



Board of Directors Meeting

Tuesday, July 12, 2022

Room 205

9:00a.m. - 10:30 a.m.

MINUTES

I. Opening of Meeting and Call to Order

Board Chair Sam Taylor called the meeting to order at 9:05 a.m.

a. Attendance:

Board of Directors

Stephanie Bagwell P

Katy Johnson P

Christie Hogan P

Sam Taylor P

Jennifer VanDyke P

Jodi Wegge A

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: Stephanie- no, Christie - no, Katy- no, Sam - no, Jodi - absent, Jennifer - no.

b. Approval of the June 14, 2022 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 June 14, 2022 as presented.

III. Financial Report

a. Financial Review (Action)

Lindsay presented and answered questions on the June 2022 Check Register report (available on the board of directors shared drive). She also stated that we are now in the middle of our annual audit.

On motion by Christie seconded by Jen with all present voting yes, motion passed to approve the Check Register as presented and corrected.

IV. Old Business

a. Appoint Officers

Board Chair Sam Taylor led a discussion on assigning officers. It was agreed upon that Sam Taylor will continue as Board Chair, Jennifer VanDyke will take over as the Vice Chair, Stephanie Kocer will take over as the treasurer, Katy Johnson will continue as the Secretary and Christie Hogan will keep her role as the Assistant Secretary.

V. New Business

a. Board Member Resignation

Jodi Wegge has resigned as a board member.

Sam made a motion, seconded by Jen to accept Jodi's midterm resignation from the New Heights School Board of Directors.

b. Board Member Oath

Board Chair Sam Taylor read aloud the oath as members responded. All present answered in the affirmative and signed the oath.

c. Meeting Dates & Times

Sam led a discussion on meeting dates and times. We agreed to meet on the mid-month Tuesday of each month at 4:00 unless noted.

July 12 (9:00am), August 16 (9:00am), September 13, October 11, November 15, December 13, January 10, February 14, March 14, April 11, May 9, June 13 (9:00am).

On motion by Christie seconded by Jen with all present voting yes, motion passed to approve the meeting dates and times.

d. Board Goals 2022-23 (Below is 2021-22)

- i.** Support the brand awareness committee by monthly tracking and monitoring social media involvement, community engagement and similar activities.
- ii.** Monitor and assess the schools progress towards meeting the authorizer contract goals on a quarterly basis to determine appropriate responses and actions.
- 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.

Sam led a discussion on previous year's goals and presented ideas for next year. Tom talked about goal development (SMART) Specific, Measurable, Attainable, Relevant and Timebound. We discussed:

- *Adjusting the brand awareness goal to continue branding our school and focusing on social media engagement*
 - *possibly adjusting the wording of our goal*
- *continuing to monitor the authorizer contract goals through engagement*
 - *a report after every testing cycle*
 - *more board awareness as to what the goals are*
 - *support the goals from a board level by promoting family engagement*
 - *"Continue to closely monitor and increase direct engagement in authorizer goals"*
- *Explore a strategic plan for long term goals*
 - *Create a long range strategic plan draft by the end of the year.*
- *Ways to increase enrollment in the future**
 - *Develop Head Start relationships*
 - *social media*
 - *key features of our school to advertise*
 - *School retention rates*
 - *Increase enrollment by 10 ADM each year for the next 5 years.*
 - *How do we measure the success of this goal?*
 - *Who will monitor and continue to*
- *Work to own our building instead of leasing through CSDC*

- Explore and initiate the steps for the NHS building and grounds company to own the building by 2025.
- *Raise money to renovate the basement of the school*
- *Playground*

Tom and Katy volunteered to wordsmith the goals and evaluate in order to ensure effectiveness.

e. Staffing Updates

i. Staff Resignations

Andrea Ek-Pangerl, Jen Conery & Nick Tapio

On a motion by Sam seconded by Christie to accept the resignations as presented by Tom of Andrea Ek-Pangerl (Secondary Science Teacher), Jen Conery (4-5 Elementary Teacher) and Nick Tapio (Secondary Social Studies Teacher) with all present voting yes, the motion passes.

ii. New Hires

Tom led a discussion on staffing for the 2022-2023 school year. Tom reviewed the two most recent hires (Sofia Engebretson, Full-time Secondary Social Studies and Remi Turner, Part-Time Secondary Social Studies) and discussed the hiring of an Elementary Teacher (4-5) as well as a secondary science teacher and a school health attendant. He is still in the interviewing process.

On a motion by Sam seconded by Katy to accept Tom's recommendation to hire Sofia Engebretson for the Full-time Secondary Social Studies Position with all present voting yes, motion passed to approve the hire of Sofia Engebretson.

On a motion by Sam seconded by Stephanie to accept Tom's recommendation to hire Remi Turner for the Part-time (0.6) Secondary Social Studies Position with all present voting yes, motion passed to approve the hire of Remi Turner.

f. Enrollment Period

Tom discussed the Open Enrollment Period. There is a first-come-first-serve policy for Charter Schools. He is recommending designating February 1st to February 15th as the enrollment period.

On a motion by Sam seconded by Christie to designate the open enrollment to be from Feb. 1st to Feb 15th with all present voting yes, motion passed to approve the enrollment period.

VI. Policy Review (action)

a. Policy Revisions for Approval

i. None

b. Policies for August

i. #208 – Development, Adoption, and Implementation of Policies (Christie)

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

ii. #506 – Student Discipline (Jen)

Sam 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:

- **Building:** *HeadStart moved in last week. Their enrollment has declined recently. They are currently looking for more staff and students. The start of their program may be delayed.*
- *Tom got quotes for repairing the steps in front of the school. There is a parent that is working to support the donation of fixing the steps.*
- *Lighting will be updated in several areas of the school.*
- *Stillwater School District will be taking over our food service at the start of the school year.*
- **Enrollment Statistics as of today:**
 - *Elementary - 27 Students*
 - *Secondary - 78 Students*
 - *Total: 105 Students*
 - *More enrollments are expected before the beginning of the school year*

VIII. Receive Donations

On behalf of the NHS School Board President Sam Taylor thanked the following contributors:

- *none*

IX. Other (not to exceed 5 minutes)

- *Community Member discussion*
- *Board member appointment - Gidget Bell*

On a motion by Sam seconded by Katy to appoint Gidget Bell as our sixth board member with all present voting yes, motion passed to appoint Gidget in place of Jodi Wegge.

X. Set Agenda for Next Meeting

a. Date & Time *(August 16th, 9:00am Room 205)*

b. Agenda/Responsibilities

- i. Financial Review*
- ii. Staffing Updates*
- iii. Board Goals*
- iv. Staffing Updates*
- v. Title I District and School Parent and Family Engagement Policy Update*
- vi. Present/Review #208 – Development, Adoption, and Implementation of Policies (Christie)*
- vii. Present/Review #506-Student Discipline Policy (Jen)*
- viii. Assign September Policies: #419- Tobacco-Free Environment, #801- Equal Access to School Facilities, #524- Internet Acceptable Use and Safety*
- ix. Administrators Report*

XI. Adjournment

On the motion by Christie seconded by Katy with all present voting yes, motion passed to adjourn the Board of Directors Meeting at 10:35 am.

Next Meetings

The next Board of Directors meeting will be our regular monthly meeting on Tuesday, August 16 at 9:00am in Room 205.