



BOARD OF DIRECTORS MEETING
Wednesday, September 11, 2024
New Heights School – Room 205
4:00 p.m. - 5:30 p.m.

MINUTES

I. Opening of Meeting / Call to Order

Board Chair Stephanie Bagwell called the meeting to order at 4:08 p.m.

II.

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 Guests/Visitors

Board Chair Stephanie Bagwell welcomed all those present. No guests present.

III. Review of Agenda & Minutes (action)

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, Rikk- no.

b. Approval of the [August 14, 2024 Minutes](#)

On motion by Jen seconded by Katy with all present voting yes, motion passed to approve the Board of Directors minutes of August 14, 2024 as presented.

IV. Financial Report (information)

a. Financial Review

Lindsay presented and answered questions on the [August 2024 Check Register](#) report (available on the Board of Directors Shared drive).

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

b. Year-end Audit Update

The audit began on September 3rd.

V. Old Business (action)

a. Authorizer Goal Review -

Accountability Goals 1-4: Based on Test Scores and Graduation. Fall baseline testing in progress

Goal 5: Attendance- currently 98%, on-track for graduation.

Goal 6: Parent survey to be sent later. Student survey to be completed in October.

Goal 7: Post-secondary plans/Graduation- In process

b. Board Goals 2024-25: DRAFT GOALS to be voted on:

- *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, in part, to work to obtain a new contract with the Guild by June 30th, 2025. Updates will be given at Board of Directors meetings and minutes will be used as record.*
- *The Board of Directors will continue to adopt new policies as needed, continue the current review process, and reorganize the school's policy manual to ensure that the school is up to date and compliant regarding all policy mandates by May of 2025.*
- *The Board of Directors will explore and develop a mechanism to determine current family engagement to establish 5-7 opportunities for families to engage with the school, including open houses, conferences, and surveys.*
- *The Board of Directors will explore, develop, and implement a school cell phone policy by December 11, 2024.*
- *The Board of Directors will increase board members' level of awareness of the school's programming by inviting teachers to present at monthly board meetings and involving board members in school activities, including the first day, lesson observations, lunch duty, and morning/afternoon drop-off.*

On a motion by Katy seconded by Rikk, with all present voting yes, motion carried to approve the board goals as presented by Steph.

- c. Establish the Administrative Review Committee (Chair, Board Member, & Community Member)
Angie, Stephanie and Rikk will be part of the Administrative Review Committee.

VI. New Business (information)

a. Staffing Updates

Anna in Health Office is looking at returning in a month or so. She has been absent due to family medical needs.

Abby will return from maternity leave on 9/23.

Tom reported that Sarah Shelton has joined the staff as a part-time paraprofessional, as we are short one special education teacher.

Katy made a motion to approve the hire of Sarah Shelton as a part time, special education paraprofessional, seconded by Stephanie. All present voting yes. Motion passed.

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

c. World's Best Workforce

Tom lead a discussion regarding the annual WBWF goals for 24-25.

I. Policy Review (action)

a. Policy Revisions for Approval

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

Katy led a discussion reviewing this document and recommended changes.

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

ii. [#406 - Public and Private Personnel Data & #406b Employee Information Security](#) (Rikk)
Rikk led a discussion reviewing this document and recommended no changes.

On motion by Rikk seconded by Angie with all present voting yes, motion passed to approve the Policy #406 - Public and Private Personnel Data & #406b Employee Information Security.

iii. [#520 - Student Surveys](#) (Jen)
Jen led a discussion reviewing this document and recommended no changes.

On motion by Jen seconded by Stephanie with all present voting yes, motion passed to approve the Policy #520 - Student Surveys.

iv. [#522-Title IX Sex Nondiscrimination Policy, Grievance Procedure And Process](#) (Steph)
Steph led a discussion reviewing this document and recommended tabling it until next month, due to redlines and additions to model policy.

v. [#509A- Application and Enrollment Policy](#) (Katy)
Katy led a discussion reviewing this document and recommended changes suggested by the Guild.

On motion by Katy seconded by Rikk with all present voting yes, motion passed to approve the Policy 509A- Application and Enrollment Policy, with proposed changes.

b. Policy Discussion

i. [#515A - Special Education Records and Records Retention Policy](#) (Katy)
Katy led a discussion reviewing this document and recommended we table this policy until next month so members have more time to collaborate and review example policies.

c. Assign Policies for October

i. [#515A - Special Education Records and Records Retention Policy](#) (Katy/Angie)

ii. [#414- Mandated Reporting of Child Neglect or Physical or Sexual Abuse](#) (Angie)

iii. [#502 - Search of Student Lockers Desks etc.](#)(Jen)

iv. [#806- Crisis Management Policy](#) (Rikk)

v. [#522-Title IX Sex Nondiscrimination Policy, Grievance Procedure And Process](#) (Steph)

II. Administrator's Report

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

- Attendance: 97.72% but only on day 10.
- Total enrollment: 110- 58 males, 52 girls
- Audit is going well and getting close to done

III. Receive Donations

- \$80.00 Playground donation - Koehnle family

IV. Other (not to exceed 5 minutes)

- None

V. Set Agenda for Next Meeting

- Financial Review
- Audit Update
- Board Goals
- Authorizer Goal Update
- Present/Review #515A, #414, #502, #806, #522
- Assign November Policies: #501, #515
- Administrators Report (Tom)
- Receive Donations
- Other

- *Set Agenda for Next Meeting*

VI. Adjournment

On a motion by Angie, seconded by Katy, the meeting was adjourned at 5:17pm.

Next Meeting

The next Board of Directors meeting will be on Wednesday, October 9 at 4:30 pm in Room 205.

Mission: To inspire and challenge each individual to reach his or her full potential.

If you cannot attend the meeting please call Angie Bohnert, (651) 439-1962

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