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

MINUTES OF SEPTEMBER 14, 2026
REGULAR BOARD MEETING

CALL TO ORDER

Kellie Peel called the regular meeting of the governing board to order at 4:15 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, Kristi Scherbaum, Casey Larsen, Angie Sandkuhl, Debra Cramsie. Absent: Jenna Andrus.

FLAG SALUTE

PRESENTATIONS – No presentations this month.

COMMUNICATIONS (non-agenda items)

Director's Report –

- Enrollment Update – Fall enrollment is now at 290 students. Some changes can still happen during the first few weeks of the new school year.
- Personnel – There is a possibility of hiring an instructional aide for additional coverage on Mondays and Fridays, and another sub.
- Upcoming Events – 1) Back to School Nights are scheduled for grades TK-4th on Thursday, September 17, 2026. The grades 5th-8th night will be on Thursday, September 24, 2026. Both nights will be 6:00-7:00 pm. 2) Field trips are in the works. Information will be sent out when dates are confirmed.
- Other – Diana Whyte attended the recent Board meeting at Dehesa. The oversight report was reviewed but she did not receive a final copy.

CONSENT ITEMS:

1. Approval of Minutes: The minutes from the August 17, 2026 Regular Board Meeting were approved, as presented.

DISCUSSION AND/OR ACTION ITEMS:

1. For Information Only: Budget vs Actuals as of 8/31/26. It was mentioned that the item related to installing the Smart Boards increased due to having to hire a different company and purchase sturdier mounting hardware. No action required on this item.

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

2. For Information Only: Annual Food Health Inspection Report. This inspection is scheduled twice per year. No action required on this item.

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

3. Reviewed/Approved: Health Insurance Increase. This idea was proposed by Stephanie Whitehouse, Business Manager. The proposal was to increase the amount the school covers for employees who are signed up for health insurance. After review, Casey Larsen made a motion to approve the health insurance increase, as presented. Kristi Scherbaum seconded the motion. Motion carried 5-0. Ayes: Peel, Larsen, Scherbaum, Sandkuhl, Cramsie. Noes: 0. Absent: Andrus.

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

4. Reviewed/Approved: Sergeant Laboratories Inc. Invoice for Aristotle K-12 Licensing for 2026-2027. This product monitors student school computers to ensure student safety and data privacy. This is the annual renewal invoice. After review, Casey Larsen made a motion to approve the Sergeant Laboratories Inc. Invoice for Aristotle K-12 Licensing for 2026-2027, as presented. Angie Sandkuhl seconded the motion. Motion carried 5-0. Ayes: Peel, Larsen, Scherbaum, Sandkuhl, Cramsie. Noes: 0. Absent: Andrus.

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

5. Reviewed/Approved: Amira Learning Quote for Amira Student Assessment Licenses for K-2 and 3-8. This quote is for 12 months of service. Jennifer Pockett went through all the components of the program. It is similar to Literably, which had previously been used to assess primary students' reading levels. After review, Casey Larsen made a motion to approve the Amira Learning Quote for Amira Student Assessment Licenses for K-2 and 3-8, as presented. Kristi Scherbaum seconded the motion. Motion carried 5-0. Ayes: Peel, Larsen, Scherbaum, Sandkuhl, Cramsie. Noes: 0. Absent: Andrus.

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

6. Reviewed/Approved: Pine Valley Bible Conference Association Guest Organization Agreement. This is the Pine Valley Camp contract for 6th Grade Camp which is scheduled for March 1 to March 4, 2027. Casey Larsen made a motion to approve the Pine Valley Bible Conference Association Guest Organization Agreement, as presented. Kristi Scherbaum seconded the motion. Motion carried 5-0. Ayes: Peel, Larsen, Scherbaum, Sandkuhl, Cramsie. Noes: 0. Absent: Andrus.

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

7. Reviewed/Approved: BorderLAN Security Quote for Sophos. This quote is for a 3 year subscription for cyber security protection for The Heights Charter. Dominick Avera recommended this product and stated that it will make a huge improvement in cyber security for the school. After review, Casey Larsen made a motion to approve the BorderLAN Security Quote for Sophos, as presented. Angie Sandkuhl seconded the motion. Motion carried 5-0. Ayes: Peel, Larsen, Scherbaum, Sandkuhl, Cramsie. Noes: 0. Absent: Andrus.

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

8. Reviewed/Approved: 2026-2027 Employee Handbook. It was noted that the updates made were added by the school's legal team. After review, Casey Larsen made a motion to approve the 2026-2027 Employee Handbook, as presented. Angie Sandkuhl seconded the motion. Motion carried 5-0. Ayes: Peel, Larsen, Scherbaum, Sandkuhl, Cramsie. Noes: 0. Absent: Andrus.

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

9. Reviewed/Approved: 2026-2027 Parent Student Handbook. Per the recommendation of the oversight team, three more updates have been added. After review, Casey Larsen made a motion to approve the 2026-2027 Parent Student Handbook, as presented. Angie Sandkuhl seconded the motion. Motion carried 5-0. Ayes: Peel, Larsen, Scherbaum, Sandkuhl, Cramsie. Noes: 0. Absent: Andrus.

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

10. Nominated/Elected: Election of Officers. Nominations from the floor were made for the following Board office positions:

    Casey Larsen nominated Kellie Peel for Chairman. Angie Sandkuhl seconded the motion. No other nominations were made for Chairman. Nominations were closed. Kellie Peel accepted the Chairman officer position. Motion carried 5-0. Ayes: Peel, Larsen, Scherbaum, Sandkuhl, Cramsie. Noes: 0. Absent: Andrus.

Kellie Peel nominated Casey Larsen for Vice-Chairman. Kristi Scherbaum seconded the motion. No other nominations were made for Vice-Chairman. Nominations were closed. Casey Larsen accepted the Vice-Chairman officer position. Motion carried 5-0. Ayes: Peel, Larsen, Scherbaum, Sandkuhl, Cramsie. Noes: 0. Absent: Andrus.

Casey Larsen nominated Jenna Andrus for Treasurer. Kristi Scherbaum seconded the motion. No other nominations were made for Treasurer. Nominations were closed. Jenna Andrus was appointed the Treasurer officer position. Motion carried 5-0. Ayes: Peel, Larsen, Scherbaum, Sandkuhl, Cramsie. Noes: 0. Absent: Andrus.

Casey Larsen nominated Debra Cramsie for Secretary. Kellie Peel seconded the motion. No other nominations were made for Secretary. Nominations were closed. Debra Cramsie accepted the Treasurer officer position. Motion carried 5-0. Ayes: Peel, Larsen, Scherbaum, Sandkuhl, Cramsie. Noes: 0. Absent: Andrus.

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

11. Reviewed: Director's Goals. Diana Whyte presented the 2026-27 Goals and Objectives to the Board. There was no action needed for this item.

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

ADJOURNMENT

The Board meeting was adjourned at 4:53 pm.

The next board meeting will be held at 4:15 pm on Monday, October 19, 2026.

I certify that I am the duly elected Secretary of The Heights Charter and that these minutes, consisting of three (3) pages, are the minutes of the meeting of the Board of Directors on September 14, 2026.

Minutes Approved and Adopted by the Board at a regular meeting of the Board held on October 19, 2026.

Debra Cramsie
Secretary