



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

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Board of Directors Meeting

Wednesday, January 17, 2024

NHS - Room 205
4:00p.m. - 5:30 p.m.

MINUTES

Opening of Meeting and Call to Order

Board Chair Stephanie Bagwell called the meeting to order at 4:03 p.m.

a. Attendance:

Board of Directors

Stephanie Bagwell __P__

Katy Johnson __P__

Rikk Sorenson __A__

Angie Bohnert __P__

Jennifer VanDyke __P__

Ex-Officio

Tom Kearney (Principal/Superintendent)

Lindsay Berberich (Bookkeeper)

Visitors

None

b. Welcome Members/Guests/Visitors

Board Chair Stephanie Bagwell welcomed all those present.

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: Steph- no, Angie- no, Jen- no, Rikk- no, Katy- no.

b. Approval of the December 13, 2023 Meeting Minutes (action)

On motion by Steph seconded by Katy, with no discussion and all present voting yes, motion passed to approve the Board of Directors minutes of December 13, 2023 as written.

Financial Report

a. Financial Review (Action)

Lindsay presented and answered questions on the December 2023 Check Register and Wires report (available on Board of Directors Shared Drive).

On motion by Jen seconded by Katy, with no discussion and all present voting yes, motion passed to approve the Check Register as presented.

b. Year-end Audit Update

No update. Still can't find someone licensed to complete the audit. Tom is continuing to reach out to offices. Rikk is reaching out also. We are ready when we find someone.

Old Business

a. Update on Board Goals 2023-24

- i. The Board of Directors will explore, develop, and adopt a five-year strategic plan by May 15th of 2024.

- ii. The Board of Directors will explore, develop, and adopt a policy about our fund balance by May 15th of 2024.
- iii. The Board of Directors will continue to monitor, assess and maintain a monthly record of the school's progress towards meeting each of the authorizer contract goals. Updates will be given at Board of Directors meetings and minutes will be used as record.
- iv. The Board of Directors will identify 5 potential strategies to be used to increase retention of enrolled students.

Discussion: Work session January 22, 2023 (grading day) for Goal 1; Tom will bring snacks. Working on Goal 2- Tom has samples; we will review after February meeting. Goal 3 updates below. Goal 4 will be worked on after this (January) meeting.

b. Authorizer Goal Review- Update given by Tom Kearney

- i. Accountability Goals 1-4: *Based on Test Scores and Graduation. Fall baseline scores established. Next step is data collection for winter season- elementary completed this, secondary is scheduled for February.*
- ii. Goal 5: *Attendance- at 90.16%.*
- iii. Goal 6: *Parent survey to be sent later. End of year student survey.*
- iv. Goal 7: *Post-secondary plans/Graduation. To be completed later in the year.*

New Business

a. Staffing Updates- (Action)

Tom recommended the new hire of Anna Ochs to fill our health office attendant position.

On a motion by Katy seconded by Steph, with no discussion and all present voting yes, motion passed to approve the hire of Anna Ochs as health office attendant.

Tom recommended the new hire of Shane Wiebusch to fill our Special Education Teacher/Case Manager position, for the remainder of this school year/to be evaluated at the end of the year.

On a motion by Katy seconded by Steph, with no discussion and all present voting yes, motion passed to approve the hire of Shane Wiebusch as Special Ed Teacher/Case Manager.

Policy Review- (Action)

a. Policy Revisions for Approval

- i. #402 - Disability Nondiscrimination (Angie)
Angie led a discussion reviewing this policy and recommended no changes.

On motion by Angie seconded by Steph, with no discussion and all present voting yes, motion passed to approve the Policy #402 - Disability Nondiscrimination.

- ii. #616- School District System Accountability (Steph)
Steph led a discussion reviewing this policy and recommended no changes.

On motion by Steph seconded by Jen, with no discussion and all present voting yes, motion passed to approve the Policy #616- School District System Accountability.

b. Policies for February

- i. #709 - Student Transportation Safety (Jen)

ii. #413 - Harassment and Violence (Katy)

Administrator's Report

Tom Kearney gave a report on the state of the school.

- *Total enrollment: 104; ADM 103. Retention rate seems better this year than last, only lost 4 and it was due to circumstances beyond our control.*
- *Rate of Attendance: 90.16% This is area of concern, a few kids with high levels of absenteeism.*
- *Discipline: 57 referrals. Top one is disrespect. One student has 14. Most common consequence is 'conferencing with the student.'*
- *Staffing: Fully staffed! New health office attendant is doing great. New SpEd teacher starting 1/29.*
- *Update on playground fundraising: Close to \$300,000- \$200,000 from Andersen Windows, \$10,000 from Kowalski's, \$5,000 from Jaycees.*
- *Authorizer very happy with the updates to the Annual Report and with the school overall.*
- *7:55-2:25 potential new school times for next year. Then the following school year the calendar will more likely change to starting in early August.*

Receive Donations

\$10,000 from Kowalskis for the playground fund

\$200,000 from Fred C & Katherine B Andersen Foundation for the playground fund

\$5,000 Lake Elmo Jaycees for the playground fund

Board Chair Steph thanked those for the donations.

Other (not to exceed 5 minutes)

Set Agenda for Next Meeting

- a. **Date & Time** (*February 14, 4:00pm Room 205*)
- b. **Agenda/Responsibilities**
 - i. *Financial Review (Lindsay)*
 - ii. *Audit Update*
 - iii. *Board Goals*
 - iv. *Present/Review #709- Student Transportation Safety Policy*
 - v. *Present/Review #413- Harassment and Violence*
 - vi. *Assign March Policies: #514- Bullying Prohibition, #590- Telemedicine*
 - vii. *Administrators Report (Tom)*
 - viii. *Receive Donations*
 - ix. *Other*
 - x. *Set Agenda*

Adjournment

On the motion by Katy seconded by Jen with all present voting yes, motion passed to adjourn the Board of Directors Meeting at 4:46 pm.

Next Meetings

The next Board of Directors meeting will be on Wednesday, February 14 at 4:00 pm in Room 205, New Heights School.