



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

Phone: 651-439-1962  
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**Board of Directors Meeting**

**Thursday, August 13, 2020**

**Zoom Meeting**

**Meeting ID: 841 1242 6907 Password: 614**  
**9:30a.m. - 11:00 a.m.**

**MINUTES**

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

*Board Chair Sam Taylor called the meeting to order at 9:35 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

**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 - no, Sam – no.*

**b. Approval of the July 14, 2020 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 July 14, 2020 as presented. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.*

**III. Financial Report**

**a. Financial Review (Action)**

*Lindsay presented and answered questions on the July 2020 Check Register report (available on common drive). She also stated that the annual audit is completed, and she will share the results when she receives them.*

*On motion by Lorraine seconded by Sam 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 - yes, Sam – yes.*

#### **IV. Old Business**

##### **a. Board Goals for 2020-21 (below is 2019-20)**

- i. Research and gain the knowledge necessary by May 31, 2020 to create and implement a Five-year Strategic Plan.
- 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.
- iii. Investigate the possibility of expanding programing such as E-Learning or a Pre-K program

*Sam led a discussion on our board goals for 2020-21. Tom offered to review the goals submitted by the members for consolidation and wordsmithing. He will then forward them to Lindsay who will add them to our next meeting for review*

#### **V. New Business**

##### **a. Staffing Updates**

*Tom led a discussion on staffing for the 2020-2021 school year. He discussed the license requirement of Science teachers.*

*Tom discussed the resignation of Erin Kost our 2-3 Elementary teacher. He is not intending to replace her as a result of distance learning. Sam wanted to thank her for her service and recognized all the work she was willing to contribute. Christie and her elementary team really appreciate all the work she did as well and will truly miss her.*

*On motion by Sam seconded by Lorraine with all present voting yes, motion passed on the recommendation of our Principal Tom Kearney to approve the resignation of Erin Kost (Elementary Grades 2-3.) Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.*

##### **b. Head Start (Christie)**

*Christie discussed the progress of initiating a Head Start program. She was able to contact Jackie Cross, who is responsible for Stillwater Head Start. She said Assentation Church here in Stillwater already has this program and there are ten students and that they don't expand unless there are twenty students. She discussed having a partnership with New Horizon and Head Start for a Before-Care and After-Care program including a Pre-School. No commitments were made but the next step was to have someone come here and measure the space for future use. They also discussed playground usage as Assentation Church is in need of using a playground and they may be able to work a partnership and share use. Measuring may need to wait until January as a result of COVID-19. New Horizon and Head Start are both organizations worth pursuing.*

##### **c. Playground Fundraiser (Christie)**

*Christie discussed the garage sale for playground renovations funds. She wanted to thank Tom, Lindsay, Jen and everyone else who helped put this together. Tom discussed how he was able to give away the oven in exchange for a donation. Jen talked about how successful it was and how they are still selling items on Facebook and consignment stores. We have already raised \$37,167.00 toward the Playground. All of this is now posted on our Web site. They have learned a lot conducting this garage sale and plan on making this a yearly event.*

##### **d. School Calendar (Tom)**

*Tom led a discussion on changing our FY20-21 Calendar to reflect Stillwater Districts delay of school start date to September 8.*

*On motion by Lorraine seconded by Jen with all present voting yes, motion passed on the recommendation of our Principal Tom Kearney to approve the updated school calendar. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.*

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

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

#### **i. #212 – School Board Member Development (Lorraine)**

*Lorraine led a discussion reviewing this document and recommended changes.*

*On motion by Lorraine seconded by Christie with all present voting yes, motion passed to approve the Policy #212 – School Board Member Development as recommended. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.*

#### **ii. #624 – Online Learning Options (Lorraine)**

*Lorraine led a discussion reviewing this document and recommended changes.*

*On motion by Lorraine seconded by Jen with all present voting yes, motion passed to approve the Policy #624 – Online Learning Options as recommended. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.*

#### **iii. #506 – Student Discipline (Jen)**

*Jen recommended tabling this policy until our next meeting.*

### **b. Policies for September**

#### **i. #427- Workload Limits for Certain Special Education Teachers**

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

#### **ii. #524- Internet Acceptable Use and Safety**

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

#### **iii. #903- Visitors to School District Buildings & Sites**

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

#### **iv. #808- COVID-19 Face Covering Policy**

*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:** *We currently have 102 students enrolled with a budget of 106. He is anticipating more students enrolling based on current interviews.*
- **COVID-19:** *Tom discussed the requirements needed to open school. We are tied to the ISD834 bussing. He said we are prepared to comply with the District ABC hybrid method. He was just informed that the Board is meeting tomorrow evening to go 100% distance learning. We really cannot act until they have voted. This changes our current plans. Approximately 40% of our families have chosen to stay at home. Katy Chamberland reported on the survey we conducted. She said 64 families replied to the survey. She reported on how they responded to each question. Seven students were given computers. Our families with multiple students may need more than one computer. As a result of the questionnaire we have offered training sessions for families and just completed our first session. This was our second survey which was more meaningful than our first one. Our training sessions are given either virtually or in the computer lab. We ordered face shields, 30 Chrome Books and received free masks. Tom is working on having Teachers*

*come into the building this year. We are able to bring certain students into the building including Special Education 504 and IEP students and free and reduced lunch students. There will be a variety of students who will be able to be transported. He is working with the ISD834 transportation department.*

*Tom discussed obtaining board permission/authority to switch between modes within the governor's proclamation/plan during the COVOD-19 crisis as needed without assembling the board for a vote.*

*On motion by Sam seconded by Lorraine with all present voting yes, motion passed to approve giving Tom Kearney permission/authority to switch between modes within the governor's proclamation/plan during the COVOD-19 crisis as needed. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.*

**VIII. Receive Donations**

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

- \$45.00 Cheryl Graham
- \$1,500 Watson Appliance

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

*Board Chair Sam Taylor invited those present for input on non-agenda items. No new items discussed.*

**X. Set Agenda for Next Meeting**

**a. Date & Time** (September 17, 4:00pm Zoom)

**b. Agenda/Responsibilities**

- i. Financial Review*
- ii. Board Goals*
- iii. Head Start Update. (Christie)*
- iv. Present/Review #427- Workload Limits for Certain Special Education Teachers (Christie)*
- v. Present/Review #524- Internet Acceptable Use and Safety (Lorraine)*
- vi. Present/Review #903- Visitors to School District Buildings & Sites (Jen)*
- vii. Present/Review #808- COVID-19 Face Covering Policy (Christie)*
- viii. Present/Review #624D – Online Learning Options y (Sam)*
- iv. Present/Review #506 – Student Discipline (Jen)*
- ix. Assign October Policies: #414- Mandated Reporting of Child Neglect or Physical or Sexual Abuse, #503- Student Attendance, #612.1- Development of Parent and Family Engagement Policies for Title I Programs, and #806- Crisis Management Policy*

**XI. Adjournment**

*On the motion by Lorraine seconded by Jen with all present voting yes, motion passed to adjourn the Board of Directors Meeting at 11:22 am. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.*

**Next Meetings**

*The next Board of Directors meeting will be on Thursday, September 17 at 4:00 pm via Zoom.*