



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

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## **Board of Directors Meeting**

**Tuesday, January 10, 2023**

**NHS - Room 205**  
**4:00p.m. - 5:30 p.m.**

### **MINUTES**

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

*Board Vice Chair Jennifer VanDyke called the meeting to order at 4:06 p.m.*

##### **a. Attendance:**

###### Board of Directors

Stephanie Bagwell   P  

Gidget Bell   P  

Christie Hogan   P  

Katy Johnson   P  

Sam Taylor   A  

Jennifer VanDyke   P  

###### Ex-Officio

Tom Kearney (Principal/Superintendent)

Lindsay Berberich (Bookkeeper)

###### Visitors

(no visitors)

##### **b. Welcome New Members/Guests/Visitors**

*Board Vice Chair Jennifer VanDyke 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- absent, Gidget– no.*

##### **b. Approval of the December 13, 2022 Meeting Minutes (action)**

*On motion by Jen seconded by Christie with all present voting yes, motion passed to approve the Board of Directors minutes of December 13, 2022 as presented.*

##### **c. Approval of the December 30, 2022 Meeting Minutes (action)**

*On motion by Jen seconded by Katy with all present voting yes, motion passed to approve the Board of Directors minutes of December 30, 2022 as presented.*

#### **III. Financial Report**

##### **a. Financial Review (Action)**

*Lindsay presented and answered questions on the December 2022 Check Register report (available on the Board of Directors Shared Drive).*

*On motion by Katy seconded by Steph with all present voting yes, motion passed to approve the 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)**
    - *We will reassess after our winter testing cycle has been completed.*

- *This will be the end of February.*
  - 2. Accountability Goal 2 (MCA Reading)
    - *We will reassess in the Spring after testing has been completed.*
  - 3. Accountability Goal 3 (MCA Math)
    - *We will reassess in the Spring after MCA testing has been completed.*
  - 4. Accountability Goal 4 (Graduation Rate)
    - *We will reassess this goal in the Spring after the end of the year.*
    - *We are on track.*
  - 5. Accountability Goal 5 (Attendance)
    - *Our current attendance rate is 88%.*
  - 6. Accountability Goal 6 (Parent/Student Surveys)
    - *We will reassess this goal at the end of the year after the survey has been completed.*
  - 7. Accountability Goal 7 (Post-high school plan)
    - *Annah works with students throughout the school year.*
    - *Mock interviews will take place in the upcoming months.*
    - [Accountability Goals](#)
- ii.** Develop a draft for a five-year strategic plan by May of 2023.
- 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.
- 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.
- *We would need to approach a lender in order to determine when we can buy the building.*
  - *This will be a part of the five-year strategic plan.*

## **V. New Business**

- a. None

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

**a.** Policy Revisions for Approval

**i.** #510 - School Activities (Jen)

*Jen led a discussion reviewing this document and recommended changes. This explains the responsibility of all students on school-related activities (ex. Field Trips etc.) There were no changes.*

*On motion by Jen seconded by Christie with all present voting yes, motion passed to adopt the Policy #510 - School Activities as presented.*

**ii.** #533- Wellness (Christie)

*Christie led a discussion reviewing this document and recommended it without changes.*

*On motion by Christie seconded by Jen with all present voting yes, motion passed to adopt the Policy #533- Wellness as presented.*

**iii.** #616- School District System Accountability (Sam)

*Sam was absent, this policy was tabled until February.*

**b.** Policies for February

**i.** #214 - Out-of-State Travel by School Board Members (Katy)

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

**ii.** #413 - Harassment and Violence (Jen)

*Christie led a discussion on this policy. Jen 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:*** *Today was the 77th day of school out of 170 days. Our current attendance is 88%. Tom discussed that this is somewhat due to the Covid procedures. 36 students have attendance below 90%. 30 students currently have 10 absences. There are two students that have missed 30 or more days. Enrollment meeting requests are coming in steadily.*
- *Our budget is based on 116 students. Student enrollment as of today is about 110 students. Total students that have enrolled with us this year is 123 students. 19 students have enrolled since the first day of school.*
- *17 students have dropped as of today. 7 students enrolled this year with a misunderstanding of our school's strengths and weaknesses. 8 students that dropped had significant mental health needs. 2 students are traveling. 3 students in one family left to go to a bigger school.*
- *Elementary staff are concerned that students are staying home too often. Most classes are missing students everyday.*
  
- ***Staffing:*** *We still have no science teacher. Math teacher about to go on maternity leave. After her maternity leave, she will utilize video lessons and online teaching options while students will be supervised by another teacher during that class period.*
  
- ***Discipline:*** *There are not very many referrals recorded in the discipline system: 49 total. Disruption and then defiance/insubordination are the most common referrals for disciplinary action. Work refusals and language are also common problems recorded.*

## **VIII. Receive Donations**

- \$60.00 Andersen Windows

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

- none

## **X. Set Agenda for Next Meeting**

**a. Date & Time** *(February 21, 4:00pm - Room 205)*

**b. Agenda/Responsibilities**

- i. *Financial Review (Lindsay)*
- ii. *Board Goals*
  1. *Discuss the five-year strategic plan - What do we want as a board?*
- iii. *School Calendar*
- iv. *Present/Review #616- School District System Accountability (Sam)*
- v. *Present/Review #214 - Out-of-State Travel by School Board Members (Katy)*
- vi. *Present/Review #413 - Harassment and Violence (Jen)*
- vii. *Assign March Policies: #514- Bullying Prohibition, #509.1- 509A- Application and Enrollment Policy, and #507- Corporal Punishment*
- viii. *Administrators Report (Tom)*
- ix. *Receive Donations*

## **XI. Adjournment**

*On the motion by Katy seconded by Steph with all present voting yes, motion passed to adjourn the Board of Directors Meeting at 4:51 pm.*

## **Next Meetings**

*The next Board of Directors meeting will be on Tuesday, February 21, 2023 at 4:00 pm in Room 205.*