



Board of Directors Meeting

Wednesday, July 19, 2023

Room 205
9:00a.m. - 10:30 a.m.

MINUTES

I. Opening of Meeting and Call to Order

Vice Chair Jennifer VanDyke called the meeting to order at 9:16 a.m.

a. Attendance:

Board of Directors

Stephanie Bagwell P

Katy Johnson P

Rikk Sorenson P

Angie Bohnert A

Jennifer VanDyke P

Ex-Officio

Tom Kearney (Principal/Superintendent)

Lindsay Berberich (Bookkeeper)

Visitors

(no visitors)

b. Welcome New Members/Guests/Visitors

Vice Chair Jennifer VanDyke welcomed all those present.

II. Review of Agenda & Minutes

a. Review Agenda & Conflict of Interest

The agenda was reviewed with no changes recommended. A roll call was completed to see if anyone had a conflict of interest with the Agenda items. Votes are as follows: Stephanie– no, Angie– not present, Katy- no, Rikk– no, Jennifer – no.

b. Approval of the June 7, 2023 Meeting Minutes (action)

On motion by Katy seconded by Jen with all present voting yes, motion passed to approve the Board of Directors minutes of June 7, 2023 as presented.

III. Financial Report

a. Financial Review (Action)

Lindsay presented and answered questions on the June 2023 Check Register report (available on the board of directors shared drive).

On motion by Steph seconded by Katy with all present voting yes, motion passed to approve the Check Register as presented and corrected.

IV. Old Business

a. Appoint Officers

Katy led a discussion on assigning officers. It was agreed upon that Stephanie Bagwell will take over as Board Chair, Jennifer VanDyke will take over as the Vice Chair, Rikk will take over as the treasurer, Angie will take over as the Secretary and Katy will take over as Assistant Secretary.

V. New Business

a. Board Member Oath

Board Chair Steph read aloud the oath as members responded. All present answered in the affirmative and signed the oath.

b. Meeting Dates & Times

Katy led a discussion on meeting dates and times. We agreed to meet on the mid-month Wednesday of each month at 4:00 unless noted.

*July 19 (9:00am)
August 16 (9:00am)
September 13
October 18
November 15
December 13
January 17
February 14
March 13
April 17
May 15
June 12 (9:00am)*

On motion by Jen seconded by Steph with all present voting yes, motion passed to approve the meeting dates and times.

c. Board Goals 2023-24 (Below is 2022-23)

- i.** Continue to closely monitor, assess and maintain a record of the school's progress (monthly) towards meeting each of the authorizer contract goals.
- ii.** Develop a draft for a five-year strategic plan by May of 2023.
- iii.** Develop a plan to increase school enrollment by 10 students each year over the course of the next 5 years from 115 in the fall of 2022 to 165 in the spring of 2027 by May of 2023.
- iv.** Explore and initiate the steps for the NHS building and grounds affiliated building company to acquire the property from CSDC by July 1 of 2025.

Tom led a discussion on previous year's goals and presented ideas for next year. Tom talked about goal development (SMART) Specific, Measurable, Attainable, Relevant and Timebound. We discussed:

- *Prioritizing the strategic plan: long range or 5 year*
- *Enrollment vs. Retention: our biggest issue is retention related to mental health, ill fit of students that enroll, and family engagement.*
 - *Family Engagement - Bring ideas to our next meeting*
- *Authorizer goal continue:*
 - *Create a process to receive information monthly*
- *Explore and then create/adopt a fund balance policy*
 - *Review other ideas/schools options to create one that fits our own*

Tom volunteered to wordsmith the goals and evaluate in order to ensure effectiveness. Each board member will also brainstorm ideas for each goal.

d. Staffing Updates

i. Staff Resignations

Melody Beauchem

On a motion by Katy seconded by Jen to accept the resignations as presented by Tom of Melody Beauchem (Elementary Special Education Teacher) with all present voting yes, the motion passes.

ii. New Hires

Tom led a discussion on staffing for the 2023-2024 school year. Tom made a recommendation to hire Nathan Murphy as a secondary social studies teacher.

On a motion by Katy seconded by Jen to accept Tom's recommendation to hire Nathan Murphy for the Full-time Secondary Social Studies Position with all present voting yes, motion passed to approve the hire of Nathan Murphy.

Tom also made a recommendation to hire Geoff Osterbauer as a secondary social studies teacher.

On a motion by Jen seconded by Steph to accept Tom's recommendation to hire Geoff Osterbauer for the Full-time Secondary Social Studies Position with all present voting yes, motion passed to approve the hire of Geoff Osterbauer.

iii. Retirement

Julie Kearney has officially retired! The New Heights School Board of Directors thanked her for her many years of service to the school.

e. Enrollment Period

Tom discussed the Open Enrollment Period. There is a first-come-first-serve policy for Charter Schools. He is recommending designating February 1st to February 15th as the enrollment period.

On a motion by Jen seconded by Katy to designate the open enrollment to be from Feb. 1st to Feb 15th with all present voting yes, motion passed to approve the enrollment period.

f. School Calendar Revision

Our calendar missed a day for staff development in the original version. The administration would like to update the calendar to align with Stillwater's calendar by changing September 29th to a staff development day.

On a motion by Steph seconded by Rikk to revise our school calendar to include September 29th as a staff day instead of a student contact day, with all present voting yes, motion passed to approve the enrollment period.

VI. Policy Review (action)

a. Policy Revisions for Approval

i. None

b. Policies for August

i. #506 – Student Discipline (Jen)

Katy led a discussion on this policy. This document is 18 pages and has a redline. Jen agreed to review this policy.

- ii. #208 – Development, Adoption, and Implementation of Policies (Katy)
Katy led a discussion on this policy. This document is 3 pages and has a redline. Katy agreed to review this policy.
 - iii. #212 – School Board Member Development (Jen)
Katy led a discussion on this policy. This document is 1 page and has a redline. Jen agreed to review this policy.
- c. Policy Discussion
- i. #808 - Covid-19 Face Covering Policy
Katy led a discussion on this policy. The policy was created during the pandemic in alignment with Executive Order 20-81 and 20-82.

Katy made a motion seconded by Steph to retire policy #808 - Covid-19 Face Covering Policy, with all present voting yes.
 - ii. #516.5 - Overdose Medication
Tom and Katy led a discussion on the latest Legislative updates. All schools are now required to maintain a supply of opiate antagonists. Schools are encouraged to have a policy in order to outline the requirements of the law in respect to the use of Naloxone (Narcan) in schools.

This policy was tabled until our next meeting.

VII. Administrator's Report

- **Staffing:** *Julie retired after 30 years of service to the school. The staff had a party to celebrate her. Her duties have been reallocated to several staff members.*
 - *We are hiring staff members that will be able to support our current eclectic needs.*
 - *Our new science teacher has 4 years of experience and also has a passion for art and can support the art requirement for graduation.*
 - *Several current teachers will be teaching out of their element in order to support our schedule.*
 - *Our business education teacher will be able to teach math and business education.*
 - *Our Special Education department is down one staff member.*
- **Enrollment:** *95 students enrolled*
 - *Elementary currently has 33 students enrolled*
 - *6-12 currently has 62 students enrolled.*
 - *Our budget ADM is 115*
- **Attendance:** *This year will have more strict attendance policies.*
 - *Our goal is to have 90% overall attendance.*
 - *Strict boundaries and expectations will be set at the beginning of the school year*
- **HeadStart:** *They are still not able to find teachers and staff members*
- **Auditor:** *We still don't have one or any leads towards an auditor*

VIII. Receive Donations

- *none*

IX. Other (not to exceed 5 minutes)

- *none*

X. Set Agenda for Next Meeting

- a. **Date & Time** (*August 16th, 9:00am Room 205*)

b. Agenda/Responsibilities

- i. Financial Review*
- ii. Board Goals*
- iii. Staffing Updates*
- iv. Title I District and School Parent and Family Engagement Policy Update*
- v. Present/Review #506-Student Discipline Policy*
- vi. Present/Review #208 – Development, Adoption, and Implementation of Policies*
- vii. Present/Review #212 – School Board Member Development*
- viii. Assign September Policies: #524- Internet Acceptable Use and Safety, #427 - Workload limits for certain special education teachers, #903 - Visitors to school District Buildings and Sites*
- ix. Administrators Report*

XI. Adjournment

On the motion by Katy seconded by Steph with all present voting yes, motion passed to adjourn the Board of Directors Meeting at 10:22 am.

Next Meetings

The next Board of Directors meeting will be our regular monthly meeting on Wednesday, August 16 at 9:00am in Room 205.