

**THE HEIGHTS CHARTER**  
2710 Alpine Blvd. Suite E, Alpine CA 91901

**AGENDA**  
**REGULAR BOARD MEETING**  
**October 15, 2018**

**3:45 pm**

**Closed Session to Begin**  
**At Conclusion of Regular Board Meeting**

**OPENING PROCEDURES**

- **CALL TO ORDER**

- **ROLL CALL**

Michelle Lenore  
Kristi Scherbaum  
Kellie Peel  
Monica White

Present    Absent

Summer Herrin  
Diana Whyte  
Debra Cramsie

Present    Absent

- **FLAG SALUTE**

**COMMUNICATIONS**

- **Oral Communications** (Non-agenda items): *According to public meeting laws, no individual presentation shall be more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.*
- **Director's Report**
  - Enrollment Update
  - Facilities Update
  - Other

**REQUESTS TO ADDRESS THE BOARD / PRESENTATIONS** - No presentations are scheduled this month.

**CONSENT ITEMS**

*All matters listed under the consent agenda are considered by the Board to be routine and will be approved/ enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The Director recommends approval of all consent agenda items.*

1. Approval of Minutes. It is recommended that the Board approve the minutes from the August 20, 2018 regular board meeting and the October 1, 2018 emergency board meeting.

**DISCUSSION AND/OR ACTION ITEMS**

1. For Information Only: Budget vs Actuals as of 8/31/2018
2. For Information Only: Balance Sheet as of 8/31/2018
3. Review/Approve: Setting up an Account with Aspire Smart Retirement Solutions for 403(b): It is recommended that the Board approve setting up a 403(b) account with Aspire.
4. Review/Approve: The Heights Charter to Offer a Match of Employee Contributions to Aspire Smart Retirement Solutions for 403(b): It is recommended that the Board approve The Heights Charter to offer a match of employee contributions of up to 4% of his/her salary.

**CLOSED SESSION:**

After the conclusion of the Discussion and/or Action Items portion of the meeting, a closed session will be held to inform/update the Board on a personnel issue.

**ADJOURNMENT**

The meeting was adjourned at \_\_\_\_\_.

Next meeting will be held on December 10, 2018 at 3:45 pm.