



**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.*

### **c. World's Best Workforce Goals**

*Tom lead a discussion regarding the annual WBWF goals for 23-24.*

## **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.*