



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

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Annual Board of Directors Meeting

Wednesday, May 20, 2020

Zoom Meeting

Meeting ID: 436 277 809 Password: 8XSHzq

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 11:01 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

Glory Kibble (MN Guild)

b. Welcome New Members/Guests/Visitors

Board Chair Sam Taylor welcomed all those present.

II. End of Year Report

a. Administrator's Report

Mr. Kearney gave a report on the state of the school. He discussed:

Year 2019-20

• **School Year:**

These three areas need to be at the center of professional development moving forward.

1. *Mental Health*

2. *Engagement*

3. *Work Refusal*

• **Attendance:** *We predict ending with an ADM of 105.63 by the end of the year with attendance of 93.6%. Our Covid-19 numbers are even better at 95.6.*

• **Building:** *We continue to lease this building to a nonprofit. We will once again have to write a lease that is barebones. We will not see any construction projects this summer and probably not next year.*

• **Budget/Staffing:** *We took a hit two years in a row due to low enrollment. The Budget we approved calls for two staff reductions. There were only ten students with ten or more referrals. Nine out of the ten have IEP's. Out of 269 referrals, 62% were from the 6th and 7th grades. We need to have more staff training to reduce this discrepancy. Most salaries will be frozen this year.*

• **Surprises:** *The biggest surprise this year was the Covid-19 coronavirus pandemic. Tom felt our staff did an outstanding job with distance learning. The silver lining is that we have been*

wanting to learn more about on-line, blended or distance learning. We were forced into it and this opens all sorts of new opportunities for us in the future.

- **Authorizer:** The MNGuild has really helped us to draft really good goals that we can accomplish and do well. We will be entering into a three-year contract.
- **Future:** We should focus on three areas:
 4. Gaining Enrollment
 5. Creating a five-year or long-term vision or plan.
 6. Look at all options. This includes Pre-K, flexible learning year or other alternative delivery such as project-based learning.

Finally, we need to be planning for Distance Learning or Social Distancing for next year.

b. Board of Directors Report

Sam Taylor our Board Chair reviewed the following board goals for 2019-20. She presented and discussed the following:

New Heights School Board of Directors

Investigate the possibility of expanding programming such as E-Learning or a Pre-K program.

The sub-committee investigated the current e-learning opportunities offered at New Heights for credit recovery and elective credits.

Additional options available were evaluated on cost, accessibility and possible benefit to the students.

Pre-Kindergarten program potential was explored through program requirements, funding options and partnerships with existing programs. Benefits and costs were weighed regarding New Heights current financial and physical resources.

Goal met



To explore niche possibilities within the local community which may redefine and enhance the core academic program for the purpose of increasing enrollment and arrive at a direction by February 2020.

The sub-committee met with leadership teams to discuss student population needs, popular educational initiatives and New Heights School's strengths.

STEM programming for elementary and a Career and Technical focus for secondary were considered.

Better communication and advertisement of our current individualized education mission and focus was concluded.

Goal met



Research and gain the knowledge necessary by May 31, 2020 to create and implement a Five-year Strategic Plan.

The sub-committee analyzed the necessary steps and goals of a 5 year strategic plan for the school and its relevance and timing.

Goal met



Board Director Configuration.

The current 5 member board will forego elections this year due to the circumstances surrounding the COVID-19 pandemic, maintaining its current composition.

Future elections will rotate through a 3 year schedule staggering available seats to ultimately return to a 7 member board of directors.

c. Financial Report

The New Heights School, Statement of Activities FY 19-20 Financial Report, was distributed and shown live during the meeting and distributed prior via email (available on common drive). Lindsay Berberich led the discussion and included:

- *This report is from 7/1/19 – 4/30/20*
- *Title Expenditures are lower until we complete recodes at the end of the year.*
- *Fund 1 still has revenues to be received from the state and federal dollars to be requested.*
- *Fund 2 – Lunch Program is always necessary to come out even, so we do more coding changes at the end of the year. This year we need to have a negative because our fund balance built up from prior years is too high, so we need to lower it. Overall Food Service revenues and expenditures will be lower this year due to meal services ending in March.*
- *Graduation revenues will be under budget this year due to not being able to hold an in-person graduation ceremony. Non-Academic student activity expenditures are also below budget due to the graduation ceremony being cancelled.*
- *Special ed expenditures on this report are reflecting low due to recoding from Special Ed purchased services that are adjusted at year end.*

III. Transition of Business

a. Designation of Depository

The First State Bank and Trust in Bayport is our current depository site and was suggested to remain the same. Mr. Kearney discussed our positive ongoing relationship with this establishment ever since the school opened. We are not out to get better interest rates. We did not need to increase our line of credit this year.

Lorraine made a motion to designate the First State Bank and Trust located at 950 North Highway 95, Bayport Minnesota as our depository site; Christie seconded the motion; no further discussion held. Motion carried. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

b. Amendments to Bylaws

Sam discussed the Bylaws we approved at a special meeting on March 31, 2020. We also approved a motion at our May 13, 2020 to present changes at this meeting if it was needed. It is not needed.

IV. Adjournment

On the motion by Lorraine seconded by Christie with all present voting yes, motion passed to adjourn the Board of Directors Meeting at 11:32 am. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

Next Meeting

The next Board of Directors meeting will be on Zoom, Wednesday, June 3, 2020 at 11:00am.