



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

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## **Board of Directors Meeting**

**Tuesday, January 11, 2022**

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

### **MINUTES**

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

*Board Chair Sam Taylor called the meeting to order at 4:04 p.m.*

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

###### Board of Directors

Lorraine Busta   A                        Sam Taylor   P    
Katy Chamberland   P                  Jennifer VanDyke   P    
Christie Hogan   P                      Jodi Wegge   P    
Mike Stahlmann   P  

###### Ex-Officio

Tom Kearney (Principal/Superintendent)  
Lindsay Berberich (Bookkeeper)

###### Visitors

(Glory Kibbel - MN Guild Representative)

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

*Board Chair Sam Taylor 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: Mike – no, Christie – no, Jen - no, Katy - no, Jodi - no, Lorraine - absent, Sam – no.*

##### **b. Approval of the December 21, 2021 Meeting Minutes (action)**

*On motion by Sam seconded by Jen with all present voting yes, motion passed to approve the Board of Directors minutes of December 21, 2021 as presented.*

#### **III. Financial Report**

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

*Lindsay presented and answered questions on the December 2021 Check Register report (available on the Board of Directors Shared Drive).*

*On motion by Sam seconded by Jodi with all present voting yes, motion passed to approve the Check Register as presented.*

#### **IV. Old Business**

##### **a. Board Goals for 2021-22**

- i. Support the brand awareness committee by monthly tracking and monitoring social media involvement, community engagement and similar activities.

*Sam reviewed the board goals. We currently have 2 parent reviews on GreatSchools.org and would like staff and parents to comment on our school. Christie reviewed the Brand Awareness committee's work.*

- ii. Monitor and assess the schools progress towards meeting the authorizer contract goals on a quarterly basis to determine appropriate responses and actions.

*The January testing cycle began today. We will review the testing data during the next meeting.*

- iii. Develop an outline for a five-year strategic plan by December 2021 and finalize the plan by December 2022 with the intent to implement in 2023 school year.

*Lorraine and Sam have previously worked on this goal. Our board is working towards finding a model that will fit our school more closely. Lorraine and Sam will post their past research in the Board Drive to support our future efforts.*

## **V. New Business**

### **a. School Choice Week (January 23 – January 29)**

*School Choice Week will look differently this year due to the pandemic. There are no school sponsored events planned currently. Students could create a video explaining why they have chosen to go to New Heights School.*

### **a. Staff Presentation to the Board**

*The staff presentation is tabled this month.*

## **VI. Policy Review (action)**

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

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

*Sam led a discussion reviewing this document and recommended changes. There were no notable changes. Minimal changes were made to the policy.*

*On motion by Sam seconded by Christie with all present voting yes, motion passed to adopt the Policy #722 - Public Data Requests as presented.*

#### **ii. #601- School District Curriculum and Instruction Goals (Christie)**

*Christie led a discussion reviewing this document and recommended changes. Several redline changes have been made adding Dyslexia as an addition to previous revisions. The New Heights Elementary Team is working towards revising and creating a comprehensive plan to include revisions.*

*On motion by Christie seconded by Katy with all present voting yes, motion passed to adopt the Policy #601- School District Curriculum and Instruction Goals as presented.*

#### **iii. #603- Curriculum Development (Christie)**

*Christie led a discussion reviewing this document and recommended changes.*

*On motion by Christie seconded by Katy with all present voting yes, motion passed to adopt the Policy #603- Curriculum Development as presented.*

**iv. #616- School District System Accountability (Jennifer)**

*Jennifer led a discussion reviewing this document and recommended changes.*

*On motion by Jennifer seconded by Christie with all present voting yes, motion passed to adopt the Policy #616- School District System Accountability as presented*

**v. Student Records Policy Update (Lorraine)**

*Lorraine was absent. There are no updates on this policy.*

**b. Policies for February**

**i. #413 - Harassment and Violence**

*Sam led a discussion on this policy. Jodi agreed to review this policy.*

**i. #418 - Drug-Free Workplace/Drug-Free School**

*Sam led a discussion on this policy. Sam agreed to review this policy.*

**ii. #526 - Hazing Prohibition**

*Sam led a discussion on this policy. Jennifer 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:** *Our current attendance is 86.65%. Tom discussed this is due to the Covid procedures and quarantines. The current ADM is 113.6 students. Our budget is based on 116 students. Student enrollment as of today is 117. Enrollment meeting requests are steady. There are a variety of factors that are causing students to drop or be truant.*
- **Covid-19 Updates:** *Administration is working towards revising the application for ESSER III in order to get funds approved. Progress is being made.*
- *Parents and students are getting frustrated due to the quarantine regulations. The 10 day quarantine is long for students. The school health office and administration are relying on information provided by the CDC as well as MDH for guidance regarding quarantine. Board members were able to voice their opinions on this issue. Students want to be at school.*
- **Lunch:** *Lancer is currently charging a delivery fee above and beyond the contract agreed upon. A team of MACS administrators are working to renegotiate the issue. Tom is currently working towards the option of utilizing Stillwater School District's food service partnership.*
- **Policies:** *Props to Lorraine for the organization of our policies. New Heights has received commendations from MACS.*
- **Staff:** *Several staff members are absent due to Covid.*

**VIII. Receive Donations**

*Amazon Smile donations: \$44.10*

*- Board Chair Sam thanked everyone for*

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

**X. Set Agenda for Next Meeting**

**a. Date & Time** (*February 11, 4:00pm Google Meet*)

**b. Agenda/Responsibilities**

- i. Financial Review (Lindsay)*
- ii. Board Goals (Sam)*
- iii. School Calendar*
- iv. Staff Presentation to the Board*
- v. Review CDC/MDH Covid guidelines*
- vi. Present/Review #413- Harassment and Violence ( Jodi )*
- vii. Present/Review #418 - Drug-Free Workplace/Drug-Free School ( Sam )*
- viii. Present/Review #526 Hazing Prohibition ( Jennifer )*
- ix. Present Student Records Policy Update (Lorraine)*
- x. Assign March Policies: #514- Bullying Prohibition and #620- Credit for Learning*
- xi. Administrators Report (Tom)*
- xii. Receive Donations*

**XI. Adjournment**

*On the motion by Mike seconded by Jodi with all present voting yes, motion passed to adjourn the Board of Directors Meeting at 5:29 pm.*

**Next Meetings**

*The next Board of Directors meeting will be on Tuesday, February 08, 2022 at 4:00 pm in Room 205.*