Expansion. The school currently has 24 microphones and have to un-mic and mic new students who are performing. All the items should last at least 10 years. Once again, it was mentioned that funds for the stage audio, microphones, and microphone expansion are from 'use it or lose it' funding. After review, Kristi Scherbaum made a motion to approve the Consumer Electronics Specialists Quote for Microphone Expansion as presented. Angie Sandkuhl seconded the motion. Motion carried 6-0. Ayes: Peel, Larsen, Scherbaum, Sandkuhl, Andrews, Cramsie. Noes: 0. Absent: Andrus.

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

ADJOURNMENT

The board meeting was adjourned at 4:56 pm.

The next board meeting will be held at 4:15 pm on Monday, June 15, 2026.

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 May 11, 2026.

Minutes Approved and Adopted by the Board at a regular meeting of the Board held on June 22, 2026.

Debra Cramsie
Secretary