



**Board of Directors Meeting**

**Wednesday, May 15, 2024**  
**New Heights School - Room 205**  
**4:00p.m. - 5:30 p.m.**

**MINUTES**

**Opening of Meeting and Call to Order**

*Board Chair Stephanie Bagwell called the meeting to order at 4:14 p.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

None

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

*Board Chair Stephanie Bagwell welcomed all those present.*

**Review of Agenda & Minutes**

**a. Review Agenda & Conflict of Interest**

*The agenda was reviewed with a change of removing policy 410.1 (to be reviewed at June meeting). 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, Rikk- no.*

**b. Approval of the April 17, 2024 Meeting Minutes (action)**

*On motion by Jen seconded by Steph, with no discussion and all present voting yes, motion passed to approve the Board of Directors minutes of April 17, 2024 as written.*

**Financial Report**

**a. Financial Review (Action)**

*Lindsay presented and answered questions on the April 2024 Check Register report (available on the board of directors shared drive).*

*On motion by Jen seconded by Katy with all present voting yes, motion passed to approve the April 2024 Check Register as presented.*

**b. FY24-25 Budget Draft**

*Tom and Lindsay presented a FY24-25 Budget Draft update. To be voted on in June.*

**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: Goal 1: Goal met- Edited draft to final copy. Goal met. Goal 2: Goal met- Throughout the audit process, it was determined a policy for the fund balance for a school of our size is not necessary. Goal 3: Goal met- updates in minutes. Goal 4: Goal met- document added to Board folder and also to 5-year plan.*

**b. Authorizer Goal Review- Update given by Tom Kearney**

- i. Accountability Goals 1-4: *Based on Test Scores and Graduation. Fall baseline scores established, and winter testing complete. Still will do spring Fast testing. MCA testing in progress.*
- ii. Goal 5: *Attendance- over 90%, graduation 100%.*
- iii. Goal 6: *Parent survey to be sent later. Student survey completed.*
- iv. Goal 7: *Post-secondary plans/Graduation. Seniors have completed mock interviews and resumes.*

**c. End of Year Report**

- i. Board of Directors Goals Report (Steph)  
*Steph presented the Board of Directors goal report. All goals met!*

**d. Board of Directors Election**

- i. Election Results  
*Lindsay read the election results. Katy Johnson and Jennifer VanDyke were re-elected each for a 3 year term.*

**New Business** (action)

**a. Designation of Depository**

*The First State Bank and Trust in Bayport is our current depository site and was suggested to remain the same.*

*Jen made a motion to designate the First State Bank and Trust located at 950 North Highway 95, Bayport, Minnesota as our depository site; Rikk seconded the motion; no further discussion held. Motion carried.*

**b. Administrator Review Approval (Angie, Steph, Rikk)**

*Steph led a discussion on the completed administrator review.*

*Steph made a motion to approve the administrator review, Angie seconded the motion; no further discussion held. Motion carried.*

**c. Calendar Review and Approval**

*Tom led a discussion on the proposed calendar. Explained the difference between elementary and secondary requirements, as well as conferences.*

*Katy made a motion to approve the calendar, Steph seconded the motion; no further discussion held. Motion carried.*

**Policy Review** (action)

**a. Policy Revisions for Approval**

- i.** #514 - Bullying Prohibition- Katy  
*Katy led a discussion reviewing this policy.*

*On a motion by Katy, seconded by Jen , with no discussion and all present voting yes, motion passed to approve the Policy #514 with no changes.*

- ii.** #590 - Telemedicine- Jen/Tom  
*Tom and Jen led a discussion reviewing this policy.*

*On a motion by Jen, seconded by Angie, with no discussion and all present voting yes, motion passed to retire the Policy #590.*

- iii.** #410.1 - Employee Leave Accrual, Accumulation, and Use- Steph  
*Tabled until June. Steph will review.*

- iv.** #532 - Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds- Angie  
*Angie led a discussion reviewing this policy.*

*On a motion by Angie, seconded by Rikk , with no discussion and all present voting yes, motion passed to approve the Policy #532 with no changes.*

- v.** #304- School Director Evaluation (Rikk)  
*Rikk will compare this policy to the one on the MSBA website, and will be re-presented in June 2024.*

- vi.** #426 - Nepotism in Employment - Charter Schools - Jen  
*Jen led a discussion reviewing this policy.*

*On a motion by Jen, seconded by Angie, with no discussion and all present voting yes, motion passed to approve the Policy #426 with no changes.*

**b. Policies for June**

- i.** #721 - Uniform Grant Guidance Policy Regarding Federal Revenue Sources- Rikk  
**ii.** #505 - Distribution of Non-school Sponsored Materials- Jen

**Administrator's Report**

*Tom Kearney gave a report on the state of the school.*

- *Total enrollment: 122; ADM just under 105; Today 105 enrolled. Balance of males and females. Added 26 since day 1 of school, drops are 20. High enrollment interest for next year.*
- *Rate of Attendance: 90.54%*
- *Testing is in progress still*
- *MACS Leadership Award: Tom is winner!*
- *Staffing: Seems like most staff will come back, a few unsure. One SpEd teacher resigning. Will probably need to cut one teacher next year because we are slightly over in the social studies department, but one teacher is actively looking for employment elsewhere. Open position for 4/5 teacher. Jobs posted, actively seeking.*

**Receive Donations**

- GoFundMe: \$900 (*ValleyFair*)
- Peggy Rictor: \$50 (*ValleyFair*)
- Madison Claire Foundation - Carolyn Betz : \$300 (*Playground*)

*Board Chair Steph Bagwell thanked everyone for their donations.*

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

**Set Agenda for Next Regular Meeting**

- a. **Date & Time** (*Wednesday, June 12, 9:00am - Room 205*)
- b. **Agenda/Responsibilities**
  - i. *Financial Review (Lindsay)*
  - ii. *Q-comp report (Steph)*
  - iii. *Recommend 2024-25 Policy Review Cycle*
  - iv. *Review Policies: 410.1, 304, 721, 505*
  - v. *Staffing updates*
  - vi. *Board Member Roles and Responsibilities*
  - vii. *Administrators Report (Tom)*
  - viii. *Donations*
  - ix. *Other*

**Adjournment**

*On the motion by Katy seconded by Rikk with all present voting yes, motion passed to adjourn the Board of Directors Meeting at 5:21 pm.*

**Next Meetings**

*The next regular Board of Directors meeting will be on Wednesday, June 12 at 9:00 a.m. in Room 205.*