



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

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

Board of Directors Meeting
Tuesday, March 14, 2023
NHS - Room 205
4:00p.m. - 5:30 p.m.

MINUTES

I. Opening of Meeting and Call to Order

Board Chair Sam Taylor called the meeting to order at 4:04 p.m.

a. Attendance:

Board of Directors

Stephanie Bagwell P

Gidget Bell P

Christie Hogan P

Katy Johnson P

Sam Taylor P

Jennifer VanDyke P

Ex-Officio

Tom Kearney (Principal/Superintendent)

Lindsay Berberich (Bookkeeper)

Visitors

Eve Taylor (student)

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, Katy - no, Steph- no, Sam- no, Gidget– no.

b. Approval of the February 21, 2023 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 February 21, 2023 as presented.

III. Financial Report

a. Financial Review (Action)

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

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

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.

- 1.** Accountability Goal 1 (FastBridge Reading)

- *FAST update: Winter Test has been given.*

- 2. Accountability Goal 2 (MCA Reading)**
 - *We will reassess in the Spring after testing has been completed.*
- 3. Accountability Goal 3 (MCA Math)**
 - *We will reassess in the Spring after MCA testing has been completed.*
- 4. Accountability Goal 4 (Graduation Rate)**
 - *We will reassess this goal in the Spring after the end of the year.*
 - *We are on track.*
- 5. Accountability Goal 5 (Attendance)**
 - *Our current attendance rate is 89.05%.*
- 6. Accountability Goal 6 (Parent/Student Surveys)**
 - *Last week Tom and Annah worked together with the Elementary students to get answers to a needs assessment.*
- 7. Accountability Goal 7 (Post-high school plan)**
 - *Annah works with students throughout the school year.*

Accountability Goals

- ii.** Develop a draft for a five-year strategic plan by May of 2023.
- 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.
 - *Sam led a discussion on social media about adjusting the current pages we have so that we only need to post one time. One person in charge of the social media pieces.*
 - *We could benefit from small, short, posts more often.*
 - *The committee brainstormed a calendar of events to encourage families to engage.*
 - *A consistent and reliable role.*
- 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.
 - *No update currently.*

b. School Calendar FY 2022-23 Amendment

Tom presented an adjusted version of the calendar including the snow days so far. The following dates were changed due to snow days: December 15th and January 11th. February 22 and 23 were declared e-learning days.

On motion by Katy seconded by Christie with all present voting yes, motion passed to adopt the FY 2022-23 School Calendar as presented.

c. School Calendar FY 2023-24

Tom presented an adjusted version of the District 834 Calendar for approval and answered questions.

On motion by Sam seconded by Steph with all present voting yes, motion passed to adopt the FY 2023-24 School Calendar as presented.

V. New Business

a. Board Vacancies (ST & CH)

We will plan to move to a five member board. This year we will require a community member for election even if we move to a five member board.

VI. Policy Review (action)

a. Policy Revisions for Approval

i. #507- Corporal Punishment (Jen)

Jen led a discussion reviewing this document with no recommended changes.

On motion by Jen seconded by Gidget with all present voting yes, motion passed to adopt the Policy #507- Corporal Punishment as presented.

ii. #509.1-509A - Application and Enrollment Policy (Christie)

Christie led a discussion reviewing this document with no recommended changes.

On motion by Christie seconded by Katy with all present voting yes, motion passed to adopt the Policy #509.1-509A - Application and Enrollment Policy as presented.

iii. #514- Bullying Prohibition (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 #514- Bullying Prohibition as presented.

iv. #616- School District System Accountability (Sam)

Sam led a discussion reviewing this document and recommended changes.

On motion by Sam seconded by Gidget with all present voting yes, motion passed to adopt the Policy #616- School District System Accountability as presented.

b. Policies for April

i. #206- Public Participation & Complaints in Board Meetings

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

ii. #410- Family and Medical Leave (& 410.1)

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

iii. #609- Religion

Christie led a discussion on this policy. Gidget 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:** Attendance is now 89.49%. We are .51% away from our goal. Our current ADM is 109 students. This year we budgeted for 116. 128 enrollment. Since August, 27 kids have joined our school but 28 have dropped. There have been 9 students who were already students but they weren't enrolled at the beginning of the year. Enrollment is continuing to stay strong throughout this year. We will probably not be able to get to the budgeted student amount.
- **Attendance:** 57 students have more than 10 absences. 15 kids have more than 20 absences. 6 kids have more than 25 absences.
- **Referrals:** There have been 83 referrals this year. Middle school tends to have more referrals than high school or elementary.

- **Staffing:** *There haven't been any changes to staffing and we are hoping to have a commitment from all staff during out-processing in June. Tom has a candidate for the Science position and will be interviewing this week.*
- **Building:** *The boiler has required many adjustments and some fine tuning. There have been a lot of costly service calls. We have been adding some more new cameras to be able to more effectively monitor the school and surrounding areas.*
- **Head Start:** *HeadStart is hoping to open next year and encourage elementary student growth.*
- **Office Depot:** *The company is hoping to support Title Schools. Office Depot/Office Max will give us a percentage of sales for three quarters of the year. There is a possibility of discounts for families and teachers. More details to come.*
- **Culver's Night:** *April 25th, 2023.*

VIII. Receive Donations

(nothing this month)

IX. Other (not to exceed 5 minutes)

- *Annual meeting business will be handled during the regularly scheduled board meeting in May.*

X. Set Agenda for Next Meeting

a. Date & Time *(April 11, 4:00pm - Room 205)*

b. Agenda/Responsibilities

- i.** *Financial Review (Lindsay)*
- ii.** *Board Goals (Sam)*
- iii.** *Present/Review #206- Public Participation & Complaints in Board Meetings (Sam)*
- iv.** *Present/Review #410- Family and Medical Leave (& 410.1) (Christie)*
- v.** *Present/Review #609- Religion (Gidget)*
- vi.** *Assign May Policies: #210.1 - Conflict of Interest - Charter Board Members, # 304 - School Director Evaluation*
- vii.** *Required Policy Comparison: do we need every policy that we have?*
 - 1.** *What policies do we have that aren't required*
- viii.** *Administrators Report (Tom)*
- ix.** *Receive Donations*
- x.** *Other*
- xi.** *Set Agenda for next meeting*

XI. Adjournment

On the motion by Katy seconded by Gidget with all present voting yes, motion passed to adjourn the Board of Directors Meeting at 5:23 pm.

Next Meetings

The next Board of Directors meeting will be on Tuesday, April 11 at 4:00 pm at NHS (Room 205).