



## Board of Directors Meeting

Wednesday, April 17, 2024

NHS - 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 4:03 p.m.

#### a. Attendance:

##### Board of Directors

Stephanie Bagwell \_\_P\_\_

Katy Johnson \_\_A\_\_

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 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, Rikk- no.

#### b. Approval of the March 13, 2024 Meeting Minutes (action)

On motion by Steph seconded by Jen, with no discussion and all present voting yes, motion passed to approve the Board of Directors minutes of March 13, 2024 as written.

### Financial Report

#### a. Financial Review (Action)

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

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

### 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: Edited draft to final copy- board members to read and comment on at next meeting. Goal 2: Throughout the audit process, it was determined a policy for the fund balance for a school of our size is not necessary, so goal met in a roundabout way. Goal 3: updates below. Goal 4: Completed and achieved, document to be added to Board folder.*

**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.*

**New Business**

**a. Board Vacancies (JV and KJ)**

*Jen plans to stay on, Katy does not. Tom will talk to staff and email parents regarding open positions.*

*Email/Google Form to be sent out 1 week before next meeting for voting, which will end by 4pm of next meeting.*

**Policy Review- (Action)**

**a. Policy Revisions for Approval**

- i. #590 - Telemedicine- Jen

*Jen led a discussion reviewing this policy. Not a mandatory policy. Approval will be postponed, Tom will review.*

- ii. #410 - Family and Medical Leave (& 410.1)- Steph

*Steph led a discussion reviewing this policy.*

*On a motion by Steph seconded by Rikk, with no discussion and all present voting yes, motion passed to approve the Policy #410- Family and Medical Leave. Approval of 410.1 will be postponed to determine accuracy of time off and new ESST law.*

- iii. #103 - Complaints - Students, Employees, Parents, Other Persons- Rikk
- Rikk led a discussion reviewing this policy and recommended no changes.*

*On motion by Rikk seconded by Jen, with no discussion and all present voting yes, motion passed to approve the Policy #103 - Complaints- Students, Employees, Parents, Other Persons.*

- iv. #504 - Student Dress and Appearance (& 504b)- Angie

*Angie led a discussion reviewing this policy and recommended changes.*

*On motion by Angie seconded by Steph, with no discussion and all present voting yes, motion passed to approve the Policy #504 - Student Dress and Appearance.*

**b. Policies for May**

- i. #514 - Bullying Prohibition- Katy (carried over from April meeting)

- ii. #590 - Telemedicine- Jen (carried over from April meeting)
- iii. #410.1 - Family and Medical Leave- Steph (carried over from April)
- iv. #532 - Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds- Angie
- v. #304 - School Director Evaluation - Rikk
- vi. #426 - Nepotism in Employment - Charter Schools - Jen

### **Administrator's Report**

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

- *Total enrollment: 120; ADM 104.62; Today 105 enrolled. Balance of males and females. Added 24 since day 1 of school, drops are 17.*
- *Rate of Attendance: 90.67%*
- *Discipline: 92 referrals. Top are disrespect and disruption. Most common consequence is 'conferencing with the student.' One student has 14, one has 10, a few have 7 but have left the school. 6th grade is top offender with 25/92, followed by 8th grade and then 7th.*
- *Testing is in progress still*
- *MACS Leadership Award: Tom is top 3 finalist!*
- *Staffing: Seems like most staff will come back, a few unsure. 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. Tom working with a company to fill long-term sub for K/1 maternity leave.*
- *Playground: coming closer to reality, money included in bonding bill.*
- *High amounts of tours and interest for next school year.*
- *Read Act: Trying to figure out training program.*

### **Receive Donations**

*Playground Funds*

- *Madison Claire Foundation \$25,000*
- *David Millington \$2,500*
- *The Arc Minnesota \$5,000*

*Board Chair Steph thanked those for the donations.*

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

- *Angie, Steph and Rikk to do Tom's review*

### **Set Agenda for Next Meeting**

- a. **Date & Time** (*May 15, 4:00pm Room 205*)
- b. **Agenda/Responsibilities**
  - i. *Financial Review, including Designation of Depository*
  - ii. *Board Goals*
  - iii. *Calendar Review/Approval*
  - iv. *Board Election Results*
  - v. *Administrator Review Approval*
  - vi. *Present/Review #514 - Bullying Prohibition*
  - vii. *Present/Review #590 - Telemedicine*
  - viii. *Present/Review #410.1 - Family and Medical Leave*
  - ix. *Present/Review #532 - Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds*
  - x. *Present/Review #304 - School Director Evaluation*
  - xi. *Present/Review #426 - Nepotism in Employment - Charter Schools*

- xii. Assign June Policies: #721 - Uniform Grant Guidance Policy Regarding Federal Revenue Sources; #505 - Distribution of Non-school Sponsored Materials.*
- xiii. Administrators Report (Tom)*
- xiv. Receive Donations*
- xv. Other*
- xvi. Set Agenda*

**Adjournment**

*On the motion by Jen seconded by Angie with all present voting yes, motion passed to adjourn the Board of Directors Meeting at 5:10 pm.*

**Next Meeting**

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