



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

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Board of Directors Meeting

Tuesday, August 17, 2021

Room 107

9:00a.m. - 10:30 a.m.

MINUTES

I. Opening of Meeting and Call to Order

Board Chair Sam Taylor called the meeting to order at 9:05 a.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 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. There were no guests 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, Katy - no, Jodi - no.

b. Approval of the July 13, 2021 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 July 13, 2021 as presented.

III. Financial Report

a. Financial Review (Action)

Lindsay presented and answered questions on the July 2021 Check Register report (available on the Board of Directors Shared drive). She also stated that the annual audit is still in process and she will share the results when she receives them.

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

IV. Old Business

a. Board Member Oath

Board Chair Sam Taylor read aloud the oath as members responded. Jen VanDyke answered in the affirmative and signed the oath.

b. Shared Drive Tutorial

Katy led a tutorial on how to access shared drive and how to upload, create and share a file.

c. Board Goals 2021-22 (Below is 2020-21)

- i.** To appropriately increase the school's level of social media engagement for the purpose of increasing exposure of the school to gain enrollment and community support by June 2021.
- ii.** Closely monitor and assess the schools progress towards meeting the authorizer contract goals and determine appropriate responses and corrective action.
- iii.** Develop an outline for a Five-year strategic plan by December 31, 2020 and finalize the plan by May 31, 2021 with intent to implement in 2021-2022 school year.
- iv.** Determine the viability of different models of pre-K programming for the school and select a plan by June 1, 2021.

Sam led a discussion on our board goals for 2021-22. Tom offered to review the goals submitted by the members for consolidation and wordsmithing. He will then forward them to Lindsay who will add them to our next meeting for review.

Suggested goals are as follows:

- 1. Support the brand awareness committee by tracking and monitoring social media involvement, community engagement and similar activities.*
- 2. Closely monitor and assess the schools progress towards meeting the authorizer contract goals and determine appropriate responses and corrective actions.*
- 3. Develop an outline for a five-year strategic plan by (date) and finalize the plan by (date) with the intent to implement in (date) school year.*

V. New Business

a. Staffing Updates

Tom led a discussion on staffing for the 2021-2022 school year.

Tom discussed the hiring of Abigail Lindquist as our K-1 Elementary teacher and recommended her hire.

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 hiring of Abigail Lindquist (Elementary Grades K-1.)

b. Title I District and School Parent and Family Engagement Policy

Katy led a discussion about Title I's updated District and School Parent and Family Engagement Policy.

On motion by Katy seconded by Christie with all present voting yes, motion passed to approve the Title I District and School Parent and Family Engagement Policy.

VI. Policy Review (action)

a. Policy Revisions for Approval

i. #506 – Student Discipline (Christie)

Christie led a discussion reviewing this document and recommended changes.

On motion by Christie seconded by Mike with all present voting yes, motion passed to approve the changes to the policy as presented.

b. Policies for September

- i. #406- Public and Private Personnel Data**
Lorraine led a discussion on this policy. Sam agreed to review this policy.
- ii. #520- Student Surveys**
Lorraine led a discussion on this policy. Christie agreed to review this policy.
- iii. #524- Internet Acceptable Use and Safety**
Lorraine led a discussion on this policy. Jen agreed to review this policy.

VII. Administrator's Report

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

- **Student Statistics:** *We currently have 110 students enrolled with a budget of 116. He is anticipating more students enrolling based on current interviews. We may start the year at or above budget. Meetings to enrollments: approximately 8/10 families enroll.*
- **Online permission:** *conditional approval to do entirely online opportunities, only previously enrolled students. Not available to all students. Application/request to determine opportunity*
- **Staffing:** *Joey Dokken- Art Teacher, Angie Bohnert- Special Education Teacher, Abby Lindquist- K-1 Elementary Teacher*
- **Building:** *Weekly cleaning, no boiler attendant, seal coated the parking lot*
- **Technology:**
 - *Promethean board to replace and improve upon SmartBoards - Teachers won't need a laptop. Chromebooks interface better*
 - *Increased Chromebook inventory for students (instead of insurance)*
 - *Laptop inventory for teachers (MNCFS)*
 - *New Laptops for Admin to support high frequency usage*
 - *Renewed copier contract so that they work with Chromebooks*
 - *Wifi access points in every classroom*
- **Common Migration:** *Azure is up and running. No more common. Google Drive is the main file storage*
- **Covid Update:** *No official mask mandate. Families can decide individually whether they want students to wear masks. Students will have to wear masks on the buses. Contact tracing will be done by the school, not the buses. Families will be informed, they will not need to be quarantined. Staff conversation about the possibilities of online learning. What will work for our teachers and school as a whole? Stillwater is voting on masks pre-k through 8th grade on the 26th of August.*
 - *There was a discussion about the usage of technology/Chromebooks in distance-learning situations.*
 - *We will need to look into the constantly changing rules around quarantine contact tracing.*
- **Staff presentations to the Board:** *A template was created for teachers to present about their programing. Presentations could be given as a department or individual.*
- **Donations:** *Remind families about Amazon Smile to support our school. Give MN is coming up in November. We should promote this for our families and throughout our social media.*

VIII. Receive Donations

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

- *Amazon Smile \$58.54*
- *Playground Donation \$494.50 (Benevity Fund)*

IX. Other (not to exceed 5 minutes)

Board Chair Sam Taylor invited those present for input on non-agenda items. No new items discussed.

X. Set Agenda for Next Meeting

- a. Date & Time (September 14, 4:00pm)
- b. Agenda/Responsibilities
 - i. *Financial Review*
 - ii. *Board Goals*
 - iii. *Present/review: #406- Public and Private Personnel Data, #520- Student Surveys and #524- Internet Acceptable Use and Safety*
 - iv. *Assign October Policies: #414- Mandated Reporting of Child Neglect or Physical or Sexual Abuse, #502- Search of Student Lockers, Desks, Personal Possessions and Student's Person, and #806- Crisis Management Policy*

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 10:43 am.

Next Meetings

The next Board of Directors meeting will be on Tuesday, September 14 at 4:00 pm in Room 205.