



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

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

Board of Directors Meeting

Wednesday, May 8, 2019

New Heights School – Room 105
4:00 - 5:30 p.m.

MINUTES

I. Opening of Meeting and Call to Order

President Jill Eulberg called the meeting to order at 4:02 p.m.

a. Attendance:

Board of Directors

Carrie Andrews P

Lorraine Busta P

Jill Eulberg P

Christie Hogan P

Mike Stahlmann P

Sam Taylor P

Ex-Officio

Tom Kearney (Principal/Superintendent)

Lindsay Berberich (Bookkeeper)

Visitors

Joel Keller (student)

b. Welcome New Members/Guests/Visitors

Vice-President Sam Taylor welcomed all those present.

II. Review of Agenda & Minutes

a. Review Agenda

The agenda was reviewed, and no changes were recommended.

b. Approval of the April 17, 2019 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 April 17, 2019 as presented.

c. Approval of the May 2, 2019 Special Meeting Minutes (action)

On motion by Lorraine seconded by Christie with all present voting yes, motion passed to approve the Board of Directors Special Meeting minutes of May 2, 2019 as presented.

III. Financial Report

a. Financial Review (Action)

Lindsay presented and answered questions on the April 2019 Check Register report from the SmartBoard (available on common drive).

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

b. FY17-18 Audit (Information)

Lindsay gave additional information and background to questions raised at our last meeting.

IV. Old Business

a. Board Goals for 2018-19

- i. To analyze the relevance and purpose of the various standardized testing systems used and to determine an appropriate response/direction to be taken to maximize the use of student achievement data.

Nothing new discussed

- ii. Research and pursue realistic funding opportunities.

Christie is working on a grant for playground equipment. Tom discussed a new opportunity for grant funds as well and will keep us updated.

- iii. Increase the board's knowledge and effectiveness through participating in relevant training opportunities throughout the year.

Nothing new discussed.

V. New Business

a. Annual Meeting

- i. Date & Place (May 15, 7:00pm; Room 105)

All agreed to room and time.

- ii. Board Vacancies (Lauren, Jill, Carrie, Mike)

Four positions posted.

- iii. Room Preparation - (Mike)

Mike is ready for the meeting.

- iv. Vote Counter - (Lindsay)

Lindsay is prepared to count votes.

- v. Publications/mailings (Lorraine)

Lorraine reported that the publications and mailing were sent out.

b. Bylaws

Lorraine led a discussion reviewing this document and recommended changes.

On motion by Sam seconded by Mike with all present voting yes, motion passed to approve the changes to the Bylaws for approval at our Annual Meeting on May 15.

c. Relicense Community Membership

Mike led a discussion on the need to appoint a community member to the Relicense Committee.

On motion by Sam seconded by Mike with all present voting yes, motion passed to approve the Mike Stahlmann to the Relicense Committee for a two year term.

d. Staffing Update

Tom led a discussion on staffing for the 2019-20 school year. Tom discussed the hiring of Noelle Geyer as the 6-12 Language Arts Teacher.

On motion by Sam seconded by Lorraine with all present voting yes, motion passed on the recommendation of our Principal Tom Kearney to approve the hire of Noelle Geyer as the 6-12 Language Arts Teacher.

Tom has also discussed an applicant who is interested in another position. He hopes to present this applicant for acceptance at our next meeting.

VI. Policy Review (action)

a. Policy Revisions for Approval

i. #304- School Director Evaluation (Lorraine)

Lorraine led a discussion reviewing this document and recommended changes.

On motion by Christie seconded by Lorraine with all present voting to table this discussion until our next regularly scheduled meeting.

Lorraine, Sam and Christie have agreed to meet as a committee to review this policy.

ii. #404- Employment Background Checks (Sam)

Sam led a discussion reviewing this document and recommended changes.

On motion by Sam seconded by Lorraine with all present voting yes, motion passed to approve the Policy #404- Employment Background Checks as presented.

iii. #417- Chemical Use and Abuse (Sam)

Sam led a discussion reviewing this document and recommended changes.

On motion by Sam seconded by Lorraine with all present voting yes, motion passed to approve the Policy #417- Chemical Use and Abuse as presented.

b. Assign Policies for June.

i. #208- Development, Adoption, and Implementation of Policies

Lorraine led a discussion on the progress of this policy. Lorraine agreed to review this policy.

VII. Administrator's Report

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

- **Enrollment:** *Tom talked about having an increase in enrollment opportunities. He presented a new advertisement that will be given to Cub to replace the old one.*
- **Staffing:** *Tom is confident he will have the open positions filled within a few weeks. He is looking forward to working with these new applicants. This is the first year he has filled open positions prior to school closing for the summer.*

VIII. Receive Donations

*On behalf of the NHS School Board Vice-President Sam Taylor thanked the following contributors:
No donations recognized.*

IX. Other (not to exceed 5 minutes)

- *(nothing new reported)*

X. Set Agenda for June Meeting

a. Date & Time *(June 5, 9:00am)*

b. Agenda

- i. Financial Review*
- ii. Review Policy: #304- School Director Evaluation. (Lorraine, Sam and Christie)*
- iii. Review June Policy: #208- Development, Adoption, and Implementation of Policies. (Lorraine)*
- iv. Assign Policies for August: #506 Student Discipline*
- v. Annual Meeting (planning progress)*
 - 1. Date & Place (May 15, 7:00pm, Room 105)*
 - 2. Board Vacancies (Lauren, Jill, Carrie, Mike)*
 - 3. Room Preparation (Mike)*
 - 4. Vote Counter (Lindsay)*
 - 5. Publications/mailings (Lorraine)*
- vi. Administrators Evaluation (Carrie, Sam and Christie)*
- vii. Welcome new members*

Carrie led a discussion on next month's agenda as shown above.

XI. Adjournment

On the motion by Sam seconded by Lorraine with all present voting yes, motion passed to adjourn the Board of Directors Meeting at 5:12 p.m.

Next Meeting

The next Board of Directors meeting will be on Wednesday, June 5 in Room 105 at 9:00am.