



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

Phone: 651-439-1962  
Fax: 651-439-0716

## **Board of Directors Meeting**

**Thursday, September 17, 2020**

**Zoom Meeting**

**Meeting ID: 831 7811 8311 Password: 614**  
**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 2:02 p.m.*

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

Board of Directors

Lorraine Busta   P  

Jen Geil   P  

Christie Hogan   P  

Mike Stahlmann   A  

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: Christie – no, Jen- no, Lorraine - no, Sam – no.*

#### **b. Approval of the August 13, 2020 Meeting Minutes (action)**

*On motion by Sam seconded by Lorraine with all present voting yes, motion passed to approve the Board of Directors minutes of August 13, 2020 as presented. Votes are as follows: Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.*

### **III. Financial Report**

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

*Lindsay presented and answered questions on the August 2020 Check Register report (available on common drive). She also stated that the annual audit draft statements were just received today and will be sent out to all board members to be discussed at the October meeting.*

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

#### **a. Financial Year-end Audit Update (review)**

*Lindsay will send out the draft statements and will present at our next meeting.*

#### **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
- 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 Five-year strategic plan by December 31,2020 and finalize 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 this year's goals.*

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

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

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

*Tom reported that there are no staffing updates at this time.*

##### **b. Designate Tom & Lindsay as Identified Official with Authority**

*Tom explained what identified official with authority is and its significance to having a school representative.*

*On motion by Sam seconded by Lorraine with all present voting yes, motion passed to approve Tom Kearney and Lindsay Berberich as the Identified Officials with Authority for NHS. Votes are as follows: Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.*

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

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

###### **i. #506 – Student Discipline (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 approve the Policy #506 – Student Discipline as recommended. Votes are as follows: Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.*

###### **ii. #427- Workload Limits for Certain Special Education Teachers (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 approve the Policy #427- Workload Limits for Certain Special Education Teachers. Votes are as follows: Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.*

###### **iii. #524- Internet Acceptable Use and Safety (Lorraine)**

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

*On motion by Lorraine seconded by Christie with all present voting yes, motion passed to approve the Policy #524- Internet Acceptable Use and Safety. Votes are as follows: Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.*

**iv. #903- Visitors to School District Buildings & Sites (Jen)**

*Jen led a brief discussion, and it was decided to table this policy until the October meeting.*

**v. #808- COVID-19 Face Covering Policy (Christie)**

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

*On motion by Christie seconded by Lorraine with all present voting yes, motion passed to adopt the Policy #808- COVID-19 Face Covering Policy. Votes are as follows: Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.*

**vi. #624D- Online Learning Options (Sam)**

*Sam led a brief discussion, and it was decided to table this policy until the October meeting.*

**b. Policies for October**

**i. #414- Mandated Reporting of Child Neglect or Physical or Sexual Abuse**

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

**ii. #503- Student Attendance**

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

**iii. #612.1- Development of Parent and Family Engagement Policies for Title I Programs**

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

**iv. #806- Crisis Management Policy #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 107 students enrolled with a budget of 106. Our attendance is currently at 97.94%.*
- **PIP:** *Tom discussed the PIP (Performance Improvement Plan) and how he is currently working on this which covers the following three areas: Increase fund balance, increase academics, clean up our audit (eliminate material weaknesses)*
- **Technology:** *Tom discussed that we have not had too many problems with technology. All staff now have laptops which makes it easier on the teachers as they are moving classrooms each hour so the students can remain in the same classroom all day.*

**VIII. Receive Donations**

*No Donations this month*

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

**X. Set Agenda for Next Meeting**

**a. Date & Time** (*October 22, 2:00pm Zoom*)

**b. Agenda/Responsibilities**

- i. Financial Review*
- ii. Board Goals*
- iii. Present/Review #414- Mandated Reporting of Child Neglect or Physical or Sexual Abuse (Sam)*
- iv. Present/Review #503- Student Attendance (Sam)*
- v. Present/Review #612.1- Development of Parent and Family Engagement Policies for Title I Programs (Christie)*
- vi. Present/Review #806- Crisis Management Policy #524- Internet Acceptable Use and Safety (Jen)*
- vii. Present/Review #903 Visitors to School District Buildings & Sites (Jen)*
- viii. Present/Review #624D Online Learning Options (Sam)*
- ix. Assign November Policies: #522- Student Sex Nondiscrimination, #531- The Pledge of Allegiance, and #534- Unpaid Meal Charges 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 2:50 pm. Votes are as follows: Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.*

**Next Meetings**

*The next Board of Directors meeting will be on Thursday, October 22 at 2:00 pm via Zoom.*