



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

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## **Board of Directors Meeting**

**Thursday, December 17, 2020**

**Google Meet Meeting**

**Phone ID: +1 609-491-2387 Pin: 453 823 472#**

**2:00p.m. - 3:30 p.m.**

## **MINUTES**

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

*Board Chair Sam Taylor called the meeting to order at 2:00 p.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

(no visitors)

#### **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, Lorraine - no, Sam – no.*

#### **b. Approval of the November 19, 2020 Meeting Minutes (action)**

*On motion by Sam seconded by Christie with all present voting yes, motion passed to approve the Board of Directors minutes of November 19, 2020 as presented. Votes are as follows: Mike– yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.*

### **III. Financial Report**

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

*Lindsay presented and answered questions on the November 2020 Check Register report (available on common drive).*

*On motion by Sam seconded by Jen with all present voting yes, motion passed to approve the Check Register as presented. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.*

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

##### **a. Board Goals for 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. *Sam led a discussion on this goal including the playground. We are also tracking the "likes" on social media and will report next month. Sam suggested adding this information on the shared document. Tom*
- ii. Closely monitor and assess the schools progress towards meeting the authorizer contract goals and determine appropriate responses and corrective action. *Sam led a discussion on this goal. These will be added to the shared drive as well. Tom is meeting with the MN Guild every two weeks. They are OK with the possibility of not reporting due to Covid-19.*
- iii. Develop an outline for Five-year strategic plan by December 31,2020 and finalize plan by May 31,2021 with intent to implement in 2021-2022 school year. *Sam led a discussion on this goal. There are no updates to this goal.*
- 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 this goal. A decision will be made soon. Head Start is still interested and will contact Tom in the next month or two.*

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

##### **a. Staffing (Tom)**

*Tom discussed hiring a Special Ed Due Process Secretary. He offered and received an acceptance for this new position from Anne Humphrey.*

*On motion by Sam seconded by Jen with all present voting yes, motion passed to approve the hire of Anne Humphrey on the recommendation of our principal Tom Kearney. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.*

##### **b. Learning Model (Tom)**

*Tom discussed how we are going to respond with the governor's new plan to bring back the elementary students. We are going to start with K-2. Our requirement is to start three grades at a time. After a few weeks we can add grades 3-5. We will need to coordinate with the district for busing. This also will be in concert with having a vaccine. Under the governor's new guidance, elementary schools will have to comply with new health and safety measures, including:*

- *Staff must wear both masks and face shields.*
- *Students must stay in their primary classrooms for meals and non-core classes like art and music.*
- *Students must keep their masks on during indoor recess and gym classes*
- *Schools must make optional coronavirus tests available to staff one day every two weeks.*

*The team will meet to make a recommendation on the roll-out. We will do this as best as we can. Our school is still subject to total Covid-19 numbers. Even if teachers receive a vaccine they are still required to use masks and face shields. Lindsay felt we will be able to provide meals with this small numbers without a substantial financial hit. She is working on getting approval to get free lunches for all elementary students.*

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

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

- i. #612.1- Development of Parent and Family Engagement Policies for Title I Programs (Christie)

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

*On motion by Christie seconded by Jen with all present voting yes, motion passed to adopt the Policy #612.1- Development of Parent and Family Engagement Policies for Title I Programs Policy as presented. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.*

**ii. #806- Crisis Management Policy (Lorraine)**

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

*On motion by Lorraine seconded by Sam with all present voting yes, motion passed to adopt the Policy #806- Crisis Management Policy as presented. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.*

**iii. #401- Equal Employment Opportunity (Lorraine)**

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

*On motion by Lorraine seconded by Jen with all present voting yes, motion passed to adopt the Policy #401- Equal Employment Opportunity Policy as presented. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.*

**b. Policies for December**

**i. #402- Disability Nondiscrimination**

*Lorraine led a discussion on this policy. Christie agreed to review this policy.*

**ii. #522- Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process**

*Lorraine led a discussion on 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:*

- ***Student Statistics:*** *We currently have 113 students enrolled with a budget of 106 and an ADM of around 106. Our attendance is currently at 94.11%. We have added 8 students and 2 drops. If we assume for every student over our projected ADM of 106 we would receive approximately \$10K. Tom is expecting to have our students back in school next fall mask free. There are going to be a lot of office buildings empty as parents will be continuing to be working at home. There may be a lot more students requesting on-line learning. Tom is looking into getting approval to be a state approved on-line school. He is hearing it currently takes around four weeks for approval. Prior to the Covid-19 it would take many months.*
- ***Covid-19 Updates:*** *We are anticipating the worst spike of occurrence during the two weeks after Christmas. We really are not sure if the secondary will ever be back in school this school year.*
- ***MN Guild:*** *Tom reminded us we need to be frequently addressing the progress of meeting our progress goals. Tom is suggesting the Board should be asking each teacher to present how they are addressing these goals. He thinks we should have a teacher presentation at least by the February meeting. They should address how they are evaluating student growth without standardized tests. Tom will be meeting with the team to be sure this is being met. Sam will have the MN Guild goals placed on the shared drive.*

**VIII. Receive Donations**

*\$33.75 Cheryl Graham*

*\$403.02 Busta Family*

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

*Nothing new discussed.*

**X. Set Agenda for Next Meeting**

**a. Date & Time** *(January 14, 2:00pm Google Meet)*

**b. Agenda/Responsibilities**

*i. Financial Review (Lindsay)*

*ii. Board Goals (Sam)*

*iii. Present/Review #522- Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process (Lorraine)*

*iv. Present/Review #402- Disability Nondiscrimination (Christie)*

*v. Administrators Report (Tom)*

*vi. Assign February Policies: # 413- Harassment and Violence and #709- Student Transportation Safety 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 3:07 pm. Votes are as follows: Mike – yes, Jen- yes, Lorraine - yes, Sam – yes.*

**Next Meetings**

*The next Board of Directors meeting will be on Thursday, January 14 at 2:00 pm via Google Meet  
Phone ID: +1 609-491-2387 Pin: 453 823 472#.*