



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

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## **Board of Directors Meeting**

**Wednesday November 15, 2023**

**Room 205**  
**4:00p.m. - 5:30 p.m.**

## **MINUTES**

### **I. Opening of Meeting and Call to Order**

*Board Chair Stephanie Bagwell called the meeting to order at 4:01 p.m.*

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

##### Board of Directors

Stephanie Bagwell   P  

Katy Johnson   A  

Rikk Sorenson   P  

Angie Bohnert   P  

Jennifer VanDyke   P  

##### Ex-Officio

Tom Kearney (Principal/Superintendent)

Lindsay Berberich (Bookkeeper)

##### Visitors

Jim Zacchini (Executive Director)

#### **b. Welcome Members/Guests/Visitors**

*Board Chair Stephanie Bagwell 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: Steph- no, Angie – no, Jen- no, Rikk- no.*

#### **b. Approval of the October 17, 2023 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 October 17, 2023 with a change to the date (typo).*

### **III. Financial Report**

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

*Lindsay presented and answered questions on the October 2023 Check Register and Wires report (available on Board of Directors Shared Drive).*

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

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

*No update. Still can't find someone licensed to complete the audit. Tom is continuing to reach out to other offices. We are ready when we find someone.*

#### **IV. 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: Met on 11/6/23 to work on Goals, specifically Goal 1.  
Set a date at December meeting for another work session for Goal 1 and 4.  
Work session after December meeting to complete Goal 2.  
In brainstorming status for Goals 1 and 4.*

##### **b. Authorizer Goal Review- Update given by Tom Kearney**

- i.** Accountability Goals 1-4: *Based on Test Scores and Graduation. Fall baseline scores established.*
- ii.** Goal 5: *Attendance- at 91.9%.*
- iii.** Goal 6: *Parent survey to be sent later. End of year student survey.*
- iv.** Goal 7: *Post-secondary plans/Graduation. To be completed later in the year.*

#### **V. New Business**

##### **a. Staffing Updates- (Action)**

*Tom presented the board with a letter of resignation from Leigh Derosier, health office attendant.*

*On a motion by Jen seconded by Steph, with no discussion and all present voting yes, motion passed to approve the resignation of the health office attendant (Leigh Derosier.)*

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

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

- i.** #522 - Title IX Sex Nondiscrimination Policy, Grievance Procedure & Process (Angie)  
*Steph led a discussion reviewing this policy and recommended no changes.*

*On motion by Angie seconded by Steph, with no discussion and all present voting yes, motion passed to approve the Policy #522 - Title IX Sex Nondiscrimination Policy, Grievance Procedure & Process.*

- ii.** #531- The Pledge of Allegiance (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 #531- The Pledge of Allegiance.*

**iii. #534- Unpaid Meal Charges (Steph)**

*Steph led a discussion reviewing this policy, discussed that this year school meals are free, but we don't know if this is a continuing practice so we need to keep the policy. Steph recommended no changes to the policy.*

*On motion by Steph seconded by Rikk, with no discussion and all present voting yes, motion passed to approve the Policy #534- Unpaid Meal Charges.*

**iv. #903- Visitors to School and District Buildings and Sites (Rikk)**

*Rikk led a discussion reviewing this policy and recommended no changes.*

*On motion by Rikk seconded by Jen, with no discussion and all present voting yes, motion passed to approve the Policy #903- Visitors to School and District Buildings and Sites.*

**b. Policies for December**

**i. #722 - Public Data Requests (Jen)**

**ii. #401 - Equal Employment Opportunity (Angie)**

**iii. #602 - Organization of School Calendar and School Day (Steph)**

**VII. Administrator's Report**

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

- *Total enrollment: 106- 53 males, 53 females.*
- *Rate of Attendance: 91.9% Handful of notices sent out to families this week.*
- *1st Quarter ended: Lots of good grades, some Ds and Fs, which can be interpreted as teachers holding students accountable. Also, lots of new teachers and new students so there is a learning curve. No seniors failed a class!*
- *Discipline: 34 referrals in Quarter 1; 9 for Disrespect, 5 for Disruption, 5 for Technology, 4 for Language. Two students w/ 7 referrals. 6th grade has 17 of the 34 referrals. Most common consequence is 'conferencing with the student.'*
- *Staffing: Need another health office attendant; Need a long-term sub beginning in April. Morale is high among staff.*
- *Building: HVAC problems continue.*

**VIII. Receive Donations**

*Approximately \$1400 from OfficeMax.*

**IX. Other (not to exceed 5 minutes)**

**X. Set Agenda for Next Meeting**

**a. Date & Time (Wednesday, December 13, 4:00pm)**

**b. Agenda/Responsibilities**

**i. Financial Review (Lindsay)**

**ii. Audit Update**

**iii. Board Goals**

**iv. World's Best Workforce Summary**

**v. #722 - Public Data Requests (Jen)**

**vi. #401 - Equal Employment Opportunity (Angie)**

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- vii. #602 - Organization of School Calendar and School Day (Steph)*
- viii. Administrator's Report*
- ix. Receive Donations*
- x. Other*
- xi. Set Agenda*

**XI. Adjournment**

*On the motion by Angie seconded by Jen, with no discussion and all present voting yes, motion passed to adjourn the Board of Directors Meeting at 5:00 pm.*

**Next Meeting**

*The next Board of Directors meeting will be on Wednesday, December 13 at 4:00 pm in Room 205.*