



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

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Board of Directors Meeting

Wednesday, December 13, 2023

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

MINUTES

Opening of Meeting and Call to Order

Board Chair Stephanie Bagwell called the meeting to order at 4:07 p.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)- A

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 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, Rikk- no, Katy- no.

b. Approval of the November 15, 2023 Meeting Minutes (action)

On motion by Jen seconded by Angie, with no discussion and all present voting yes, motion passed to approve the Board of Directors minutes of November 15, 2023 as written.

Financial Report

a. Financial Review (Action)

Katy (on behalf of Lindsay) presented and answered questions on the November 2023 Check Register and Wires report (available on Board of Directors Shared Drive).

On motion by Jen seconded by Angie, with no discussion and all present voting yes, motion passed to approve the Check Register as presented.

b. Year-end Audit Update

No update. Still can't find someone licensed to complete the audit. Tom is continuing to reach out to other offices. Rikk is reaching out also. We are ready when we find someone.

Old Business

a. Update on Board Goals 2023-24

- 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. Updates will be given at Board of Directors meetings and minutes will be used as record.
- iv.** The Board of Directors will identify 5 potential strategies to be used to increase retention of enrolled students.

Discussion: Work session January 22, 2023 (grading day) for Goal 1. Working on Goal 2. Goal 3 updates below. Goal 4 will be worked on after January meeting.

b. Authorizer Goal Review- Update given by Tom Kearney

- i.** Accountability Goals 1-4: *Based on Test Scores and Graduation. Fall baseline scores established. Next step is data collection for winter season.*
- ii.** Goal 5: *Attendance- at 90.9%.*
- iii.** Goal 6: *Parent survey to be sent later. End of year student survey.*
- iv.** Goal 7: *Post-secondary plans/Graduation. To be completed later in the year.*

c. Annual Report Revisited

On a motion by Katy seconded by Steph, with no discussion and all present voting yes, motion passed to approve the edits to the Annual Report.

New Business

a. World's Best Workforce Report

Katy and Tom reviewed areas assessed and goal results. In 2022-23, NHS met goals in 4 out of 5 areas (or 4 out of 6 when broken down into specifics).

On a motion by Steph seconded by Jen, with no discussion and all present voting yes, motion passed to approve the 2022-23 World's Best Workforce Report.

Policy Review- (Action)

a. Policy Revisions for Approval

- i.** #722 - Public Data Requests (Jen)
Jen led a discussion reviewing this policy and recommended no changes.

On motion by Jen seconded by Rikk, with no discussion and all present voting yes, motion passed to approve the Policy #722 - Public Data Requests.

- ii.** #401- Equal Employment Opportunity (Angie)
Angie led a discussion reviewing this policy and recommended no changes.

On motion by Angie seconded by Jen, with no discussion and all present voting yes, motion passed to approve the Policy #401- Equal Employment Opportunity.

- iii.** #602 - Organization of School Calendar and School Day (Steph)
Steph led a discussion reviewing this policy and recommended no changes to the policy.

On motion by Steph seconded by Rikk, with no discussion and all present voting yes, motion passed to approve the Policy #602- Organization of School Calendar and School Day.

b. Policies for January

- i.** #616 - School District System Accountability (Steph)
- ii.** #402 - Disability Nondiscrimination (Angie)

Administrator's Report

Tom Kearney gave a report on the state of the school.

- *Total enrollment: 108- 53 males, 55 females*
- *Rate of Attendance: 90.9%*
- *Discipline: 44 referrals. 6th grade has the majority of referrals. Most common consequence is 'conferencing with the student.'*
- *Staffing: Potential hire for health office attendant; Need a long-term sub beginning in April. Need another special education teacher.*
- *Lot of inquiries regarding enrollment for next year.*
- *HeadStart: Probably ending that partnership, they can't seem to implement the program.*

Receive Donations

None

Other (not to exceed 5 minutes)

Jen working on social media.

Set Agenda for Next Meeting

a. Date & Time *(January 17, 4:00pm Room 205)*

b. Agenda/Responsibilities

- i.** *Financial Review (Lindsay)*
- ii.** *Audit Update*
- iii.** *Board Goals*
- iv.** *Present/Review #402- Disability Nondiscrimination (Angie)*
- v.** *Present/Review #616- School District System Accountability (Steph)*
- vi.** *Assign February Policies: #709- Student Transportation Safety Policy, #413- Harassment and Violence*
- vii.** *Administrators Report (Tom)*
- viii.** *Receive Donations*
- ix.** *Other*
- x.** *Set Agenda*

Adjournment

On the motion by Katy seconded by Steph with all present voting yes, motion passed to adjourn the Board of Directors Meeting at 5:04 pm.

Next Meetings

The next Board of Directors meeting will be on Wednesday, January 17 at 4:00 pm in Room 205, New Heights School.