



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

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Board of Directors Meeting

Tuesday, April 11, 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 March 14, 2023 Meeting Minutes (action)

On motion by Katy seconded by Jen with all present voting yes, motion passed to approve the Board of Directors minutes of March 14, 2023 as presented.

III. Financial Report

a. Financial Review (Action)

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

On motion by Christie seconded by Gidget with all present voting yes, motion passed to approve the March 2023 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: Growth score improvement average of 1.67 from Fall to Winter*
 2. Accountability Goal 2 (MCA Reading)
 - *Elementary will take the MCA reading test April 25-27th*
 - *MCA Reading was completed for Secondary in March.*
 3. Accountability Goal 3 (MCA Math)
 - *Elementary took the Math MCA last week.*
 - *Secondary will take 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 89.78%.*
 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.
 - *no update as of this month*

V. New Business

a. Board Vacancies (ST & CH)

- i. Community Member
 - *There is no current candidate for this seat.*
 - *We agreed to move to a 5 member board.*
- ii. Voting procedure
 - *Virtual votes*
- iii. Voting Dates (before the May meeting?)
 - *May 1st-May 7th*
- iv. Vote Counter - (Lindsay)
 - *Lindsay agreed to count votes.*
- v. Publications/mailings - assign member(s)
 - *Lindsay agreed to be sure all necessary publications, emails and mailing are sent out.*

VI. Policy Review (action)

a. Policy Revisions for Approval

- i. #206- Public Participation & Complaints in Board Meetings (Sam)**
Sam led a discussion reviewing this document and recommended changes.

On motion by Sam seconded by Jen with all present voting yes, motion passed to adopt the Policy #206- Public Participation & Complaints in Board Meetings as presented.

- ii. #410- Family and Medical Leave (& 410.1) (Christie)**
Christie led a discussion reviewing this document and recommended changes.

On motion by Christie seconded by Katy with all present voting yes, motion passed to adopt the Policy #410- Family and Medical Leave (& 410.1) (Christie).

- iii. #609- Religion (Gidget)**
Gidget led a discussion reviewing this document with no changes.

On motion by Gidget seconded by Christie with all present voting yes, motion passed to adopt the Policy #609- Religion as presented.

b. Policies for May

- i. #210.1 - Conflict of Interest - Charter School Board Members**
Christie led a discussion on this policy. Jen agreed to review this policy.

- ii. #304 - School Director Evaluation**
*Christie led a discussion on this policy. Steph agreed to review this policy.
The school director evaluation committee this year will be Sam, Gidget, and Steph.*

c. Review Required Policies vs. Current Policies

- [Policy Overview Slides](#)
- *The board discussed the future of policies that are not required.*
- *We will move towards reviewing whether they are necessary or not.*

VII. Administrator's Report

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

- **Student Statistics:** *103 students enrolled today. There are currently 52 male 51 female students. There were 27 students that were added and 9 rejoined. There have been 30 students dropped from the program. About 46 students have an attendance rate of lower than 90%, 30 students have more than 16 absences. There are 12 students with more than 20 absences and are currently in attendance. Attendance is currently at about 89.78%. Our ADM is currently 109 with a budget of 116 for this year. Many enrollments are still incoming for next year.*
- **Staffing:** *We have a Science Teacher in the works! We are currently looking for a high school math teacher.*
- **HeadStart:** *We hope that HeadStart will hire an instructor soon and begin to occupy our classrooms. There are no current updates.*
- **Conferences:** *Conferences were not well attended last night. There will most likely not be a specific conference night in the future due to lack of attendance. Teachers may offer conferences with parents scheduled virtually.*

VIII. Receive Donations

- *none*

IX. Other (not to exceed 5 minutes)

- *none*

X. Set Agenda for Next Meeting

a. Date & Time (*Tuesday, May 9, 4:00pm Room 205*)

b. Agenda/Responsibilities

- i.** *Financial Review (Lindsay)*
- ii.** *Budget Draft*
- iii.** *Board Goals*
- iv.** *Staffing update*
- v.** *Annual Meeting Business*
- vi.** *Administrative Review: Sam, Steph, Gidget*
- iv.** *Present/Review #210.1 - Conflict of Interest*
- v.** *Present/Review #304 - School Director Evaluation*
- vii.** *Assign June Policies: none*
- viii.** *Administrators Report (Tom)*

XI. Adjournment

On the motion by Christie seconded by Katy with all present voting yes, motion passed to adjourn the Board of Directors Meeting at 5:03 pm.

Next Meetings

The next Board of Directors meeting will be on Tuesday, May 9 at 4:00 pm in Room 205