



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

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Board of Directors Meeting

Wednesday, June 12, 2024

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

MINUTES

Opening of Meeting and Call to Order

Board Chair Stephanie Bagwell called the meeting to order at 9:08 a.m.

a. Attendance:

Board of Directors

Stephanie Bagwell __P__

Katy Johnson __P__

Rikk Sorenson __P__

Angie Bohnert __P__

Jennifer VanDyke __P__

Ex-Officio

Tom Kearney (Principal/Superintendent)

Lindsay Berberich (Bookkeeper)

Visitors

None

b. Welcome Members/Guests/Visitors

Board Chair Stephanie Bagwell welcomed all those present.

Review of Agenda & Minutes

a. Review Agenda & Conflict of Interest

The agenda was reviewed with no changes. 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, Rikk- no.

b. Approval of the May 15, 2024 Meeting Minutes (Action)

On motion by Steph seconded by Katy, with no discussion and all present voting yes, motion passed to approve the Board of Directors minutes of May 15, 2024 as written.

Financial Report

a. Financial Review (Action)

Lindsay presented and answered questions on the May 2024 Check Register report (available on the board of directors shared drive).

On motion by Katy seconded by Rikk, with no discussion and all present voting yes, motion passed to approve the May 2024 Check Register as presented.

b. FY24-25 Budget (Action)

Tom and Lindsay presented a FY24-25 Budget update. No changes from the draft presented in May.

On a motion by Katy seconded by Steph, with no discussion and all present voting yes, motion passed to approve the FY24-25 Budget.

I. New Business

a. Q-Comp Annual Report (Steph) - (Action)

Steph presented and answered questions on the Q-Comp Annual Report which is available on the Shared Drive. 92% of staff met their SLGs. 100% participated in observation. Reading site-goal met.

On motion by Katy seconded by Rikk with all present voting yes, motion passed to approve the Q-Comp Annual Report as presented.

b. Staffing Updates - (Action)

i. Deandra Purcell

Steph made a motion seconded by Angie, with no discussion and all present voting yes, to accept the resignation of Deandra Purcell on good terms. The board thanked her for her contribution to the school.

ii. Shane Wiebusch

Katy made a motion seconded by Rikk, with no discussion and all present voting yes, to accept the resignation of Shane Wiebusch on good terms. The board thanked her for her contribution to the school.

c. Board Member Roles and Responsibilities (Information)

Add date to policies reviewed. Angie and Katy to look at the Drive and ensure policies are in the correct place.

d. 2024-25 Meeting Schedule

Reviewed draft schedule, meeting on 2nd Wednesday of each month.

II. Policy Review (action)

a. Policy Revisions for Approval

i. #410.1 - Employee Leave Accrual, Accumulation, and Use- Steph

Steph led a discussion reviewing this policy.

On a motion by Steph, seconded by Angie, with no discussion and all present voting yes, motion passed to approve the Policy #410.1 with minimal changes.

ii. #304- School Director Evaluation (Rikk)

Rikk led a discussion reviewing this policy.

On a motion by Rikk, seconded by Angie, with no discussion and all present voting yes, motion passed to approve the Policy #304 with no changes.

iii. #721 - Uniform Grant Guidance Policy Regarding Federal Revenue Sources- Rikk

Rikk led a discussion reviewing this policy.

On a motion by Rikk, seconded by Jen, with no discussion and all present voting yes, motion passed to approve the Policy #721 with no changes.

iv. #505 - Distribution of Non-school Sponsored Materials- Jen

Jen led a discussion reviewing this policy.

On a motion by Jen, seconded by Angie, with no discussion and all present voting yes, motion passed to approve the Policy #505 with no changes.

- v. #705 - Electronic Funds Transfer Policy
Tom led a discussion introducing this policy.

On a motion by Jen, seconded by Angie, with no further discussion and all present voting yes, motion passed to adopt the Policy #705 Electronic Funds Transfer Policy as presented.

- b. **Policies for July**
 - i. None

- c. **Recommend 2024-25 Policy Review Cycle.**
Angie and Katy will update spreadsheet and develop new one for easier tracking.

III. Administrator's Report

Tom Kearney gave an administrator's report on the state of the school

- *Our final ADM for the year is 104.59.*
- *Total Enrollment: 122. Boys and Girls is 50/50 (61 boys, 61 girls)*
- *24 enrolled after the beginning of the year, 18 dropped. Most left due to behavior, mental health, or moving.*
- *The final rate of attendance is just under 91%. This met our authorizer goal of 90% attendance. Girls had more absences. 30% did not meet the 90% attendance requirement.*
- *103 written referrals throughout the year, most in middle school.*

IV. Receive Donations

\$37,500 from St. Paul Foundation for playground

Board chair Steph Bagwell thanked everyone for the donations.

- V. **Other** (not to exceed 5 minutes)

VI. Set Agenda for Next Regular Meeting

- a. **Date & Time** (*Wednesday, July 17, 9:00am Room 205*)

- b. **Agenda/Responsibilities**

- i. *Financial Review (Lindsay)*
- ii. *Board member oath*
- iii. *Officer Nominations*
- iv. *Approve meeting dates and times*
- v. *Discuss Board goals*
- vi. *Staffing Updates*
- vii. *Assign Policies for August: #506 and #208*
- viii. *Administrators Report (Tom)*
- ix. *Receive Donations*
- x. *Other*
- xi. *Set Agenda for Next Meeting*

VII. Adjournment

On the motion by Rikk seconded by Katy with all present voting yes, motion passed to adjourn the Board of Directors Meeting at 10:29 am.

Next Meetings

Our next regular Board of Directors meeting will be on Wednesday, July 17 at 9:00 a.m. in Room 205.