

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

**MINUTES OF JUNE 22, 2026  
REGULAR BOARD MEETING**

**CALL TO ORDER**

Kellie Peel called the regular meeting of the governing board to order at 4:34 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, Cassie Andrews, Debra Cramsie. Absent: Casey Larsen, Jenna Andrus, Angie Sandkuhl.

**FLAG SALUTE**

**PRESENTATIONS** – No presentations this month.

**COMMUNICATIONS** (non-agenda items)

**Director's Report –**

- Enrollment Update – At this time, fall enrollment is projected to be 292 students.
- Personnel - Interviews for the open Grade 1 teaching position were held and the job was offered to Marin Murphy, who accepted. Mrs. Hansen turned in her resignation at the end of this school year. The Kindergarten teaching position was posted on EdJoin. Interviews are pending.
- Upcoming Events – We are currently closing out the fiscal year and beginning the preparation for the 2026-27 school year.
- Other

**CONSENT ITEMS:**

1. Approval of Minutes: The minutes from the May 11, 2026 Regular Board Meeting were approved, as presented. Since the April 20, 2026 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 as of 6/22/26 prepared by Whitehouse CPAS Inc. Stephanie Whitehouse reviewed her slide presentation with the Board. The Heights Charter continues to maintain a great budget and keeps 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: FY 2025-6 Estimated Actuals and Cashflow Projections. The Heights Charter has no cash flow issues. No action required on this item.

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

3. Reviewed/Approved: FY 2026-27 Charter School Preliminary Budget based on May Revise. The Charter School Certification form is to be signed and forwarded to Dehesa. After review, Kristi Scherbaum made a motion to approve the FY 2026-27 Charter School Preliminary Budget, as presented. Cassie Andrews seconded the motion. Motion carried 4-0. Ayes: Peel, Scherbaum, Andrews, Cramsie. Noes: 0. Absent: Sandkuhl, Larsen, Andrus.

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

4. Reviewed/Approved: 2026-27 Consolidated Application Certification of Assurances. This item is an annual requirement and upon approval, it will be submitted by Stephanie Whitehouse. Cassie Andrews made a motion to approve the 2026-27 Consolidated Application Certification of Assurances, as presented. Kristi Scherbaum seconded the motion. Motion carried 4-0. Ayes: Peel, Scherbaum, Andrews, Cramsie. Noes: 0. Absent: Sandkuhl, Larsen, Andrus.

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

5. 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. Kristi Scherbaum made a motion to approve the Local Indicators, as presented. Cassie Andrews seconded the motion. Motion carried 4-0. Ayes: Peel, Scherbaum, Andrews, Cramsie. Noes: 0. Absent: Sandkuhl, Larsen, Andrus.

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

6. Approved: FY 2026-27 LCAP. The FY 2026-27 LCAP was reviewed at the public hearing held on June 15, 2026. It was recommended that the Board approve the 2026-27 LCAP in its entirety, as presented. Kristi Scherbaum made a motion to approve the FY 2026-27 LCAP. Cassie Andrews seconded the motion. Motion carried 4-0. Ayes: Peel, Scherbaum, Andrews, Cramsie. Noes: 0. Absent: Andrus, Sandkuhl, Larsen.

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

7. Reviewed/Approved: Updated 2026-2027 Board Meeting Calendar. Per direction from the oversight team, the previously approved board meeting calendar has been updated to show the following: LCAP/Local Indicator dates, Mid-Year LCAP, budget adoption dates, and Safety Plan review date. In addition, the June 2027 board meeting dates were adjusted. After review, Cassie Andrews made a motion to approve the 2026-2027 Board Meeting Calendar updates, as presented. Kristi Scherbaum seconded the motion. Motion carried 4-0. Ayes: Peel, Scherbaum, Andrews, Cramsie. Noes: 0. Absent: Andrus, Sandkuhl, Larsen.

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

8. Reviewed/Approved: Extreme Weather Policy. Per Education Code section 33355, charter schools must develop, adopt, and implement protocols for extreme weather conditions by July 1, 2026. The school attorneys were contacted and they provided an editable template which was updated for The Heights Charter. After review, Kristi Scherbaum made a motion to approve the Extreme Weather Policy, as presented. Cassie Andrews seconded the motion. Motion carried 4-0. Ayes: Peel, Scherbaum, Andrews, Cramsie. Noes: 0. Absent: Andrus, Sandkuhl, Larsen.

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

9. Reviewed/Approved: 2026-2027 Whitehouse CPAS, Inc. Client Services Agreement. After review, Cassie Andrews made a motion to approve the 2026-2027 Whitehouse CPAS, Inc. Client Services Agreement, as presented. Kristi Scherbaum seconded the motion. Motion carried 4-0. Ayes: Peel, Scherbaum, Andrews, Cramsie. Noes: 0. Absent: Andrus, Sandkuhl, Larsen.

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

10. Reviewed/Approved: Form 990 for 2024. This tax form typically runs a year behind. It is prepared for The Heights Charter by Wilkinson Hadley King & Co LLP. Kristi Scherbaum made a motion to approve the 2024 Form 990, as presented. Cassie Andrews seconded the motion. Motion carried 4-0. Ayes: Peel, Scherbaum, Andrews, Cramsie. Noes: 0. Absent: Andrus, Sandkuhl, Larsen.

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

11. Reviewed/Approved: CDE Alternate Form for Mandated Reporter Training. The Heights Charter had been using the California Department of Social Services (CDSS) Mandated Reporter online training website since the school opened. During the current school year, we learned that CharterSAFE will be offering a state-compliant Mandated Reporter online training for the 2026-2027 school year. It was decided to switch to the Vector K-12 training website from CharterSAFE and assign this new mandated reporter training version to all staff. *California Education Code Section 44691(c) requires that school districts, county offices of education, state special schools, and diagnostic centers operated by the California Department of Education (CDE), and charter schools that do not use the online training module provided by the CDSS shall report to the CDE the training being used in its place on an annual basis, as required.* The alternate form has been completed and upon approval, will be sent to the CDE as required. It will be used in the 2026-2027 school year. Kristi Scherbaum made a motion to approve the CDE Alternate Form for Mandated Reporter Training, as presented. Cassie Andrews seconded the motion. Motion carried 4-0. Ayes: Peel, Scherbaum, Andrews, Cramsie. Noes: 0. Absent: Andrus, Sandkuhl, Larsen.

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

12. Reviewed/Approved: Quote and Order Form for Journify Learning Special Education Platform. The Heights Charter special education team piloted this platform this year. It analyzes information and data input by special education staff and creates IEP goals for special education students, which saves time for staff. After review, Cassie Andrews made a motion to approve the Quote and Order Form for Journify Learning Special Education Platform, as presented. Kristi Scherbaum seconded the motion. Motion carried 4-0. Ayes: Peel, Scherbaum, Andrews, Cramsie. Noes: 0. Absent: Andrus, Sandkuhl, Larsen.

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

13. Reviewed/Approved: STS Contract for Speech Therapists, etc. We continue to work with this company. They offer competitive fees and have a wonderful speech pathologist. After review, Cassie Andrews made a motion to approve the STS Contract for Speech Therapists, etc., as presented. Kristi Scherbaum seconded the motion. Motion carried 4-0. Ayes: Peel, Scherbaum, Andrews, Cramsie. Noes: 0. Absent: Andrus, Sandkuhl, Larsen.

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

## ADJOURNMENT

The Board meeting was adjourned at 5:06 pm.

The next board meeting will be held at 4:15 pm on Monday, July 20, 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 June 22, 2026.

Minutes Approved and Adopted by the Board at a regular meeting of the Board held on July 20, 2026.

Debra Cramsie  
Secretary