



NEW HEIGHTS SCHOOLS, INC.
614 W. MULBERRY STREET, STILLWATER, MN 55082

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Board of Directors Meeting

Wednesday, September 13, 2023

Room 205
4:00p.m. - 5:30 p.m.

MINUTES

I. Opening of Meeting and Call to Order

Board Chair Stephanie Bagwell called the meeting to order at 4:05 p.m.

a. Attendance:

Board of Directors

Stephanie Bagwell P

Katy Johnson P

Rikk Sorenson A

Angie Bohnert P

Jennifer VanDyke P

Ex-Officio

Tom Kearney (Principal/Superintendent)

Lindsay Berberich (Bookkeeper)

Visitors

(no visitors)

b. Welcome New Members/Guests/Visitors

Board Chair Stephanie Bagwell welcomed all those present. No guests 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: Steph- no, Angie - no, Jen- no, Katy - no.

b. Approval of the August 16, 2023 Meeting Minutes (action)

On motion by Jen seconded by Katy with all present voting yes, motion passed to approve the Board of Directors minutes of August 16, 2023 as presented.

III. Financial Report

a. Financial Review (Action)

Lindsay presented and answered questions on the August 2023 Check Register report (available on the Board of Directors Shared drive).

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

b. Financial Year-End Audit Update (review)

We do not currently have an auditor. Tom is in contact with Clifton-Larson-Allen; is optimistic that they will take us on.

IV. Old Business

- a. Authorizer Goal Review-** Update given by Tom Kearney
 - i. Accountability Goals 1-4: Based on Test Scores. In Fall testing window. Gathering data toward these goals.
 - ii. Goal 5: Attendance- through 9/11, it is at 95%. Some of the 5% are students that never came or are leaving. No major absences currently.
 - iii. Goal 6: Parent survey to be sent later
 - iv. Goal 7: Post-secondary plans/Graduation. To be completed later in the year.

- b. Board Goals 2022-23**
 - i. The Board of Directors will explore, develop, and adopt a five-year strategic plan by May 15th of 2024.
 - ii. The Board of Directors will explore, develop, and adopt a policy about our fund balance by May 15th of 2024.
 - iii. The Board of Directors will continue to monitor, assess and maintain a monthly record of the school's progress towards meeting each of the authorizer contract goals.
 - iv. The Board of Directors will explore, develop and implement a strategy to increase retention of enrolled students by promoting family engagement.

Discussion: Goal 1: No changes

Goal 2: No changes

Goal 3: Update given monthly at the BoD meeting, minutes to be considered records.

Goal 4: The Board of Directors will identify 5 potential strategies to be used to increase retention of enrolled students.

Katy made a motion to approve the Board Goals as adjusted, seconded by Stephanie, with all present voting yes. Motion carried.

- c. Establish the Administrative Review Committee (Chair, Board Member, & Community Member)**
 - i. *Angie, Stephanie and Rikk will be part of the Administrative Review Committee.*

V. New Business

a. Staffing Updates (Tom)

Tom reported that Lisa Boman has joined the staff as a part-time paraprofessional, as we are short one special education teacher. She is working toward her teaching license.

Katy made a motion to approve the hire of Lisa Boman as a part time, special education paraprofessional, seconded by Stephanie. All present voting yes. Motion passed.

b. Designate Tom & Lindsay as Identified Official with Authority

Tom explained what identified official with authority is and its significance to having a school representative.

On motion by Katy seconded by Angie with all present voting yes, motion passed to approve Tom Kearney and Lindsay Berberich as the Identified Officials with Authority for NHS.

VI. Policy Review (action)

a. Policy Revisions for Approval

i. #506- Student Discipline (Jen)

Jen led a discussion reviewing this document and recommended changes. Tom to make changes based on current practices.

On motion by Jen seconded by Stephanie with all present voting yes, motion passed to approve the Policy #506- Student Discipline, with changes outlined by Tom.

ii. #524- Internet Acceptable Use and Safety (Steph)

Steph led a discussion reviewing this document, no recommended changes to the policy. Changes recommended to the review cycle- change to 3 years instead of annually.

On motion by Stephanie seconded by Katy with all present voting yes, motion passed to approve the Policy #524- Internet Acceptable Use and Safety

iii. #427 - Workload Limits for Certain Special Education Teachers (Angie)

Angie led a discussion reviewing this document and recommended changes- switch determination to be made by building administrator, who may consult with special education director.

On motion by Angie seconded by Jen with all present voting yes, motion passed to approve the Policy #427 - Workload Limits for Certain Special Education Teachers.

iv. #903- Visitors to School and District Buildings and Sites (Rikk)

To be discussed next month.

v. #516.5- Overdose Medication (Jen)

Jen led a discussion reviewing this document. No changes recommended.

On motion by Jen seconded by Stephanie with all present voting yes, motion passed to approve the Policy # 516.5 - Overdose Medication.

b. Assign Policies for October

i. #414- Mandated Reporting of Child Neglect or Physical or Sexual Abuse (Steph)

ii. #503- Student Attendance (Jen) (To be reviewed by Tom also)

iii. #612.1- Development of Parent and Family Engagement Policies for Title I Programs (Angie)

iv. #806- Crisis Management Policy (Katy)

v. #903- Visitors to School and District Buildings and Sites (Rikk)

VII. Administrator's Report

Tom Kearney gave a report on the state of the school including the following:

- **Student Statistics:** Total attendance as of 9/11: 94.8%. 104 students enrolled. Current ADM 102.3. Have 7 current potential enrollments. 5 new enrollments since Day 1 of school. 36 students new to NHS this year.
- **Staffing:** Katy on leave- when she returns 2nd quarter, we will adjust secondary schedule. Possibilities include Tom not teaching, SpEd support, etc.
- **HeadStart:** Opened with 2 students. Optimistic it will lead to growth.
- **Authorizer:** PIP- Performance Improvement Plan. Working with the authorizer (Gloria) to complete the plan, no concerns.
- **Building:** Been working on repairs for hot water heater. No other major concerns.
- **Law Changes:** Changes regarding SROs, school safety, etc.

VIII. Receive Donations

Stillwater Modern Dentistry donated supplies. OfficeMax continues to collect donations.

IX. Other (not to exceed 5 minutes)

Discussion of changing October meeting date.

X. Set Agenda for Next Meeting

a. Date & Time (*Tuesday, October 17, 4:00pm*)

b. Agenda/Responsibilities

- i. Financial Review*
- ii. Audit Update*
- iii. Board Goals*
- iv. Authorizer Goal Update*
- v. Present/Review #414- Mandated Reporting of Child Neglect or Physical or Sexual Abuse*
- vi. Present/Review #503- Student Attendance*
- vii. Present/Review #612.1 Development of Parent and Family Engagement Policies for Title I Program*
- viii. Present/Review #806- Crisis Management Policy*
- ix. #903- Visitors to School and District Buildings and Sites (Rikk)*
- x. Assign November Policies: #522- Title IX Sex Nondiscrimination Policy, Grievance Procedure & Process; #531- The Pledge of Allegiance; #534- Unpaid Meal Charges*

XI. Adjournment

On the motion by Katy seconded by Angie with all present voting yes, motion passed to adjourn the Board of Directors Meeting at 5:22 pm.

Next Meeting

The next Board of Directors meeting will be on Tuesday, October 17 at 4:00 pm in Room 205.