



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

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Board of Directors Meeting

Wednesday, March 20, 2019

New Heights School – Room 105
4:00 - 5:30 p.m.

MINUTES

I. Opening of Meeting and Call to Order

President Jill Eulberg called the meeting to order at 4:06 p.m.

a. Attendance:

Board of Directors

Lauren Adamic A

Carrie Andrews P

Lorraine Busta P

Jill Eulberg P

Christie Hogan P

Mike Stahlmann P

Sam Taylor P

Ex-Officio

Tom Kearney (Principal/Superintendent)

Lindsay Berberich (Bookkeeper)

Visitors

(no visitors)

b. Welcome New Members/Guests/Visitors

President Carrie Andrews welcomed all those present.

II. Review of Agenda & Minutes

a. Review Agenda

The agenda was reviewed with no changes recommended.

b. Approval of the February 13, 2019 Meeting Minutes (action)

On motion by Sam seconded by Jill with all present voting yes, motion passed to approve the Board of Directors minutes of February 13, 2019 as presented.

III. Financial Report

a. Financial Review (Action)

Lindsay presented and answered questions on the February 2019 Check Register report from the SmartBoard (available on common drive).

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

b. FY19-20 Budget Draft (Information)

Tom and Lindsay discussed presenting a FY18-19 Budget Draft report at our next meeting after the State completes their budget.

IV. Old Business

a. Board Goals for 2018-19

- i. To analyze the relevance and purpose of the various standardized testing systems used and to determine an appropriate response/direction to be taken to maximize the use of student achievement data.

Christie and Jill presented a NWEA (Northwest Evaluation Association) report from the SmartBoard (available on common drive). We test K-5 three times a year and grades 6-11 once in the Fall. The MCA testing is just starting this week.

- ii. Research and pursue realistic funding opportunities.

Tom told us about Alternative Delivery of Instructional Services (ADSIS) funding. ADSIS funding is state aid that goes through the special education funding formula, not a grant. The cap for fiscal year 2020 will be \$1,089,351.74. This is a two-year program. We would have to spend the money first then get reimbursed. The purpose of ADSIS is to provide instruction to assist students who need additional academic or behavioral support to succeed in the general education environment. The goal is to reduce the number of inappropriate referrals to special education by providing supports early to struggling students.

- iii. Increase the board's knowledge and effectiveness through participating in relevant training opportunities throughout the year.

Nothing new discussed.

V. New Business

a. Annual Meeting

- i. Date & Place (May 15, 7:00pm; Room 105)
Carrie discussed the date and time of our Annual Meeting. All agreed to have in room 205.
- ii. Board Vacancies (Lauren, Jill, Carrie, Mike)
Carrie pointed out that there are four current members whose terms are up this year. We agreed to post four openings.
- iii. Room Preparation - assign member(s)
Mike agreed to get the room ready for the meeting.
- 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 and mailing are sent out.

b. Board Membership

Tom discussed the resignation of Loren due to schedule conflicts. He recommended that we accept her resignation.

On motion by Lorraine seconded by Sam with all present voting yes, motion passed to approve the resignation of Lauren Adamic from the Board.

VI. Policy Review (action)

a. Policy Revisions for Approval

- i. **#413- Harassment and Violence (Lorraine)**

Lorraine led a discussion reviewing this document and recommended changes.

On motion by Lorraine seconded by Jill with all present voting yes, motion passed to approve the Policy #413- Harassment and Violence as presented.

ii. #418- Drug-Free Workplace/Drug-Free School (Christie)

Christie led a discussion reviewing this document and recommend minor changes.

On motion by Christie seconded by Lorraine with all present voting yes, motion passed to approve the Policy #418- Drug-Free Workplace/Drug-Free School as presented.

iii. #514- Bullying Prohibition (Lorraine)

Lorraine led a discussion reviewing this document and did not recommend changes.

On motion by Lorraine seconded by Jill with all present voting yes, motion passed to approve the Policy #514- Bullying Prohibition as presented.

iv. #526- Hazing Prohibition (Jill)

Jill led a discussion reviewing this document and recommend minor changes.

On motion by Jill seconded by Lorraine with all present voting yes, motion passed to approve the Policy #526- Hazing Prohibition as presented.

b. Assign Policies for April.

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

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

ii. #412 – Expense Reimbursement

Lorraine led a discussion on the progress of this policy. Christie agreed to review this policy.

iii. #521- Student Disability Nondiscrimination

Lorraine led a discussion on the progress of this policy. Jill agreed to review this policy.

VII. Administrator's Report

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

- **Enrollment:** *Tom occasionally enrolls students who need to improve their behavior in school. Enrolling at NHS gives them a new environment, but they still need to do their part. We may be losing a student or two who shows little or no effort on their part. Any movement out or in will slightly change our income for the year. We are planning on going into our line of credit. The Senior class is getting a little senioritis or just lazy. Mental health still seems to be an ongoing issue. The 6/7 grade is responsible for most of the discipline reports. He is about to ban all cell phones in the sixth and seventh grades. The 8-12 grades are using the cell phones appropriately.*
- **Staffing:** *Tom is considering not offering a contract to a current employee for next year. One teacher who notified Tom said he/she will not be returning. This resignation letter will be presented at a future meeting.*
- **Building:** *Tom discussed ceiling tiles that were wet and fell after the last storm. We also had water in a basement storeroom. He hired the steaming company to free up the ice dam which backed up the thawing snow/ice on the roof. We will not be doing any renovations this summer due to the low enrollment.*
- **SHIP:** *Tom discussed another round of training. We will be offering a program that will be shown at the Stillwater High School auditorium. Tom will follow-up on Jill's recommendation to have our students see the film before the public showing. We are looking at replacing our point-of-sale equipment based on recommendations from the SHIP grant representatives. We also have*

funds for employee wellness which will be used for replacing the staff refrigerator and microwave.

VIII. Receive Donations

On behalf of the NHS School Board President Carrie Andrews thanked the following contributors:

- *\$32.09 Amazon Smile*

IX. Other (not to exceed 5 minutes)

- *(nothing new reported)*

X. Set Agenda for Annual Meeting

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

b. Agenda

- i. Financial Review*
- ii. Budget Draft 2019-20*
- iii. Audit Review*
- iv. Review Policies: #410 - Family and Medical Leave (& 410.1), #412 – Expense Reimbursement and #521- Student Disability Nondiscrimination*
- v. Assign May Policies: #304- School Director Evaluation, #404- Employment Background Checks and #417- Chemical Use and Abuse.*
- vi. Annual Meeting (planning progress)*
 - 1. Date & Place (May 15, 7:00pm, Room 105)*
 - 2. Board Vacancies (Lauren, Jill, Carrie, Mike)*
 - 3. Room Preparation (Mike)*
 - 4. Vote Counter (Lindsay)*
 - 5. Publications/mailings (Lorraine)*

Carrie led a discussion on next month's agenda as shown above.

XI. Adjournment

On the motion by Sam seconded by Lorraine with all present voting yes, motion passed to adjourn the Board of Directors Meeting at 5:36 p.m.

Next Meeting

The next Board of Directors meeting will be on Wednesday, April 17 in Room 105 at 4:00pm.