



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

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

## Board of Directors Meeting

Wednesday, March 13, 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 4:06 p.m.*

#### **a. Attendance:**

##### Board of Directors

Stephanie Bagwell \_\_P\_\_

Katy Johnson \_\_P\_\_

Rikk Sorenson \_\_A\_\_

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, Katy- no.*

#### **b. Approval of the January 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 January 17, 2024 as written.*

### Financial Report

#### **a. Financial Review (Action)**

*Lindsay presented and answered questions on the January and February Check Register and Wires reports (available on Board of Directors Shared Drive).*

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

#### **b. Year-end Audit Update**

*Last year's audit is complete! Findings were presented. The new company is a little more expensive but they are much more efficient.*

*On a motion by Katy seconded by Steph, with no discussion and all present voting yes, motion passed to approve the Audit Draft.*

### **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: Draft complete, needs to be edited. 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- at 90.8%.*
- iii. Goal 6: Parent survey to be sent later. Student survey completed.*
- iv. Goal 7: Post-secondary plans/Graduation. To be completed later in the year.*

### **New Business**

#### **a. School Calendar 2024-2025**

*2024-25 similar to current year.*

*On a motion by Katy, seconded by Steph, with no discussion and all present voting yes, motion passed to approve the 24-25 calendar.*

### **Policy Review- (Action)**

#### **a. Policy Revisions for Approval**

- i. #709 - Student Transportation Safety (Jen)**  
*Jen led a discussion reviewing this policy and recommended no changes.*

*On motion by Jen seconded by Angie, with no discussion and all present voting yes, motion passed to approve the Policy #709 - Student Transportation Safety.*

- ii. #413 - Harassment and Violence (Katy)**  
*Katy led a discussion reviewing this policy and recommended no changes.*

*On motion by Katy seconded by Steph, with no discussion and all present voting yes, motion passed to approve the Policy #413 - Harassment and Violence with the following changes: change of the word "president" to "chair"; policy review timeline will be changed from annual to every 3 years.*

**b. Policies for April**

- i. #590 - Telemedicine- Jen
- ii. #514 - Bullying Prohibition- Katy
- iii. #410 - Family and Medical Leave (& 410.1)- Steph
- iv. #103 - Complaints - Students, Employees, Parents, Other Persons- Rikk
- v. #504 - Student Dress and Appearance (& 504b)- Angie

**Administrator's Report**

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

- *Total enrollment: 120; ADM 104.34; Today 109 enrolled. Balance of males and females.*
- *Rate of Attendance: 90.8%*
- *Discipline: 85 referrals. Top one is disrespect. Most common consequence is 'conferencing with the student.' One student has 14, a few have 7. 6th grade is top offender, followed by 8th grade and then 7th.*
- *Staffing: Fully staffed! New health office attendant is doing great. Will probably need to cut one teacher next year because we are slightly over in the social studies department.*
- *Update on playground fundraising: Close to \$600,000- \$200,000 from Andersen Windows, \$10,000 from Kowalski's, \$5,000 from Jaycees, close to \$300,000 from bonding bill through legislator.*
- *High amounts of tours and interest for next school year.*

**Receive Donations**

*Playground Funds*

- *Elementary Students/Families \$189.68*

*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** (*April 17, 4:00pm Room 205*)

**b. Agenda/Responsibilities**

- i. *Financial Review (Lindsay)*
- ii. *Audit Update*
- iii. *Board Goals*
- iv. *Present/Review #514- Bullying Prohibition*
- v. *Present/Review #590- Telemedicine*
- vi. *Present/Review #410 - Family and Medical Leave (& 410.1)*
- vii. *Present/Review #103 - Complaints - Students, Employees, Parents, Other Persons*
- viii. *Present/Review #504 - Student Dress and Appearance (& 504b)*
- ix. *Assign May Policies: #304- School Director Evaluation; #532 - Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds; #426 - Nepotism in Employment - Charter Schools.*
- x. *Administrators Report (Tom)*

- xi. Receive Donations*
- xii. Other*
- xiii. 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 5:16 pm.*

**Next Meeting**

*The next Board of Directors meeting will be on Wednesday, April 17 at 4:00 pm in Room 205, New Heights School.*