



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

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

Board of Directors Meeting

Tuesday, June 15, 2021

Google Meet's Meeting

Phone ID: +1 803-592-0580 Pin: 966 684 009#
9:00a.m. -10:30 a.m.

MINUTES

I. Opening of Meeting and Call to Order

Board Vice-Chair Lorraine Busta called the meeting to order at 9:05 a.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

Katy Chamberland, Jennifer VanDyke,

Addie Ek-Pangerl

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: Mike – no, Christie – no, Jen- no, Lorraine - absent, Sam – no.

b. Approval of the May 11, 2021 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 May 11, 2021 as presented. Votes are as follows: Mike– yes, Christie – yes, Jen- yes, Lorraine - absent, Sam – yes.

c. Approval of the May 25, 2021 Annual Meeting Minutes (action)

On motion by Sam seconded by Christie with all present voting yes, motion passed to approve the Board of Directors Annual meeting minutes on May 15, 2021 as presented. Votes are as follows: Mike– yes, Christie – yes, Jen- yes, Lorraine - absent, Sam – yes.

III. Financial Report

a. Financial Review (Action)

Lindsay presented and answered questions on the May 2021 Check Register report (available on common drive).

On motion by Sam seconded by Jen with all present voting yes, motion passed to approve the Check Register as presented. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - absent, Sam – yes.

b. FY21-22 Budget (Action)

- *Tom and Lindsay presented a Budget with a 116 ADM.*
- *Budget includes the addition of a Special Education Teacher (3 total)*
- *Budget includes an additional teacher to secondary staff.*
- *Budget includes a third elementary teacher which may change depending on enrollment. If elementary enrollment is down, we will not be able to financial support a third elementary teacher.*

On motion by Sam seconded by Christie with all present voting yes, motion passed to approve the FY20-21 Revised Budget for 110 ADM as presented. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

On motion by Sam seconded by Jen with all present voting yes, motion passed to approve the FY21-22 Budget as presented. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

IV. Old Business

a. Board Goals for 2020-21

- To appropriately increase the school’s level of social media engagement for the purpose of increasing exposure of the school to gain enrollment and community support by June 2021. Christie led a discussion on the progress of this goal, available on the Shared Drive. It looks like our numbers are growing. She would like to carry this goal over to next year. We did not meet this goal but she feels we really did a great job during Covid-19.*
- Closely monitor and assess the schools progress towards meeting the authorizer contract goals and determine appropriate responses and corrective action. Sam led a discussion on the Authorizer goals available on the Shared Drive.*
- Develop an outline for Five-year strategic plan by December 31,2020 and finalize plan by May 31, 2021 with intent to implement in 2021-2022 school year. Sam led a discussion on this goal available on the Shared Drive.*
- Determine the viability of different models of pre-K programming for the school and select a plan by June 1, 2021. Sam led a discussion on this goal. He is not sure Head Start will be starting this school year.*

b. Graduation Ceremony

Tom discussed the graduation ceremony changes due to the Covid-19 coronavirus pandemic. Sam felt this was a well-run ceremony. She felt it ran smoother than last year’s first Google Meet ceremony. We are all hoping to have an in-person ceremony next year. Tom thanked Katie for all her help in making this ceremony so successful. Addie felt that having the students stay on-line simply to talk among themselves says a lot about how well they valued each other.

V. New Business

a. Officer Nominations

Sam led a discussion on assigning officers at the July meeting. Christie will get descriptions and have them available on the shared drive before our next meeting.

b. Q-Comp Annual Report (Ek-Pangerl)

Addie presented and answered questions on the Q-Comp Annual Report which is available on the Shared Drive. Tom felt there is room for improvement next year, in particular because we will be returning to in-person teaching as usual.

On motion by Sam seconded by Lorraine with all present voting yes, motion passed to approve the Q-Comp Annual Report as presented. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

c. Testing Data Update (Christie)

Christie discussed this in the Goals above.

d. Staffing Updates

Tom discussed hiring a Special Ed Teacher. He offered and received an acceptance for the new position from Angie Bohnert.

On motion by Lorraine seconded by Christie with all present voting yes, motion passed to approve the hire of Angie Bohnert on the recommendation of our principal Tom Kearney. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

Tom discussed hiring an Art Teacher. He offered and received an acceptance for the new position from Joseph Dokken.

On motion by Sam seconded by Lorraine with all present voting yes, motion passed to approve the hire of Joseph Dokken on the recommendation of our principal Tom Kearney. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

Tom discussed hiring an Elementary Teacher. He met one candidate who would be a good match but is still looking. Tom is still interested in revising the one-year contract we are currently using.

VI. Policy Review (action)

a. Policy Revisions for Approval

i. #505- Distribution of Non-school Sponsored Materials (Sam)

Sam led a discussion reviewing this document and recommended changes.

On motion by Sam seconded by Christie with all present voting yes, motion passed to adopt the Policy #505- Distribution of Non-school Sponsored Materials as presented. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

ii. #721- Uniform Grant Guidance Policy Regarding Federal Revenue Sources (Jen/Christie)
Christie led a discussion reviewing this document and recommended changes.

On motion by Christie seconded by Jen with all present voting yes, motion passed to adopt the Policy #721- Uniform Grant Guidance Policy Regarding Federal Revenue Sources as presented. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

b. Policies for July

i. #208 – Development, Adoption, and Implementation of Policies

Lorraine led a discussion on this policy. Sam agreed to review this policy. Sam thanked Lorraine for all her work developing this policy. Tom also thanked Lorraine. He has subsequently shared this document with other schools.

VII. Administrator's Report

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

- ***Student Statistics:*** *We ended the year with 124 students enrolled and a membership count of 119 as of 6/1. We budgeted 106 and ended with an estimated ADM just over 112. We added 20 students and dropped 7. Our attendance ended with 92.23%. We had 35 students out of 85 on an Honor Roll. Lorraine added that the outstanding efforts from our teachers made this happen. We even had teachers working with students in the evening. We started the year with nine seniors and all nine graduated. During the school year we added two seniors, but both dropped out without finishing their classwork. Tom is expecting an increase in enrollment this summer as we are having an unusually high level of interest in our school.*
- ***Head Start:*** *Tom discussed this above under Goals.*

VIII. Receive Donations

On behalf of the NHS School Board President Sam Taylor thanked the following contributors:

- *\$100 Tacheny Family*
- *\$19.70 Boxtops for education*
- *\$120 Facebook*
- *\$61.43 Amazon Smile*
- *\$223.75 Bell Family for Playground Fund*

IX. Other (not to exceed 5 minutes)

- *(nothing added)*

X. Set Agenda for Next Regular Meeting

a. Date & Time *(Tuesday, July 13, 9:00am Room 105)*

b. Agenda/Responsibilities

- i.** *Financial Review (Lindsay)*
- ii.** *Administrators Report (Tom)*
- iii.** *Board member oath*
- iv.** *Officer Nominations*
- v.** *Meeting dates and times*
- vi.** *Board goals*
- vii.** *Shared Drive Tutorial*
- viii.** *Policy Revision #208 (Sam)*

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 11:01 am. Votes are as follows: Mike – yes, Jen- yes, Lorraine - yes, Sam – yes.

Next Meetings

Our next regular Board of Directors meeting will be on Tuesday, July 13 at 9:00 a.m. in Room 105.