



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

Phone: 651-439-1962
Fax: 651-439-0716

Board of Directors Meeting

Wednesday, June 3, 2020

Zoom Meeting

Meeting ID: 811 6509 2703 Password: 4WmbF3
11:00a.m. - 12:30 p.m.

MINUTES

I. Opening of Meeting and Call to Order

Board Chair Sam Taylor called the meeting to order at 11:06 a.m.

a. Attendance:

Board of Directors

Lorraine Busta P

Jen Geil P

Christie Hogan P

Mike Stahlmann P

Sam Taylor P

Ex-Officio

Tom Kearney (Principal/Superintendent)

Lindsay Berberich (Bookkeeper)

Visitors

(no visitors)

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, Lorraine - no, Sam – no.

b. Approval of the May 13, 2020 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 May 13, 2020 as presented. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

c. Approval of the May 20, 2020 Annual Meeting Minutes (action)

On motion by Lorraine seconded by Christie with all present voting yes, motion passed to approve the Board of Directors minutes of May 20, 2020. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

III. Financial Report

a. Financial Review (Action)

Lindsay presented and answered questions on the May 2020 Check Register report (available on common drive).

On motion by Lorraine seconded by Sam with all present voting yes, motion passed to approve the Check Register as presented and corrected. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

IV. Old Business

a. Graduation Ceremony (June 10, 2020)

Tom discussed the progress of this year's graduation ceremony due to the Covid-19 pandemic. He is first waiting on all seniors to complete their work. There are eight who should complete requirements for graduation. He is envisioning all Board members to attend on Zoom. Katy Chamberlin is working with Tom to make it as appealing as possible. He has invited every secondary teacher to speak for two to three minutes. Each student and their parents are invited to say a few words. Tom has the video completed except for music. During the Zoom practice the music seems to skip and not synchronize with the visuals. They are working on alternatives for the Zoom presentation. He is also asking to have graduates toss caps in the air and have these pictures presented during the ceremony.

V. New Business

a. Authorizer Contract

Tom led a discussion on the contract between the MN Guild and New Heights School. It is still in draft form. Once it is completed, he will request a special Zoom meeting to vote on approval.

b. Officer Nominations - Discussion (July Meeting)

Board Chair Sam Taylor led a discussion on assigning officers at the July meeting. We discussed keeping our current positions as we extended our terms one year anyway

b. Staffing Updates

Tom led a discussion on our 2020-21 school year staffing needs. He has not completed every staff evaluation. Once they are completed, he will have a better feeling towards our future needs. He struggles with the younger staff and their commitment to return. He will keep us informed. He is working with a new Special Education applicant to firm up hiring requirements.

c. School Director Evaluation (Sam, Lorraine, Mike)

Sam led a discussion on the School Director Evaluation review. She apologized for not having this completed and will bring it up at our July meeting

d. Board Training

Sam led a discussion on the need to have ongoing board training. Christie and Sam completed modules and were very positive. Lindsay has been recording these for tracking. All board members will forward their copies of training as it is completed to Lindsay.

VI. Policy Review (action)

a. Policy Revisions for Approval

i. #___ - Board Training Policy (Lorraine)

Lorraine will present this policy at our July meeting.

ii. #___ - E-Learning Policy (Lorraine)

Lorraine will present this policy at our July meeting.

b. Policies for July

#616 School District System Accountability

VII. Administrator's Report

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

- **COVID-19:** *Tom discussed the progress of our school's involvement during the Pandemic. In Tom's two classes, they all passed. It wasn't about grades or credits but skills acquisition. The elementary teachers organized handouts and packets. These were available on the lawn for parents to pick-up. Tom is not recommending holding anyone back a grade.*
- **Student Statistics:** *Over all year-to-date Student Attendance is 93.32% with Males at 93.33 and Females at 93.32%, Our ADM is 101.93. We added 21 students since we opened; 18 left and we probably would have added ten more if it wasn't for the Covid-19 epidemic. Of the eighteen, six moved, three chose to leave, eight left for mental health or behavior reasons and one left because of Covid-19 changes.*

VIII. Receive Donations

On behalf of the NHS School Board President Sam Taylor thanked the following contributors:

- *\$17.99 Amazon Smile*
- *\$45.00 Cheryl Graham*

IX. Other (not to exceed 5 minutes)

- **Playground:** *Christie has worked on mailing a grant application in the amount of \$10K to Friends of Stillwater Parks. We have received a \$25K donation from The Madison Claire Foundation. COVID-19 has delayed some grant opportunities for our playground. Contributors were reallocating their funds to help with COVID-19 relief.*

X. Set Agenda for July Meeting

a. Date & Time *(July 14, 11:00am Zoom)*

b. Agenda/Responsibilities

- i.** *Financial Review.*
- ii.** *Committee Update on Board Goals*
 - 1.** *Benchmarks should be incorporated.*
 - 2.** *We should have a system of monitoring.*
 - 3.** *They should incorporate a system of track.*
 - 4.** *We should also consider keeping the old goals.*
 - 5.** *Come prepared with ideas at July meeting.*
- iii.** *Present/Review Board Training Policy (Lorraine)*
- iv.** *Present/Review #E-Learning Policy (Lorraine)*
- v.** *Present Crisis Management Policy Handbook in July (Lorraine)*
- vi.** *Present/Review #616 School District System Accountability in July (Christie)*
- vii.** *Present the School Director Evaluation (Sam, Lorraine, Mike)*
- viii.** *Graduation Ceremony Update*

XI. Adjournment

On the motion by Lorraine seconded by Christie with all present voting yes, motion passed to adjourn the Board of Directors Meeting at 12:05 pm. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

Next Meetings

The next Board of Directors meeting will be our regular monthly meeting on July 14 at 11:00am via Zoom.