



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

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Board of Directors Meeting

Tuesday, February 8, 2022

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

MINUTES

I. Opening of Meeting and Call to Order

Assistant Board Secretary Christie Hogan called the meeting to order at 4:02 p.m.

a. Attendance:

Board of Directors

Lorraine Busta VP

Sam Taylor A

Katy Chamberland P

Jennifer VanDyke P

Christie Hogan P

Jodi Wegge P

Mike Stahlmann P

Ex-Officio

Tom Kearney (Principal/Superintendent)

Lindsay Berberich (Bookkeeper)

Visitors

Annah Massmann

b. Welcome Members/Guests/Visitors

Assistant Board Secretary Christie Hogan 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: Mike – no, Christie – no, Jen - no, Katy - no, Jodi - no, Lorraine - no (virtual), Sam – absent.

b. Approval of the January 11, 2022 Meeting Minutes (action)

On motion by Mike seconded by Jodi with all present voting yes, motion passed to approve the Board of Directors minutes of January 11, 2022 as presented.

III. Financial Report

a. Financial Review (Action)

Lindsay presented and answered questions on the January 2022 Check Register report (available on the Board of Directors Shared Drive).

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

IV. Old Business

a. Board Goals for 2021-22

- i. Support the brand awareness committee by monthly tracking and monitoring social media involvement, community engagement and similar activities.**

Approved on March 15, 2022

Christie stated that there is little to report from the Brand Awareness Committee.

- ii. Monitor and assess the schools progress towards meeting the authorizer contract goals on a quarterly basis to determine appropriate responses and actions.

Katy reported that the Fast testing data from the winter testing cycle is showing growth towards our goals.

- iii. Develop an outline for a five-year strategic plan by December 2021 and finalize the plan by December 2022 with the intent to implement in 2023 school year.

There is no information to report on the five-year strategic plan for this month.

V. New Business

a. Staff Presentation to the Board (Annah Massmann)

Annah presented about her daily schedule, responsibilities, philosophies and school counselor duties. The Board of Directors asked questions and thanked Mrs. Massmann for her presentation.

b. School Calendar 2022-2023

Tom discussed the ISD 834 School Calendar for 2022-2023. He discussed possible changes to their calendar. This item will be tabled to be voted on during the next meeting.

VI. Policy Review (action)

a. Policy Revisions for Approval

i. #413- Harassment and Violence (Jodi)

Jodi led a discussion reviewing this document and recommended changes.

On motion by Jodi seconded by Katy with all present voting yes, motion passed to adopt the Policy #413- Harassment and Violence Policy as presented.

ii. #418 - Drug-Free Workplace/Drug-Free School (Sam)

Sam was absent. This policy will be tabled for the next meeting.

iii. #526 Hazing Prohibition (Jennifer)

Jennifer led a discussion reviewing this document and recommended changes.

On motion by Jennifer seconded by Christie with all present voting yes, motion passed to adopt the Policy #526 Hazing Prohibition Policy as presented.

iv. Student Records Policy Update (Lorraine)

Lorraine recommended that we table this update.

b. Policies for March

i. #412 - Expense Reimbursement

Lorraine led a discussion on this policy. Christie agreed to review this policy.

ii. #514- Bullying Prohibition

Lorraine led a discussion on this policy. Lorraine agreed to review this policy.

iii. #521 - Student Disability Nondiscrimination

Lorraine led a discussion on this policy. Christie agreed to review this policy.

VII. Administrator's Report

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

- **Student Statistics:** *ADM goal 116, current ADM is 113. Rate of attendance typically 93.5%, currently 85.91%. This attendance rate is due to quarantine requirements. Total students currently enrolled: 109 students. This year there have been 29 additions and 24 drops for various reasons throughout the year so far.*
- **Authorizer Update:** *The Authorizer sent a letter complimenting the board of directors on its most previous meeting including the open conversation during the Administrator's report. New Heights' material weakness from the annual audit is due to a limited segregation of duties in the financial accounting. The authorizer would like this material weakness to be removed. Tom and Lindsay are working with the auditors to create a plan to eliminate this weakness.*
- **PPP:** *The school is finalizing the application for the PPP forgiveness loan from the end of the first round of loans. The application is moving towards federal review now.*
- **Leadership in the Valley:** *Tom is hosting the Leadership in the Valley Team to show the community members about the educational state of the community.*
- **Headstart:** *We are currently working towards finalizing an agreement with HeadStart in an effort to increase our Kindergarten population.*
- **Cleaning:** *A new cleaner began yesterday through the same company in order to better fit our needs.*
- **Honor Roll:** *During the 2nd Quarter 30 students achieved academic honors. During the first Semester, 39 students achieved academic honors. This is about half of the students in 6-12th grade.*

VIII. Receive Donations

\$1,400.00 Busta Family

IX. Other (not to exceed 5 minutes)

- a. Stillwater is letting out school at noon on Wednesdays to extend office hours for students that need time with their students.
New Heights does not plan to follow their lead.

X. Set Agenda for Next Meeting

- a. **Date & Time** *(March 15, 4:00pm NHS - Room 205)*
- b. **Agenda/Responsibilities**
 - i. *Financial Review (Lindsay)*
 - ii. *Board Goals (Sam)*
 - iii. *School Calendar 2022-2023*
 - iv. *Staff Presentation to the board*
 - v. *Annual Meeting discussion and Planning*
 - vi. *Present/Review #418 - Drug-Free Workplace/Drug-Free School (Sam)*
 - vii. *Present/Review #412 - Expense Reimbursement*
 - viii. *Present/Review #514 - Bullying Prohibition*
 - ix. *Present/Review #521 - Student Disability Nondiscrimination*
 - x. *Present Student Records Policy Update (Lorraine)*

Approved on March 15, 2022

- ix. Assign April Policies: #404- Employment Background Checks, #410- Family and Medical Leave (& 410.1) and #417- Chemical Use Abuse*
- x. Administrators Report (Tom)*
- xi. Receive Donations*

XI. Adjournment

On the motion by Katy seconded by Lorraine with all present voting yes, motion passed to adjourn the Board of Directors Meeting at 5:33 pm.

Next Meetings

The next Board of Directors meeting will be on Tuesday, March 15 at 4:00 pm at New Heights in Room 205.