



**Board of Directors Meeting**

**Wednesday, August 16, 2023**

Room 205  
9:00a.m. - 10:30 a.m.

**MINUTES**

**I. Opening of Meeting and Call to Order**

*Board Chair Steph Bagwell called the meeting to order at 9:12 a.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)

Visitors

(no visitors)

**b. Welcome New Members/Guests/Visitors**

*Board Chair Stephanie Bagwell welcomed all those present. There were 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: Stephanie– no, Angie– no, Katy- no, Rikk– no, Jennifer – no.*

**b. Approval of the July 19, 2023 Meeting Minutes (action)**

*On motion by Katy seconded by Steph with all present voting yes, motion passed to approve the Board of Directors minutes of July 19, 2023 as presented.*

**III. Financial Report**

**a. Financial Review (Action)**

*Katy presented and answered questions on the July 2023 Check Register report (available on the Board of Directors Shared drive).*

*On motion by Jen seconded by Angie with all present voting yes, motion passed to approve the Check Register as presented.*

**IV. Old Business**

**a. Authorizer Goal Review**

*Tom gave an overview of the Authorizer goals to the new Board Members. He explained the process and reason for our goals. The purpose of these goals is to show progress over time. These goals will be updated to the board each month.*

**b. Board Member Oath**

*Angie Bohnert took the Board Oath of Office and is now officially a New Heights School Board Director.*

**c. Board Goals 2023-24** (Goals ideas and draft below)

- *Prioritizing the strategic plan: long range or 5 year*
- *Enrollment vs. Retention: our biggest issue is retention related to mental health, ill fit of students that enroll, and family engagement. Family Engagement - Bring ideas to our next meeting*
- *Authorizer goal can continue: Create a process to receive information monthly*
- *Explore and then create/adopt a fund balance policy. Review other ideas/schools options to create one that fits our own*

**Goals Draft:**

- *The Board of Directors will explore, develop, and adopt a five-year strategic plan by May 15th of 2024.*
- *The Board of Directors will explore, develop, and adopt a policy about our fund balance by May 15th of 2024.*
- *The Board of Directors will continue to closely monitor, assess and maintain a record of the school's progress (monthly) towards meeting each of the authorizer contract goals.*
- *The Board of Directors will explore, develop and implement a strategy to increase retention of enrolled students by promoting family engagement.*

*These goals will be revisited at our next meeting to be voted on.*

**V. New Business**

**a. None**

**VI. Policy Review (action)**

**a. Policy Revisions for Approval**

**i. #506 – Student Discipline (Jen)**

*Jen asked that we table it until next month.*

**ii. #208 - Development, Adoption, and Implementation of Policies (Katy)**

*Katy led a discussion reviewing this document and recommended minor changes.*

*On motion by Katy seconded by Jen with all present voting yes, motion passed to approve the changes to the policy #208 - Development, Adoption, and Implementation of Policies as presented.*

**iii. #212 - School Board Member Development (Jen)**

*Jen led a discussion reviewing this document and recommended minor changes.*

*On motion by Jen seconded by Katy with all present voting yes, motion passed to approve the changes to the policy #212 - School Board Member Development Policy as presented.*

**b. Policies for September**

**i. #524 - Internet Acceptable Use and Safety**

*Katy led a discussion on this policy. Steph agreed to review this policy. (9 pages)*

- ii. #427 - Workload Limits for Certain Special Education Teachers  
*Katy led a discussion on this policy. Angie agreed to review this policy. (2 pages)*
  - iii. #903 - Visitors to School and District Buildings and Sites  
*Katy led a discussion on this policy. Rikk agreed to review this policy. (4 pages)*
- c. Policy Discussion
- i. #516.5 - Overdose Medication  
*Katy led a discussion on this new legislative action and recommended that we have a policy. Jen agreed to review the policy.*

## VII. Administrator's Report

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

- **Student Statistics:** *102-103 students enrolled for the first day of school. 28 new students, 24 contacted this summer, 4 inquired last year. One third of the students are new. We need to focus on retention of the students that would like to transfer. K-1 will be 11-12 students this year. 4th-5th grade will be about 20 students. 9th grade is small this year.*
- **Staffing:** *We are full. Special education is currently missing a staff member and we have an interested party as a paraprofessional.*
- **Building:** *The hot water tank is failing again. This is the third time in the last two years that the same part has failed. We are currently planning to get it fixed.*
- **New Laws:** *Tom will update us on the new laws related to schools in the future.*
- **Life Vac:** *Tom would like to look into a device to help students that are choking.*

## VIII. Receive Donations

*On behalf of the NHS School Board Chair Steph Bagwell thanked the following contributors:*

- *Office Max \$986 & donated supplies*

## IX. Other (not to exceed 5 minutes)

*Board Chair Steph Bagwell invited those present for input on non-agenda items. No new items discussed.*

- *Box Tops as donations for our school (Angie)*

## X. Set Agenda for Next Meeting

- a. Date & Time (September 13, 4:00pm)
- b. Agenda/Responsibilities
  - i. *Financial Review*
  - ii. *Year-end Audit Update*
  - iii. *Board Goals*
  - iv. *Staffing Updates*
  - v. *Designate Tom and Lindsay as Identified Official with Authority*
  - vi. *Establish the Administrative Review Committee (Chair, Board Member, & Community Member)*
  - vii. *Present/review: #524- Internet Acceptable Use and Safety, #427 - Workload limits for certain special education teachers, #903 - Visitors to school District Buildings and Sites, #506 – Student Discipline, #516.5 - Overdose Medication*
  - viii. *Assign October Policies: #414- Mandated Reporting of Child Neglect or Physical or Sexual Abuse, #806- Crisis Management Policy, #503 - Student Attendance, #612.1 - Development of Parent and Family Engagement Policies for Title I Program*

Approved September 13, 2023

**XI. Adjournment**

*On the motion by Katy seconded by Angie with all present voting yes, motion passed to adjourn the Board of Directors Meeting at 10:28 am.*

**Next Meetings**

*The next Board of Directors meeting will be on Wednesday, September 13 at 4:00 pm in Room 205.*