



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

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Board of Directors Meeting

Tuesday, April 12, 2022

**NHS - Room 205
4:00p.m. - 5:30 p.m.**

MINUTES

I. Opening of Meeting and Call to Order

Board Chair Sam Taylor called the meeting to order at 4:00 p.m.

a. Attendance:

Board of Directors

Lorraine Busta P

Katy Chamberland P

Christie Hogan P

Mike Stahlmann P

Sam Taylor P

Jennifer VanDyke P

Jodi Wegge Abs.

Ex-Officio

Tom Kearney (Principal/Superintendent)

Lindsay Berberich (Bookkeeper)

Visitors

Nick Tapio (Secondary Social Studies)

b. Welcome New Members/Guests/Visitors

Board Chair Sam Taylor welcomed all those 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: Mike – no, Christie – no, Jen - no, Katy - no, Jodi - absent, Lorraine - no, Sam – no.

b. Approval of the March 15, 2022 Meeting Minutes (action)

On motion by Sam seconded by Lorraine with all present voting yes, motion passed to approve the Board of Directors minutes of March 15, 2022 as presented.

III. Financial Report

a. Financial Review (Action)

Lindsay presented and answered questions on the March 2022 Check Register report (available on the board of directors shared drive). The PPP loan forgiveness has gone through!

On motion by Sam seconded by Christie with all present voting yes, motion passed to approve the March 2022 Check Register as presented.

b. FY22-23 Budget Draft

This item was tabled for the next board meeting.

IV. Old Business

a. Board Goals

- i. Support the brand awareness committee by monthly tracking and monitoring social media involvement, community engagement and similar activities.
Lindsay reported that there is a greater interaction when we post pictures of students and classroom activities on Facebook.
- ii. Monitor and assess the schools progress towards meeting the authorizer contract goals on a quarterly basis to determine appropriate responses and actions.
- iii. Develop an outline for a five-year strategic plan by December 2021 and finalize the plan by December 2022 with the intent to implement in 2023 school year.

b. Annual Meeting

- i. Date & Place (Tuesday May 24, 4:00pm; Room 205)
Sam discussed the date and time of our Annual Meeting and no changes planned.
- ii. Board Vacancies (Three two-year terms)
We agreed to have a seven-member board and post two openings as discussed at our last meeting.
- iii. Room Preparation- assign member(s)
Tom agreed to get the room ready.
- iv. Vote Counter - (Lindsay)
Lindsay agreed to count votes.
- v. Publications/mailings - assign member(s)
Lindsay agreed to be sure all necessary publications, emails and mailing are sent out.

V. New Business

a. Staff Presentation to the Board (Tapio)

Nick Tapio presented his Secondary Social Studies schedule and teaching philosophy. The board thanked him for his presentation.

b. Contract Extension

Tom explained that due to the pandemic, the Guild is hoping to excuse schools from their goals and extend the contract by a year. This will eliminate the PIP process for this year.

Katy made a motion seconded by Christie that the board approve the MN Guild's two-year contract extension for New Heights School effective July 1, 2023.

VI. Policy Review (action)

a. Policy Revisions for Approval

- i. Present/Review Updates on Student Records Policy (Lorraine)
No current updates.

- ii. #514- Bullying Prohibition (Lorraine)
Lorraine led a discussion reviewing this document and limited changes.

On motion by Lorraine seconded by Sam with all present voting yes, motion passed to adopt the Policy #514- Bullying Prohibition as presented.

- iii. #404- Employment Background Checks (Sam)
Sam led a discussion reviewing this document and recommended changes.

On motion by Sam seconded by Jen with all present voting yes, motion passed to adopt the Policy #404- Employment Background Checks.

iv. #410- Family and Medical Leave (& 410.1) (Jennifer)

Jennifer led a discussion reviewing this document and recommended changes.

On motion by Jennifer seconded by Christie with all present voting yes, motion passed to adopt the Policy #410- Family and Medical Leave (& 410.1) as presented.

v. #417- Chemical Use Abuse (Christie)

Christie led a discussion reviewing this document and recommended changes.

On motion by Christie seconded by Jennifer with all present voting yes, motion passed to adopt the Policy #417- Chemical Use Abuse as presented.

b. Policies for May

i. #620 - Credit for Learning

Lorraine led a discussion on this policy. Katy agreed to review this policy.

ii. #304 - School Director Evaluation

Lorraine led a discussion on this policy. Christie agreed to review this policy. The school director evaluation committee this year will be Sam, Christie, and Katy.

VII. Administrator's Report

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

- **Student Statistics:** *109 students enrolled today. There are currently 60 male 49 female students. Since the beginning of the school year, 29 students have dropped from our program and 4 have rejoined. Attendance is currently at about 87%. Our ADM is currently 112 with a budget of 116 for this year.*
- **Funding:** *Our new cameras were installed utilizing Esser III money. Verkada Camera viewing. We are able to catch more issues surrounding the school.*
- **Grades:** *Honor roll is dwindling. There are less students in each group of honors than in the past few quarters.*
- **Head Start:** *The lease has been prepared for HeadStart and Tom has reviewed it. Tom is currently in communication with the lawyer before sending it to HeadStart. Hopefully we will gain elementary students and relationships through this program. This move-in will begin in June and the program will begin in August.*

VIII. Receive Donations

- *Tacheny Family \$9.00*
- *Anderson Windows \$300.00*

Board Vice Chair Lorraine Busta thanked those involved in the Amazon Smile Program for their donations.

IX. Other (not to exceed 5 minutes)

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X. Set Agenda for Next Meeting

- a. Date & Time** *(Tuesday, May 10, 4:00pm Room 205)*
- b. Agenda/Responsibilities**
 - i.** *Financial Review (Lindsay)*
 - ii.** *Board Goals (Sam)*

- iii. Staff Presentation to the Board (Joey)*
- iv. Board Vacancy letter and Ballot: Lindsay*
- v. Administrative Review: Sam, Jen, Lorraine*
- vi. Present/Review #620 - Credit for Learning*
- vii. Present/Review #304 - School Director Evaluation*
- vi. Assign June Policies: none*
- vii. Administrators Report (Tom)*

XI. Adjournment

On the motion by Mike seconded by Christie with all present voting yes, motion passed to adjourn the Board of Directors Meeting at 5:23 pm.

Next Meetings

The next Board of Directors meeting will be on Tuesday, May 10 at 4:00 pm in Room 205