



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

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**Board of Directors Meeting**

**Tuesday, October 17, 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 4:04 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 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 September 13, 2023 Meeting Minutes (action)**

*On motion by Katy seconded by Jen, with no discussion and all present voting yes, motion passed to approve the Board of Directors minutes of September 13, 2023 as presented.*

**III. Financial Report**

**a. Financial Review (Action)**

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

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

**b. Year-end Audit Update**

*Info sent to office in Minneapolis, waiting for them to confirm. Tom is also reaching out to other offices.*

## **I. 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: No committees, will schedule work sessions for all to work on goals together. First session will focus on Board Goal 1: 11/6/23 @ 8:15am*

### **b. 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- at 92.5%.
- 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.

## **II. New Business**

### **a. Annual Report**

*Tom presented the annual report and answered questions.*

*On a motion by Jen seconded by Katy, with no discussion and all present voting yes, motion passed to approve the New Heights School Annual Report as a draft.*

## **III. Policy Review** (action)

### **a. Policy Revisions for Approval**

- i.** #414- Mandated Reporting of Child Neglect or Physical or Sexual Abuse (Steph)  
*Steph led a discussion reviewing this policy and recommended no changes.*

*On motion by Angie seconded by Steph, with no discussion and all present voting yes, motion passed to approve the Policy #414- Mandated Reporting of Child Neglect or Physical or Sexual Abuse.*

- ii.** #503- Student Attendance (Jen/Tom)  
*Jen led a discussion reviewing this policy and recommended no changes.*

*On motion by Jen seconded by Katy, with no discussion and all present voting yes, motion passed to approve the Policy #503- Student Attendance*

- iii.** #612.1- Development of Parent and Family Engagement Policies for Title I Programs (Angie)  
*Angie led a discussion reviewing this policy and recommended no changes.*

*On motion by Angie seconded by Steph, with no discussion and all present voting yes, motion passed to approve the Policy #612.1- Development of Parent and Family Engagement Policies for Title I Programs.*

**iv. #806- Crisis Management Policy (Katy)**

*Katy led a discussion reviewing this policy. This policy will be reviewed by Katy and Tom to determine which requirements are statutes and which are recommendations. Will be reviewed next month.*

*On motion by Katy seconded by Angie, with no discussion and all present voting yes, motion passed to table the policy for clarification until next month.*

**v. #903- Visitors to School and District Buildings and Sites (Rikk)**

*Rikk was absent therefore this policy has been tabled until the November meeting.*

**b. Policies for November**

**i. #903- Visitors to School and District Buildings and Sites (Rikk)**

**ii. #534- Unpaid Meal Charges (Steph)**

**iii. #806- Crisis Management Policy (Katy/Tom)**

**iv. #531- The Pledge of Allegiance (Jen)**

**v. #522- Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process (Angie)**

**IV. Administrator's Report**

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

- *Total enrollment: 104. ADM: 103.*
- *20 referrals: big categories are disrespect, disruption, tech use. 6th grade has 11/20.*
- *Head Start opened and closed.*
- *Staffing: Fully staffed right now, changes for 2nd quarter with maternity leaves, etc.*
- *Went to MACS dinner for recognition of being open 30 years, Tom was gues speaker.*
- *\$25,000 for playground committed by City of Stillwater.*

**V. Receive Donations**

**VI. Other (not to exceed 5 minutes)**

**VII. Set Agenda for Next Meeting**

**a. Date & Time (Wednesday, November 15, 4:00pm)**

**b. Agenda/Responsibilities**

- i. Financial Review (Lindsay)**
- ii. Audit Update**
- iii. Board Goals**
- iv. Authorizer Goal Update**
- v. World's Best Workforce Summary**
- vi. Present/Review #903- Visitors to School and District Buildings and Sites (Rikk)**
- vii. Present/Review #534- Unpaid Meal Charges (Steph)**
- viii. Present/Review #806- Crisis Management Policy (Katy/Tom)**
- ix. Present/Review #531- The Pledge of Allegiance (Jen)**

Approved November 15, 2023

- x. Present/Review #522- Title IX Sex Nondiscrimination Policy, Greivance Procedure and Process (Angie)*
- xi. Assign December Policies: #722, #401, #602*
- xii. Administrator's Report*
- xiii. Receive Donations*
- xiv. Other*
- xv. Set Agenda*

**VIII. Adjournment**

*On the motion by Katy seconded by Steph, with no discussion and all present voting yes, motion passed to adjourn the Board of Directors Meeting at 5:01 pm.*

**Next Meeting**

*The next Board of Directors meeting will be on Wednesday, November 15 at 4:00 pm in Room 205.*