



## Board of Directors Meeting

**Tuesday, May 9, 2023**  
New Heights School - Room 205  
4:00p.m. - 5:30 p.m.

## MINUTES

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

*Vice Board Chair Jen VanDyke called the meeting to order at 4:02 p.m.*

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

##### Board of Directors

Stephanie Bagwell   P  

Gidget Bell   A  

Christie Hogan   P  

Katy Johnson   P  

Sam Taylor   A  

Jennifer VanDyke   P  

##### Ex-Officio

Tom Kearney (Principal/Superintendent)

Lindsay Berberich (Bookkeeper)

##### Visitors

Dan Solovitz (parent)

Rikk Sorenson (virtual)

#### **b. Welcome New Members/Guests/Visitors**

*Vice Board Chair Jen VanDyke 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, Katy - no, Steph- no, Sam- absent, Gidget– absent.*

#### **b. Approval of the April 11, 2023 Meeting Minutes (action)**

*On motion by Christie seconded by Steph with all present voting yes, motion passed to approve the Board of Directors minutes of April 11, 2023 as presented.*

### **III. Financial Report**

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

*Lindsay presented and answered questions on the April 2023 Check Register report (available on the board of directors shared drive).*

*On motion by Steph seconded by Christie with all present voting yes, motion passed to approve the April 2023 Check Register as presented.*

#### **b. FY23-24 Budget Draft**

*Tom and Lindsay presented a FY23-24 Budget Draft update. The legislature has not confirmed the rates per student for the upcoming year. The “What-ifs” have not been updated and are not ready to be used with the hopeful increase being discussed to the budgeted amount at the state level. Tom’s budget plan is hoping to increase everyone’s salaries this year. Tom and Lindsay are*

*working to provide a conservative approach to budgeting. The ADM being used for this budget is about 115.*

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

##### **a. Board Goals 2022-23**

- i.** Continue to closely monitor, assess and maintain a record of the school's progress (monthly) towards meeting each of the authorizer contract goals.

##### Accountability Goals

1. Accountability Goal 1 (FastBridge Reading)
    - *FAST update: Spring Testing will take place May 16-18th for Elementary and May 23-25th for Secondary.*
  2. Accountability Goal 2 (MCA Reading)
    - *Elementary took the MCA reading test May 2nd-4th.*
    - *MCA Reading was completed for Secondary in March.*
    - *Christie has seen her students' test scores and reported that many students opted out, with some students that are exceeding expectations and some that have lower than expected scores.*
  3. Accountability Goal 3 (MCA Math)
    - *Elementary took the Math MCA last week.*
    - *Secondary took the Math MCA April 18-20th.*
  4. Accountability Goal 4 (Graduation Rate)
    - *We will reassess this goal in the Spring after the end of the year.*
    - *After this quarter, we are on track for all of the seniors to graduate as long as all of the seniors are able to pass their classes at the end of the semester.*
  5. Accountability Goal 5 (Attendance)
    - *Our current attendance rate is 89.97%.*
  6. Accountability Goal 6 (Parent/Student Surveys)
    - *Tom and Annah worked together with the Elementary students to get answers to a needs assessment related to this goal.*
    - *The percent of students that reported feeling safe on the most recent survey at school is 86.5%*
  7. Accountability Goal 7 (Post-high school plan)
    - *Annah has continued to work with students on developing their post-high school plan throughout this school year.*
    - *9th grade activities: freshman interview, strengths inventory, interests/career cluster*
    - *10th grade activities: Interest inventory, portfolio questionnaire, strengths, & values inventory.*
    - *11th grade activities: life plans, myers briggs, strengths, mini research project/careers*
    - *12th grade activities: life after high school, resume builder, skills assessment worksheet, interview, strengths assessment, work maturity skills*
- ii.** Develop a draft for a five-year strategic plan by May of 2023.
  - *no update as of this month*
- iii.** Develop a plan to increase school enrollment by 10 students each year over the course of the next 5 years from 115 in the fall of 2022 to 165 in the spring of 2027 by May of 2023.
  - *no update as of this month*
- iv.** Explore and initiate the steps for the NHS building and grounds affiliated building company to acquire the property from CSDC by July 1 of 2025.
  - *We are working to make connections with lenders in order to begin eating away at our school loan.*

**b. End of Year Report**

**i. Board of Directors Goals Report (Sam)**

*This item was tabled for the next meeting to allow Sam to participate.*

**ii. Administrative Review (Sam, Steph, Gidget)**

*This item was tabled for the next regular meeting to allow Sam to participate.*

**c. Transition of Business**

**i. Designation of Depository**

*The First State Bank and Trust in Bayport is our current depository site and was suggested to remain the same. Mr. Kearney discussed our positive ongoing relationship with this establishment ever since the school opened. We are not out to get better interest rates. Our line of credit has not been used in recent years and has been decreased due to a lack of need.*

*Katy made a motion to designate the First State Bank and Trust located at 950 North Highway 95, Bayport Minnesota as our depository site; Christie seconded the motion; no further discussion held. Motion carried.*

**d. Board of Directors Election**

**i. Election Results**

*Tom discussed our vacancy for a community member on the school board of directors. There were no applications this year. We have reached out to several community members in order to invite several candidates to apply. Our board has decreased and we have agreed to simplify our board to 5 members. We will need to appoint a member starting in June.*

**V. New Business**

**a. Staffing Update**

*Tom recommended the hiring of Philip Ragan as our Secondary Science Teacher for the 2023-2024 school year. He has an Art background and Science teaching license which could support the school's unique setup.*

*On motion by Katy seconded by Jen with all present voting yes, motion passed to hire Philip Ragan as the Secondary Science Teacher for the school year of 2023-2024 as recommended.*

**VI. Policy Review (action)**

**a. Policy Revisions for Approval**

**i. #210.1 - Conflict of Interest - Charter School Board Members (Jen)**

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

*On motion by Jen seconded by Christie with all present voting yes, motion passed to adopt the Policy #210.1 - Conflict of Interest - Charter School Board Members as presented.*

ii. #304- School Director Evaluation (Steph)

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

*On motion by Steph seconded by Jen with all present voting yes, motion passed to adopt the Policy #304- School Director Evaluation as presented.*

b. Policies for June

i. None

VII. Administrator's Report

*Tom Kearney gave a report on the state of the school including the following:*

- **Student Statistics:** *20 school days left! 130 students enrolled total this year. There were many absences this year. An attendance rate of 90% is the current expectation of the government. As of today, our attendance is 89.97%. Too many absences has begun to cause classrooms to struggle and nationwide testing scores to decrease. Girls to boys are 50/50 right now. Budgeted ADM for this year was 116 and we will end near 108. Several enrollments have ended in drops. Our issue is more retention related instead of enrollment related.*
- **Discipline:** *112 referrals this year. Not all behaviors were written up that could have or should have been written up. 19% of referrals were related to language this year. 16% of all referrals were written up due to disrespect. Disruption also had 16% of referrals. Insubordination or not following directions was 10%. Work refusal accounted for 10% of disciplinary referrals. Several other types of offenses occurred in other categories. 40 students have at least 1 referral (~1/3 of students) Only a couple students have 10+ referrals. Most popular grades getting referrals: 7th grade, 6th grade, 10th grade, 8th grade, then 11th grade.*
- **Building:** *Our elevator was fixed this month. We also were able to acquire more up to date cameras in order to ensure safety of staff and students.*
- **Staffing:** *New science teacher. We are currently looking for high school math teachers and a maternity sub for the beginning of next school year.*
- **Budgeting:** *We are hoping to put money away in the Fund balance AND an increase in salary for staff members.*
- **Audit:** *Our auditor dropped us as a client for next year. Several other schools have the same problem. They no longer have the staff to complete our school's audit. We are currently looking into other options. We are required by law to have an audit every year because we rely on government funding.*
- **ERC:** *Like the PPP (Payroll Protection), we were able to receive money. This employee retention credit could support our fund balance further in order to support the school.*
- **Playground:** *Tom and Christie are going back to the Stillwater Parks board planning committee in order to work towards a plan. Josiah Hill is also hoping to help us at more of a state level.*
- **School Thursday:** *Learning will be virtual in order to allow for students and staff to attend a funeral of one of our lost students.*
- **Attendance:** *Families need to help us support their students by sending them to school. It is important for students to be able to continue making progress. We hope to continue fostering student/staff relationships in order for them to improve.*
- **Cleaning Company:** *We are currently looking at another cleaning company in order to make a change and hopefully have better service.*
- **Board Member:** *The law states that we have to have started training within 6 months and complete it within a year. Serving the school on the board is an obligation as well as a service. More recently we have been provided with virtual or in-person training.*

**VIII. Receive Donations**

- GoFundMe: \$966.39
- Di Brossart: \$50
- Peggy Rictor: \$50
- Humphrey Family: \$20
- *Andersen Windows \$60.01*

*Board Vice Chair Jen VanDyke thanked everyone for their donations.*

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

- June Meeting Date

**X. Set Agenda for Next Regular Meeting**

**a. Date & Time** (*Wednesday, June 7, 9:00am - Room 205*)

**b. Agenda/Responsibilities**

- i.** *Financial Review (Lindsay)*
- ii.** *Budget Draft Approval*
- iii.** *Board of Directors Goals Report (Sam)*
- iv.** *Administrative Review (Sam, Gidget, Steph)*
- v.** *Officer nomination discussion for 2023-24*
- vi.** *Q-comp report (Steph)*
- vii.** *Recommend 2023-24 Policy Review Cycle (Christie & Katy)*
- viii.** *Administrators Report (Tom)*
- ix.** *Donations*
- x.** *Other*

**XI. Adjournment**

*On the motion by Katy seconded by Christie with all present voting yes, motion passed to adjourn the Board of Directors Meeting at 5:13 pm.*

**Next Meetings**

*The next regular Board of Directors meeting will be on Tuesday, June 7 at 9:00 a.m. in Room 205.*