



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

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Board of Directors Meeting

Tuesday, April 13, 2021

Google Meet's Meeting

Phone ID: +1 803-592-0580 Pin: 966 684 009#

4:00p.m. -5:30 p.m.

MINUTES

I. Opening of Meeting and Call to Order

Board Vice-Chair Lorraine Busta called the meeting to order at 4:03 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 Vice-Chair Lorraine Busta 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 March 18, 2021 Meeting Minutes (action)

On motion by Christie seconded by Lorraine with all present voting yes, motion passed to approve the Board of Directors minutes of March 18, 2021 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 March 2021 Check Register report (available on common drive).

On motion by Sam seconded by Lorraine 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. FY21-22 Budget Draft

Tom and Lindsay presented a FY21-22 Budget Draft report. This will be discussed for approval at a future meeting after the State completes their budget. This budget summary is anticipating

an ADM of 115. We reviewed the summary budget with a 115 ADM alongside our revised 110 budget from the current year. This budget includes a 2% staff increase. The detail will be sent out in a future email. We are currently at 119. Our 2022 seniors will need an Art credit to meet graduation requirements. Tom discussed the many options he is considering for staffing. This included combining classes and going on rotating schedules. He also indicated that with our current student enrollment in special education we would need three teachers. With our current enrollment special education would be 92% reimbursable.

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. *Christie led a discussion on the progress of this goal. She has felt the need to remind the teachers for contributions. Sam also noted how busy we all have been after only recently accepting full in-house enrollment.*
- 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 the Authorizer goals. We are expecting K-5 NWEA results in May.*
- 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 with nothing new to add.*
- 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. Tom will keep us informed.*

b. Annual Meeting

- i.** Date & Place (Tuesday May 25, 4:00pm; Google Meets) *Sam discussed the date and time of our Annual Meeting and no changes planned.*
- ii.** Board Vacancies (Three two-year terms) *We agreed to have a seven-member board and post three openings as discussed at our last meeting.*
- iii.** Room Preparation/Google Meets- assign member(s) *Lindsay agreed to schedule a Google Meets meeting.*
- iv.** Vote Counter - (Lindsay) *We discussed how to vote on-line with Google Forms, and we agreed to use that method only. Lorraine is working on a letter to be sent out to all qualified voters for Board Application and voting link. Lindsay will work with Lorraine to count the votes.*
- v.** Publications/mailings - assign member(s) *Lorraine agreed to be sure all necessary publications, emails and mailing are sent out.*

V. New Business

a. Staff Update

Tom reported that our English and Health Office Attendant are both settling and doing well. He is still looking for a Special Education teacher.

VI. Policy Review (action)

a. Policy Revisions for Approval

- i.** #514- Bullying Prohibition (Sam) *Sam led a discussion reviewing this document and recommended changes.*

On motion by Sam seconded by Christie with all present voting yes, motion passed to adopt the Policy #514- Bullying Prohibition as presented. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

ii. #519 Telemedicine Policy (Lorraine)

Lorraine led a discussion reviewing this document. She assigned #519 to this policy. She recommended to put this in a three-year cycle.

On motion by Lorraine seconded by Jen with all present voting yes, motion passed to adopt the Policy #519- Telemedicine as presented. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

iii. #103- Complaints – Students, Employees, Parents, Other Persons (Sam)

Sam led a discussion reviewing this document and recommended changes.

On motion by Sam seconded by Lorraine with all present voting yes, motion passed to adopt the Policy #103- Complaints – Students, Employees, Parents, Other Persons as presented. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

iv. #410- Family and Medical Leave (& 410.1) (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 #410- Family and Medical Leave (& 410.1) as presented. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

v. #504- Student Dress and Appearance (& 504b) (Jen)

Jen recommended tabling this review for our next meeting.

b. Policies for May

i. #304- School Director Evaluation

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

ii. #426- Nepotism in Employment- Charter Schools

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

iii. #532- Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School

Lorraine led a discussion on this policy. Sam 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 119 students enrolled with a budget of 106 and an estimated ADM just over 110. We have added 17 students and dropped two. Our attendance is currently at 93.45%. We will no longer have distance learners in K-2 starting tomorrow.*
- **Covid-19 Updates:** *Tom reported a lot of really good energy from our students now that they are back in the building. Secondary students are here Monday through Thursday and the elementary meets Monday through Friday.*
- **Funding:** *Tom informed the Board that the \$170K, 1% interest PPP loan money we applied for has been accepted. He feels this was done at a fortuitous time as we now have two less staff. Our ability to have this loan forgiven is great. Provided everything stays in place, 60% would be dedicated for payroll and benefit expenses.*
- **Grades:** *Tom discussed how well our students are doing. In general, thirty out of eighty secondary students are getting good grades.*
- **Head Start:** *Tom discussed the on-going negotiating for square foot pricing, Wi-Fi, cleaning and copy machine use. The leasing is not with us but with CSDC. If we have a large influx of*

students, we may need the space. He is not looking for a long-term contract. We all agreed we only need a short-term contract.

VIII. Receive Donations

(no donations this month)

IX. Other (not to exceed 5 minutes)

- *Christie mentioned that NWEA will be testing prior to our next meeting and she will arrange for a presentation.*
- *Sam requested volunteers to be on the Administrator Review committee. Sam, Jen and Lorraine agreed to serve.*

X. Set Agenda for Next Meeting

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

b. Agenda/Responsibilities

- i. Financial Review (Lindsay)*
- ii. Board Goals (Sam)*
- iii. Board Vacancy letter and Ballet: Lorraine*
- iv. Administrative Review: Sam, Jen, Lorraine*
- vi. Present/Review #504- Student Dress and Appearance (& 504b) (Jen)*
 - i. Present/Review #304- School Director Evaluation (Christie)*
 - ii. Present/Review #426- Nepotism in Employment- Charter Schools (Lorraine)*
- v. Present/Review #532- Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds (Sam)*
- vi. Administrators Report (Tom)*
- vii. Assign June Policies: #505- Distribution of Non-school Sponsored Materials and #721- Uniform Grant Guidance Policy Regarding Federal Revenue Sources*

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 5:27 pm. Votes are as follows: Mike – yes, Jen- yes, Lorraine - yes, Sam – yes, Christie - yes.

Next Meetings

The next Board of Directors meeting will be on Tuesday, May 11 at 4:00 pm via Google Meet.