



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

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## **Board of Directors Meeting**

**Thursday, November 19, 2020**

**Zoom Meeting**

**Meeting ID: 839 0290 1074 Password: 960251**

**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 2:01 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

Katy Chamberland

#### **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 October 22, 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 October 22, 2020 as presented. Votes are as follows: Mike– yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.*

#### **c. Approval of the October 30, 2020 Special Meeting Minutes (action)**

*On motion by Sam seconded by Loraine with all present voting yes, motion passed to approve the Board of Directors special minutes of October 30, 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 October 2020 Check Register report (available on common drive).*

*On motion by Lorraine 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.*

**b. FY2019-2020 Audit (Action)**

*Lindsay presented the final draft with corrections of the Audit Report 2019-20 report.*

*On motion by Lorraine seconded by Jen with all present voting yes, motion passed to approve the Audit Report as presented by MMKR. 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. She is considering share drives and will proceed with Google. Lindsay sent out requests during the give to a max drive. There were just under a thousand emails.*
- 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.*
- 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. Lorraine is working on policy and the scope of 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. This is becoming more difficult during Covid-19. Tom has contacted Head-Start. They are still interested and will contact Tom as they leave their current location.*

**V. New Business**

**a. Performance World’s Best Workforce (Katy/Tom)**

*Katy led a discussion on the performance improvement plan. There are annual yearly requirements. Katy reviewed the WBW 2019-2020 Summary on PowerPoint (available on the common drive). Some of the goals were not measurable due to Covid-19. Similar goals were presented for this school year, being aware some may not be measurable again due to Covid-19.*

*On motion by Sam seconded by Lorraine with all present voting yes, motion passed to approve our World’s Best Workforce Summary. Votes are as follows: Christie – yes, Jen- yes, Lorraine - yes, Sam – yes, Mike - Yes.*

**b. Staffing (Tom)**

*New enrollments seem to be entering with IEP’s. With an increase in need and the shortage of new Special Education teachers, Tom discussed hiring a Special Ed Due Process Secretary. He has conducted interviews and made an offer to the top candidate. He expects to get a reply soon.*

**VI. Policy Review (action)**

**a. Policy Revisions for Approval**

**i. #624D – Online Learning Options (Sam)**

*Sam led a discussion reviewing this document. Sam worked with Lorraine and they agreed to use **#602 Organization of School Calendar and School Day**. This is an existing MSBA policy which will be updated by them. They deleted sections which did not apply to us and recommended adding this policy.*

*On motion by Sam seconded by Lorraine with all present voting yes, motion passed to approve the Policy #602 Organization of School Calendar and School Day as*

*recommended. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.*

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

*Christie led a discussion reviewing this document and recommended tabling until next month.*

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

*Lorraine led a discussion reviewing this document and recommended changes without the attachments.*

*On motion by Lorraine seconded by Christie 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.*

**iv. #522- Student Sex Nondiscrimination (Jen)**

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

*On motion by Jen seconded by Lorraine with all present voting yes, motion passed to adopt the Policy #522- Student Sex Nondiscrimination Policy as presented. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.*

**v. #531- The Pledge of Allegiance (Sam)**

*Sam led a discussion reviewing this document and recommended changes due to Covid-19 and the distance learning we are experiencing.*

*On motion by Sam seconded by Lorraine with all present voting yes, motion passed to adopt the Policy #531- The Pledge of Allegiance Policy as presented. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.*

**vi. #534- Unpaid Meal Charges Policy (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 #534- Unpaid Meal Charges Policy as presented. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.*

**b. Policies for December**

**i. #401- Equal Employment Opportunity**

*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 111 students enrolled with a budget of 106 and an ADM of 106.64. Our attendance is currently at 94.38%. We have added 8 students since we started the year. We are very fortunate to be adding students as most Charter schools are losing students. We have lost two students, but they were related to mental health and disabilities issues due to distance learning. We didn't replace our 2/3 teacher, but Christie and Jen covered for us. Tom has taken on another class as well. He is now teaching three.*

- **Covid-19 Updates:** *We recently had a teacher's wife sent home for Covid-19 symptoms which means he needed to go home as well. Tom discussed how he has instructed all staff to work from home if they desire.*

*Every ISD834 Stillwater school have students and staff who tested positive. All assistance principals in the High School are out in the elementary schools teaching because of Covid-19 absences. The district must now go distance learning due to high number of Covid-19 cases. Tom showed the Washington County Covid-19 Statistics slide by MDE. The numbers were staggering. There are two vaccines out right now awaiting emergency use. Tom thinks teachers will be in Tier Two for early vaccines. He really doesn't think we will be back in school anytime soon.*

*He discussed an A,B,C,D,H grading program. The H is for hope. This distance learning is very difficult statewide. We really want our students to have Hope that they will go the distance and graduate at the end of 12 years.*

- **Tom's Leadership Duties:** *Tom has been recruited by an Authorizer to use his leadership skills to monitor other Charter schools. He also commended our board on how well we are doing.*

**VIII. Receive Donations**

*\$45.00 Cheryl Graham*

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

*Nothing new discussed.*

**X. Set Agenda for Next Meeting**

**a. Date & Time** *(December 17, 2:00pm Zoom)*

**b. Agenda/Responsibilities**

- i. Financial Review (Lindsay)*
- ii. Board Goals (Sam)*
- vii. Present/Review #806- Crisis Management Policy Attachments (Lorraine)*
- viii. Present/Review #612.1- Development of Parent and Family Engagement Policies for Title I Programs (Christie)*
- ix. Present/Review #401- Equal Employment Opportunity (Lorraine)*
  - i. Administrators Report (Tom)*
  - ii. Assign January Policies: #402- Disability Nondiscrimination*

**XI. Adjournment**

*On the motion by Lorraine seconded by Jen with all present voting yes, motion passed to adjourn the Board of Directors Meeting at 3:46 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, December 17 at 2:00 pm via Google Meet  
Phone ID: +1 609-491-2387 Pin: 453 823 472#.*