



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

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Board of Directors Meeting

Tuesday, September 13, 2022

Room 205

4:00p.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 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: Steph- no, Christie - no, Jen- no, Gidget- absent, Sam - no, Katy - no.

b. Approval of the August 16, 2022 Meeting Minutes (action)

On motion by Sam seconded by Jen with all present voting yes, motion passed to approve the Board of Directors minutes of August 16, 2022 as presented.

III. Financial Report

a. Financial Review (Action)

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

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

b. Financial Year-end Audit Update (review)

We are currently in the midst of the annual audit and will have an update at the next board meeting.

IV. Old Business

a. Board Member Oath

Board Chair Sam Taylor read aloud the oath as our new member responded. Gidget Bell answered in the affirmative and signed the oath.

b. 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.

Authorizer Goal Focus:

1. Accountability Goals 1, 2, and 3

- Elementary Data Fastbridge Review and Curriculum Focus (Christie)
- *Christie showed an example of the FastBridge data that is shown for a student (names redacted) for math and reading. She explained that the teachers look at the skills that need to be worked on and incorporate those skills into the lessons that they plan throughout the year. Elementary is utilizing an ability based grouping for their math and reading groups teachers are focused on common skill sets that students need to work on. Elementary utilizes FastBridge as progress monitoring in order to adjust and prepare students for the monitoring. Math and reading achievement in the elementary are focused on standards which will support the goals for our authorizer.*
- *Elementary students have taken Fastbridge this fall already, but the secondary will be taking it next week.*

2. Accountability Goal 4

- *Every senior currently has a plan to graduate on time that was monitored by Mrs. Massmann and Mr. Kearney.*

3. Accountability Goal 5

- *Our attendance is at 94% currently*

4. Accountability Goal 6

- *Safety Surveys will be conducted in May/June and updates will be made at a later date.*

5. Accountability Goal 7

- *Mrs. Massmann will be working to develop a plan with students throughout the school year.*

- ii.** Develop a draft for a five-year strategic plan by May of 2023.

- *There has not been forward progress on this goal this month.*

- 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.

- *There has not been forward progress on this goal this month.*

- 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.

- *There has not been forward progress on this goal this month.*

- *Board Members will look at the goal folders for board goals ii, iii, and iv and add resources to look forward to the creation of a committee at our next meeting.*

c. Establish the Administrative Review Committee (Chair, Board Member, & Community Member)

- i.** *Sam, Gidget, and Steph volunteered to be a part of the Administrative Review Committee.*

V. New Business

a. Staffing Updates (Tom)

Tom reported that there are no staffing updates at this time. We still do not have a science teacher. We are looking into other options for a secondary teacher.

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 Sam seconded by Christie with all present voting yes, motion passed to approve Tom Kearney and Lindsay Berberich as the Identified Officials with Authority for NHS.

VI. Policy Review (action)

a. Policy Revisions for Approval

i. #419- Tobacco-Free Environment (Jen)

Jen led a discussion reviewing this document and recommended changes.

On motion by Jen seconded by Sam with all present voting yes, motion passed to approve the Policy #419- Tobacco-Free Environment

ii. #801- Equal Access to School Facilities (Sam)

Sam led a discussion reviewing this document and recommended changes.

On motion by Sam seconded by Gidget with all present voting yes, motion passed to approve the Policy #801- Equal Access to School Facilities

iii. #524- Internet Acceptable Use and Safety (Katy)

Katy led a discussion reviewing this document and recommended changes.

On motion by Katy seconded by Christie with all present voting yes, motion passed to approve the Policy #524- Internet Acceptable Use and Safety.

b. Assign Policies for October

i. #414- Mandated Reporting of Child Neglect or Physical or Sexual Abuse

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

ii. #516- Student Medication

Sam led a discussion on this policy. Jen agreed to review this policy.

iii. #608- Instructional Services- Special Education

Sam led a discussion on this policy. Steph agreed to review this policy.

iv. #806- Crisis Management Policy

Sam led a discussion on this policy. Sam 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:** Total attendance today: 93.8% Our current ADM: 109.11 (7 days in) 110 students enrolled today: we have added 5 students since the first day of school, and lost 2 students. Male: 50, Female: 60
- **Building:** Gearing up to enhance the Boiler systems. We are working to enhance the chemicals and water makeup to protect the boiler systems. We have added some updated lighting to the

school. Our front and side steps have been fixed and look great now! A parent volunteered to repair these at cost of the concrete.

- **Staffing:** *Our Science position is still not currently filled. The requirements for science are more stringent than other discipline areas. Life Science, Chemistry, & Physics are all separate licenses. Currently, CTE (Career and Technical Education) fills the requirements for some of the science credits required for high school graduation. This may fit our students better.*
- **School Culture:** *Our school climate is positive. Some staff members are shining stars and doing better than to be expected.*
- **Head Start:** *There are no students or staff currently in the building. Until they find another staff member, they are not able to bring students into the building. Our relationship with HeadStart Staff is positive.*
- **COVID:** *Masks are not required at NHS. Quarantine is limited at New Heights. Contact tracing looks differently this year as well. Positive cases are quarantined for 7 days from the time of the test to decrease risks to others. We are not requiring close contacts in the home to quarantine.*

VIII. Receive Donations

- *Concrete Steps Labor (Jeremy Olson & his company [REDACTED])*

Board Chair Sam Taylor & the Board of Directors thanked these donors for their contribution to New Heights.

IX. Other (not to exceed 5 minutes)

X. Set Agenda for Next Meeting

a. Date & Time *(Tuesday, October 11, 4:00pm)*

b. Agenda/Responsibilities

- i. Financial Review*
- ii. Audit Update*
- iii. Board Goals*
- iv. Authorizer Goal Update (Annah Presentation)*
- v. Present/Review #414- Mandated Reporting of Child Neglect or Physical or Sexual Abuse (Christie)*
- vi. Present/Review #516- Student Medication (Jen)*
- vii. Present/Review #608- Instructional Services- Special Education (Steph)*
- viii. Present/Review #806- Crisis Management Policy (Sam)*
- ix. Assign November Policies: #102- Equal Educational Opportunity, & #522 Title IX Sex Nondiscrimination Policy, Grievance Procedure & Process*

XI. Adjournment

On the motion by Katy seconded by Christie with all present voting yes, motion passed to adjourn the Board of Directors Meeting at 5:31 pm.

Next Meeting

The next Board of Directors meeting will be on Tuesday, October 11 at 4:00 pm in Room 205.