

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

MINUTES OF JULY 21, 2025
REGULAR BOARD MEETING

CALL TO ORDER

Kellie Peel called the regular meeting of the governing board to order at 4:43 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, Jenna Andrus, Kristi Scherbaum, Debra Cramsie. Absent: Cassie Andrews, Angie Sandkuhl, Casey Larsen.

FLAG SALUTE

PRESENTATIONS – No presentations this month.

COMMUNICATIONS (non-agenda items)

Director's Report –

- Enrollment Update – Fall enrollment is projected to be 289 students.
- Personnel – No new updates to report.
- Upcoming Events – No new updates to report.
- Other – 1) The Parent Student Handbook was edited in January 2025, after Title IX was revised. It will need to be updated to reflect the cell phone usage policy changes and dress code amendments.
- Other – 2) The August 4, 2025 board meeting is canceled. There is a possibility that a special board meeting may be scheduled on August 11, 2025.
- Other – 3) Facilities – Flooring was replaced in the Spanish Room and Mrs. Jones's classroom. Instant hot water units were installed in the food service areas. A leak in the Kindergarten classroom was repaired. The outdoor areas were cleared of brush and weeds.
- Other – 4) Terminix was contacted to service the Suites H and I.

CONSENT ITEMS:

1. Approval of Minutes: The minutes from the June 30, 2025 LCAP Public Hearing and the minutes from the June 30, 2025 Regular Board Meeting were approved, as presented.

DISCUSSION AND/OR ACTION ITEMS:

1. For Information Only: Budget vs Actuals as of 6/30/25. There were no changes since the previous Budget vs Actuals report. No action required on this item.

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

2. Reviewed/Approved: Williams Complaint Annual Notice. One edit was made to this annual notice which deleted the link to the CDE webpage where different language translations could be found. That link is no longer valid so it was removed from the notice. Kristi Scherbaum made a motion to approve the Williams Complaint Annual Notice, as presented. Jenna Andrus seconded the motion. Motion carried 4-0. Ayes: Scherbaum, Peel, Andrus, Cramsie. Noes: 0. Absent: Andrews, Larsen, Sandkuhl.

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

3. Reviewed/Approved: 2025-26 Certificated Salary Schedule. The only difference from the previously approved salary schedule was the addition of Step 13. Kristi Scherbaum made a motion to approve the

2025-26 Certificated Salary Schedule, as presented. Jenna Andrus seconded the motion. Motion carried 4-0. Ayes: Scherbaum, Peel, Andrus, Cramsie. Noes: 0. Absent: Andrews, Larsen, Sandkuhl.

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

4. Reviewed/Appointed: Nominations/Appointments for Board Members Whose Terms are Expiring in August 2025. The following Board members terms are expiring in August 2025: Incumbent Kellie Peel, Chairman; Incumbent Casey Larsen, Vice-Chairman; Incumbent Kristi Scherbaum, Treasurer; and Incumbent Angie Sandkuhl, Member. Kristi Scherbaum made a motion to appoint the current incumbents for two-year terms through August 2027: Kellie Peel, Casey Larsen, Kristi Scherbaum, and Angie Sandkuhl. Jenna Andrus seconded the motion. Motion carried 4-0 for all four incumbents. Ayes: Scherbaum, Peel, Andrus, Cramsie. Noes: 0. Absent: Andrews, Larsen, Sandkuhl.

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, August 25, 2025.

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 July 21, 2025.

Minutes Adopted by the Board at a regular meeting of the Board held on September 15, 2025.

Debra Cramsie
Secretary