



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

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Board of Directors Meeting

Thursday, November 15, 2022

New Heights School – Room 205
4:00 p.m. - 5:30 p.m.

MINUTES

I. Opening of Meeting and Call to Order

Board Chair Sam Taylor called the meeting to order at 4:04 p.m.

a. Attendance:

Board of Directors

Stephanie Bagwell P

Gidget Bell P

Christie Hogan P

Katy Johnson P

Sam Taylor P

Jennifer VanDyke P

Ex-Officio

Tom Kearney (Principal/Superintendent)

Lindsay Berberich (Bookkeeper)

Visitors

(no visitors)

b. Welcome New Members/Guests/Visitors

Board Chair Sam Taylor welcomed all board members and visitors 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, Gidget – absent, Christie - no, Katy - no, Sam - no, Jen - no.

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

On motion by Christie seconded by Jen with all present voting yes, motion passed to approve the Board of Directors minutes of October 11, 2022 as presented.

III. Financial Report

a. Financial Review (Action)

Lindsay presented and answered questions on the October 2022 Financial Review report (available on Board of Directors Shared Drive).

On motion by Sam seconded by Steph with all present voting yes, motion passed to approve the Financial Review as presented.

b. FY 2021-2022 Audit Update

There is no audit update this month. The auditors are getting close to the deadline.

IV. Old Business

a. Board Goals 2022-23

- i. Continue to closely monitor, assess and maintain a record of the school's progress (monthly) towards meeting each of the authorizer contract goals.
 1. Accountability Goal 1 (FastBridge Reading)
 - *We will reassess after our winter testing cycle has been completed.*
 2. Accountability Goal 2 (MCA Reading)
 - *We will reassess in the Spring after testing has been completed.*
 3. Accountability Goal 3 (MCA Math)
 - *We will reassess in the Spring after testing has been completed.*
 4. Accountability Goal 4 (Graduation Rate)
 - *We will reassess this goal in the Spring after the end of the year.*
 5. Accountability Goal 5 (Attendance)
 - *Our current attendance rate is 92%.*
 6. Accountability Goal 6 (Parent/Student Surveys)
 - *We will reassess this goal at the end of the year after the survey has been completed.*
 7. Accountability Goal 7 (Post-high school plan)
 - *Annah works with students throughout the school year.*
- ii. Develop a draft for a five-year strategic plan by May of 2023. (Katy, Steph, Jen, Tom)
 - *Board Mission Statement discussion*
 - *"Providing vision, the Board of Directors, with the participation of the members of this corporation, envisions the educational future of the school and then formulated the goals, defines the outcomes and sets the course for the school."*
 - *It was discussed that students should be included in the mission.*
 - *This was clarified as the Board's five year strategic plan for the school.*
- iii. Develop a plan to increase school enrollment by 10 students each year over the course of the next 5 years from 115 in the fall of 2022 to 165 in the spring of 2027 by May of 2023. (Christie, Sam, Gidget, Tom)
 - *115 this year; 125 goal next year*
 - *Committee work will begin at the next board meeting.*
- iv. Explore and initiate the steps for the NHS building and grounds affiliated building company to acquire the property from CSDC by July 1 of 2025.
 - *Tom reviewed the requirements for this which surprised him.*
 - *We are closer to acquiring the property than originally anticipated.*

V. New Business

a. World's Best Workforce Summary Report(Katy/Tom)

Katy led a discussion on the performance improvement plan. There are annual requirements. Katy reviewed the WBWF 2021-2022 Summary on PowerPoint (available on the Board of Directors Shared drive).

On motion by Katy seconded by Steph with all present voting yes, motion passed to approve our World's Best Workforce Summary.

VI. Policy Review (action)

a. Policy Revisions for Approval

i. #102- Equal Educational Opportunity (Gidget)

This policy was tabled until January as Gidget was absent at this point and next month will be a board goal committee meeting time.

ii. #522- Title IX Sex Nondiscrimination Policy, Greivance Procedure and Process

Steph led a discussion reviewing this document. There was a lot of detail included in this policy along with several definitions for clarifications. Tom is our Title IX coordinator for NHS.

On motion by Steph seconded by Christie with all present voting yes, motion passed to approve the Policy #522- Title IX Sex Nondiscrimination Policy, Greivance Procedure and Process as recommended.

- iii. #414- Mandated Reporting of Child Neglect or Physical or Sexual Abuse (Christie)**
Christie led a discussion reviewing this document and recommended changes. There were many redline changes including mental injury. Neglect has been changed to maltreatment.

On motion by Christie seconded by Katy with all present voting yes, motion passed to adopt the Policy #414- Mandated Reporting of Child Neglect or Physical or Sexual Abuse as presented.

- iv. #516- Student Medication (Jen)**

Jen led a discussion reviewing this document and recommended minor changes. This policy is about administering non-emergency medications at school.

On motion by Jen seconded by Christie with all present voting yes, motion passed to adopt the Policy #516- Student Medication Policy as presented.

- v. #806- Crisis Management Policy (Sam)**

Sam led a discussion reviewing this policy, not the handbook and recommended minor changes including formatting of the policy.

On motion by Sam seconded by Jen with all present voting yes, motion passed to adopt the Policy #806- Crisis Management Policy Policy as presented.

b. Policies for December

- i. None**

VII. Administrator's Report

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

- **Student Statistics:** *Our enrollment total is 120. We budgeted for 115/116 students this year. There are currently 63 Males and 57 Females enrolled. The current ADM is 110 and we need to get to 116.*
- *Enrollment meetings are going well and students are looking for a smaller school. There have continued to be enrollment meetings. Several enrollments lately have included students that are very behind in their classes and would need to enroll in a lower grade than they would like due to lost credits over the pandemic.*
- *Quarter 1: We have added 14 students since the first day of school. 9 students have dropped since the beginning of the school year. (increase of 5 students) Some students have enrolled for reasons that were not authentic. Several students enrolled and almost never showed up or were unable to be contacted. This affects our attendance.*
- **Attendance:** *91.52% 32 of our 110 kids that have 1 or 0 absences. 14 students have 8+ absences in the first quarter. About 8 of the 14 students have 10+ absences which makes it difficult for students to receive credit. Tom monitors this each month and discusses absences with students.*
- **Honor Roll:** *Principal's Award: All A's, Honor Roll: 3.5+ GPA, Honorable Mention: 3.0+ GPA. 63 students currently meeting 3.0+ GPA. Students that have failing grades are consistently*

receiving failing grades and will need to have conversations with Tom and Annah in the near future. - Honor the Elementary Students

- **Staffing:** *Our new business education teacher is doing well. Still no Science applications or Secondary Math applications.*
- **Head Start:** *Has the lease and is hoping to open in the future. Staffing and enrollment issues have prevented the location opening. They are not currently open in our building.*

VIII. Receive Donations

\$60.00 Anderson Windows

\$50,000 Saint Paul & Minnesota Foundation

Board Chair Sam Taylor thanked the anonymous donor from Anderson Windows and the Saint Paul & Minnesota Foundation for the playground donation/grant.

IX. Other (not to exceed 5 minutes)

Nothing new discussed.

X. Set Agenda for Next Meeting

a. *Date & Time (December 13, 4:00pm, New Heights School - Room 205)*

b. *Agenda/Responsibilities*

- i. Attendance*
- ii. Welcome*
- iii. Review Agenda/Conflict of Interest*
- iv. Approval of November Minutes*
- v. Financial Review (Lindsay)*
- vi. Audit Report Review*
- vii. Board Goals*
- viii. Committee work on Board Goals*
- vi. Assign January Policies: #510- School Activities, #533- Wellness, #616- School District System Accountability, Read/recommend changes to policy #102- Equal Educational Opportunity (Gidget)*
- vii. Annual report*
- viii. Administrators Report (Tom)*
- ix. Receive Donations*
- x. Others*

XI. Adjournment

On the motion by Christie seconded by Katy with all present voting yes, motion passed to adjourn the Board of Directors Meeting at 5:14 pm.

Next Meetings

The next Board of Directors meeting will be on Tuesday, December 13 at 4:00 pm New Heights School - Room 205