



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 15, 2022

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 4:03 p.m.

a. Attendance:

Board of Directors

Lorraine Busta P Sam Taylor P
Katy Chamberland P Jennifer VanDyke P
Christie Hogan P Jodi Wegge P
Mike Stahlmann P

Ex-Officio

Tom Kearney (Principal/Superintendent)

Visitors

Stephanie Kocer (Secondary ELA Teacher)

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, Katy - no, Jodi - no, Lorraine - no, Sam – no.

b. Approval of the February 8, 2022 Meeting Minutes (action)

On motion by Jen seconded by Lorraine with all present voting yes, motion passed to approve the Board of Directors minutes of February 8, 2022 as presented.

III. Financial Report

a. Financial Review (Action)

In Lindsay's absence, Tom presented and answered questions on the February 2022 Check Register report (available on the board of directors shared drive).

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

IV. Old Business

a. Board Goals for 2021-22

- i.** Support the brand awareness committee by monthly tracking and monitoring social media involvement, community engagement and similar activities.

Christie stated that there is little to report from the Brand Awareness Committee. We have asked many people to write reviews on GreatSchools.com and struck out. Two staff

members wrote reviews for NHS on GreatSchools.com. We are working on keeping up on the social media accounts. Jodi offered support on these ideas.

- ii. Monitor and assess the schools progress towards meeting the authorizer contract goals on a quarterly basis to determine appropriate responses and actions.

Katy reported that the Fast testing data from the spring testing cycle is beginning next week. Tom discussed the graduation rates as well.

- iii. Develop an outline for a five-year strategic plan by December 2021 and finalize the plan by December 2022 with the intent to implement in 2023 school year.

Sam reported on a discussion with a Board Director at another school. Katy discussed the 5 Year Strategic Plan in relation to World's Best Workforce that can be found in a template on the Board Shared Drive. Christie began an outline with several thoughts put together by Tom as a long-term vision. Tom's hope is a long-term vision with succession plans as well. Lorraine asked about a board level strategic goal.

b. School Calendar FY 2022-23

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

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

V. New Business

a. Staff Presentation to the Board

Stephanie Kocer presented her High School ELA schedule and teaching philosophy. The board thanked her for her presentation.

b. Annual Meeting

- i. Date & Place (Tuesday May 24, 4:00pm)

Sam discussed the date and time of our Annual Meeting. All agreed to have a meeting at 4:00.

- ii. Board Vacancies (Mike, Lorraine)

Sam pointed out that there are two current members whose term is up this year. To continue to have a seven member board we will have two vacancies.

- iii. Room Preparation - assign member(s)

Tom agreed to get the room ready.

- 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. #418 - Drug-Free Workplace/Drug-Free School (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 #418 - Drug-Free Workplace/Drug-Free School as presented.

ii. #412 - Expense Reimbursement (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 #412 - Expense Reimbursement as presented.

iii. #514- Bullying Prohibition (Lorraine)

Lorraine recommended tabling this policy until next month.

iv. #521 - Student Disability Nondiscrimination (Christie)

Christie led a discussion reviewing this document and recommended changes.

On motion by Christie seconded by Jodi with all present voting yes, motion passed to adopt the Policy #521 - Student Disability Nondiscrimination as presented.

b. Policies for April

i. #404- Employment Background Checks

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

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

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

iii. #417- Chemical Use Abuse

Lorraine led a discussion on this policy. Christie 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 86.12%. Please take into consideration that due to Covid we are reminding students not to come to school if they are sick. Our current ADM is 112 students. This year we budgeted for 116. Since August, 33 kids have joined our school but 26 have dropped. Enrollment is continuing throughout this year. We may not be able to get to the budgeted student amount.*
- **ESSER III:** *ESSER Funds have been approved! Cameras can be purchased now. We will also be able to add two part time teachers (or one full-time teacher) in order to support students in Social Studies and ELA with credit opportunities. Students have credit recovery needs that are not currently ideal for our school.*
- **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.*
- **Playground Update:** *Our playground is out of date. City council was enthusiastic about it before Covid. There are many meetings that just keep going around in circles. Tom and Christie will be pitching one more time to the city to update. Some of the money will be given back to the sources due to grants and other funding opportunities that would need to be reallocated if we are unable to complete the initial project. This project is generating awareness about our school.*

VIII. Receive Donations

(nothing this month)

IX. Other (not to exceed 5 minutes)

(nothing this month)

X. Set Agenda for Next Meeting

- a. Date & Time** *(April 12, 4:00pm - Room 205)*

b. Agenda/Responsibilities

- i. Financial Review (Lindsay)*
- ii. Board Goals (Sam)*
- iii. Staff Presentation to the Board (Tapio)*
- iv. Present/Review Updates on Student Records Policy (Lorraine)*
- v. Present/Review #514- Bullying Prohibition (Lorraine)*
- vi. Present/Review #404- Employment Background Checks (Sam)*
- vii. Present/Review #410- Family and Medical Leave (& 410.1) (Jennifer)*
- viii. Present/Review #417- Chemical Use Abuse (Christie)*
- ix. Assign May Policies: #620- Credit for Learning*
 - x. Administrators Report (Tom)*
 - xi. Receive Donations*
 - xii. Other*
- xiii. Set Agenda for next meeting*

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 5:41 pm.

Next Meetings

The next Board of Directors meeting will be on Tuesday, April 12 at 4:00 pm at NHS (Room 205).