



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

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Board of Directors Meeting

Thursday, October 22, 2020

Zoom Meeting

Meeting ID: 831 7811 8311 Password: 260740

2:00p.m. - 3:30 p.m.

MINUTES

I. Opening of Meeting and Call to Order

Board Chair Sam Taylor called the meeting to order at 2:01 p.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

Glory Kibbel

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 September 17, 2020 Meeting Minutes (action)

On motion by Lorraine seconded by Christie with all present voting yes, motion passed to approve the Board of Directors minutes of September 17, 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 September 2020 Check Register report (available on common drive).

On motion by Lorraine seconded by Christie 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.

a. Financial Year-end Audit Update (review)

Lindsay presented and answered questions on the Audit Report 2019-20 report which was emailed to all members prior to this meeting. There were no negative findings, and we were able

to remove one of the two usual material weaknesses by hiring Ray Queener to review the school's Financial Audit. We were able to increase our fund balance by \$85,461. We have been using Malloy, Montague, Karnowski, Radosevich & Co., P.A. (MMKR) which is one of the largest auditor firms working with schools in Minnesota.

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

IV. Old Business

a. Board Goals for 2020-21

- i.** 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.
Sam led a discussion on this goal.
- ii.** 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 this goal.
- iii.** 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.
- iv.** 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.

V. New Business

a. Performance Improvement Plan (PIP) (Tom)

Tom and Glory led a discussion on the performance improvement plan.

On motion by Sam seconded by Lorraine with all present voting yes, motion passed to approve our Performance Improvement Plan Votes are as follows: Christie – yes, Jen- yes, Lorraine - yes, Sam – yes, Mike - Yes.

b. The Guild Contract (Tom)

Tom led a discussion on the school's amended contract goals as per MDE.

On motion by Sam seconded by Lorraine with all present voting yes, motion passed to approve the amended Guild Contract. Votes are as follows: Christie – yes, Jen- yes, Lorraine - yes, Sam – yes, Mike - Yes.

c. Staffing Updates (Tom)

Tom reported that there are no staffing updates at this time.

VI. Policy Review (action)

a. Policy Revisions for Approval

- i.** #903- Visitors to School District Buildings & Sites (Jen)

Jen led a discussion reviewing this document and recommended changes.

On motion by Jen seconded by Lorraine with all present voting yes, motion passed to approve the Policy #903- Visitors to School District Buildings & Sites as recommended. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

ii. #624D – Online Learning Options (Sam)

Sam led a discussion, and it was decided to table this policy.

iii. #414- Mandated Reporting of Child Neglect or Physical or Sexual Abuse (Sam)

Sam led a discussion reviewing this document and recommended changes. Needs to be reviewed yearly.

On motion by Sam seconded by Lorraine with all present voting yes, motion passed to approve the Policy #414- Mandated Reporting of Child Neglect or Physical or Sexual Abuse as presented. Votes are as follows: Mike - yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

iv. #503- Student Attendance (Sam)

Sam led a discussion reviewing this document and recommended changes.

On motion by Sam seconded by Lorraine with all present voting yes, motion passed to adopt the Policy #503- Student Attendance as presented. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

v. #612.1- Development of Parent and Family Engagement Policies for Title I Programs (Christie)

Christie led a discussion, and it was decided to table this policy.

vi. #806- Crisis Management Policy (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 adopt the Policy #806- Crisis Management Policy as presented. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

b. Policies for November

i. #522- Student Sex Nondiscrimination

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

ii. #531- The Pledge of Allegiance

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

iii. #534- Unpaid Meal Charges 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 107 students enrolled with a budget of 106. Our attendance is currently at 97.94%.*

- **PIP:** Tom discussed the PIP (Performance Improvement Plan) and how he is currently working on this which covers the following three areas: Increase fund balance, increase academics, clean up our audit (eliminate material weaknesses)
- **Technology:** Tom discussed that we have not had too many problems with technology. All staff now have laptops which makes it easier on the teachers as they are moving classrooms each hour so the students can remain in the same classroom all day.

VIII. Receive Donations

\$1,050 Busta Family

IX. Other (not to exceed 5 minutes)

X. Set Agenda for Next Meeting

a. Date & Time (November 19, 2:00pm Zoom)

b. Agenda/Responsibilities

- Financial Review (Lindsay)*
- Board Goals (Sam)*
- Present/Review #522- Student Sex Nondiscrimination (Jen)*
- Present/Review #531- The Pledge of Allegiance (Sam)*
- Present/Review #534- Unpaid Meal Charges Policy (Christie)*
- Assign December Policies: #401- Equal Employment Opportunity*

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 3:47 pm. 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, November 19 at 2:00 pm via Zoom.