



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

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## **Board of Directors Meeting**

**Wednesday, March 18, 2020**

**New Heights School – Room 105  
12:00 - 2:30 p.m.**

## **MINUTES**

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

*President Sam Taylor called the meeting to order at 12:01 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**

*President Sam Taylor welcomed all those present.*

### **II. Review of Agenda & Minutes**

#### **a. Review Agenda**

*The agenda was reviewed with no changes recommended.*

#### **b. Approval of the March 4, 2020 Meeting Minutes (action)**

*On motion by Mike seconded by Lorraine with all present voting yes, motion passed to approve the Board of Directors minutes of March 4, 2020 as amended.*

### **III. Financial Report**

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

*Lindsay presented and answered questions on the February 2020 Check Register report from the SmartBoard (available on common drive).*

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

#### **b. FY20-21 Budget Draft (Action)**

*Tom and Lindsay discussed presenting a FY20-21 Budget Draft report at a future meeting after the State completes their budget.*

### **IV. Old Business**

#### **a. Board Goals 2019-20**

- i.** Research and gain the knowledge necessary by May 31, 2020 to create and implement a Five-year Strategic Plan.

*Sam discussed the progress of this sub-committee.*

- ii. To explore niche possibilities within the local community which may redefine and enhance the core academic program for the purpose of increasing enrollment and arrive at a direction by February 2020.

*Christie discussed the progress of this sub-committee. A survey and flier have been sent out.*

- iii. Investigate the possibility of expanding programming such as E-Learning or a Pre-K program.

*Lorraine discussed the progress of this sub-committee. She has a decal quote and is working on quantities. She will give more details at a future meeting.*

## **V. New Business**

### **a. Annual Meeting**

- i. Date & Place (May 20, 4:00pm; Room 105)

*Sam discussed the date and time of our Annual Meeting. All agreed to have in room 105 at 4:00. We also discussed Survey Monkey or other by-law options. Lorraine will check into other voter options.*

- ii. Board Vacancies (Lorraine, Christie, Sam)

*Sam pointed out that there are three current members whose terms are up this year. We agreed to post three openings. Lorraine will also discuss the option of a larger membership with staggered terms.*

- iii. Room Preparation - assign member(s)

*Mike agreed to get the room ready for the meeting.*

- iv. Vote Counter - assign member(s)

*Lindsay agreed to be the vote counter.*

- v. Publications/mailings - assign member(s)

*Lorraine agreed to be sure all necessary publications, emails and mailing are sent out.*

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

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

- i. #507- Corporal Punishment (Christie)

*Christie will review this policy in April.*

- ii. #514- Bullying Prohibition (Jen)

*Jen will review this policy in April.*

### **b. Assign Policies for April**

- i. #616- School District System Accountability (Christie)

*Christie will work with Tom to review this policy in April.*

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

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

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

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

- iv. #609- Religion

*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:*

- **COVID-19:** *Tom discussed the progress of our school's involvement in the Pandemic. He sent out correspondence immediately. He is being updated by MDE almost daily. Minnesota has told us we will not be attending school through the end of this month. The teachers returned from Spring break without students. Tom met with them and discussed options that first day. The teachers have two weeks to develop a plan to work from home or at school. They need to work out a plan to communicate with families and allow them to work from home. Some families are really desiring packets over e-learning. Our teachers are calling all their students and the families are very grateful for the interactions. Google classroom will also be used. The teachers are working very hard with options available to them. Some teachers are utilizing their new "large" office as there are no students and others are working from home. Tom is considering not having students through the end of this school year. He is attending a series of on-line conferences. The District 834 is using their central services for meals at strategic locations. Other school districts are doing the same. Tom has already informed all our families of this opportunity. He is already looking at reducing the ongoing costs which includes cleaning and trash pick-up. He has already informed the cleaning company to do a deep cleaning and continue through the end of the month. He is reducing the areas in the restrooms for cleaning by closing down stalls. He already shut off the heat for spring break and will do so if weather cooperates.*
- **Authorizer:** *Tom discussed the progress of approving a new authorizer.*
- **Survey:** *Tom had a survey sent out for parent feedback. There were eighty responses so far which is almost our entire population.*
- **Distance-learning:** *Tom discussed the bright side of the COVID-19 home bound students.*
- **Media:** *We are working to use multiple methods of communications. These include: Facebook, email/JMC and texting.*
- **Graduation:** *Tom is working to keep the graduation ceremonies as we have in the past.*

## **VIII. Receive Donations**

*(no donations)*

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

*(no additional items)*

## **X. Set Agenda for April Meeting**

**a. Date & Time** *(April 15, 4:00pm)*

**b. Agenda**

- i.** Financial Review.
- ii.** Committee Update on Board Goals
- iii.** Review #616- School District System Accountability (Christie)
- iii.** Review #507- Corporal Punishment (Christie)
- iv.** Review #514- Bullying Prohibition (Jen)
- v.** Review #206- Public Participation & Complaints in Board Meetings (Sam)
- vi.** Review #410- Family and Medical Leave (& 410.1) (Lorraine)
- vii.** Review #609- Religion (Jen)
- viii.** Assign May Policies: #210.1- Conflict of Interest – Charter School Board Members.  
#304- School Director Evaluation and #509.1- 509A- Application and Enrollment
- ix.** Lorraine will research increasing Board membership with staggered terms and check into alternative voter options.

*Sam led a discussion on next month's agenda as shown above.*

**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 1:29 pm.*

**Next Meeting**

*The next Board of Directors meeting will be on Wednesday, April 15 in Room 105 at 4:00pm*