



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

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## **Board of Directors Meeting**

**Tuesday, June 7, 2023**

**Room 205**

**9:00a.m. - 10:30 a.m.**

## **MINUTES**

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

*Board Chair Sam Taylor called the meeting to order at 9:02 a.m.*

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

##### Board of Directors

Stephanie Bagwell   P  

Sam Taylor   P  

Christie Hogan   P  

Katy Johnson   P  

Jennifer VanDyke   P  

##### Ex-Officio

Tom Kearney (Principal/Superintendent)

Lindsay Berberich (Bookkeeper)

##### Visitors

#### **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: Christie – no, Jen - no, Katy - no, Steph- no, Sam- absent.*

#### **b. Approval of the May 9, 2023 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 May 9, 2023 as presented.*

### **III. Financial Report**

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

*Lindsay presented and answered questions on the May 2023 Check Register report (available on common drive).*

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

#### **b. FY23-24 Budget (Action)**

- *The What-if Calculator was available at the end of May which created a more appropriate budget.*
- *This year the ADM was 109. The budget for FY24 ADM is 115.*
- *Fund 2 will be affected by the new Free Lunch Program for all students. This will allow all students to get free lunch next year at school.*
- *TRA contributions increase on the behalf of the employee.*

*On motion by Sam seconded by Jen with all present voting yes, motion passed to approve the FY23-24 Budget with a 115 ADM.*

#### **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.

##### Accountability Goals

1. Accountability Goal 1 (FastBridge Reading)
  2. Accountability Goal 2 (MCA Reading)
  3. Accountability Goal 3 (MCA Math)
  4. Accountability Goal 4 (Graduation Rate)
  5. Accountability Goal 5 (Attendance)
  6. Accountability Goal 6 (Parent/Student Surveys)
  7. Accountability Goal 7 (Post-high school plan)
- 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.

##### **b. Board of Directors Goal Report (Sam)**

*Sam presented a review of our current Board Goals.*

- *Goal i. - Goal Met.*
  - *The Authorizer Contract goals were monitored throughout each of the meetings.*
- *Goal ii. - Goal Not Met.*
  - *There was not a fully created draft.*
  - *More work sessions need to be scheduled.*
- *Goal iii. - Goal Not Met.*
  - *A HeadStart connection was established in order to increase our elementary enrollment.*
  - *There was limited progress this year on this goal.*
- *Goal iv. - Goal Partially Met*
  - *Exploring the steps of acquiring the building occurred, but steps were not currently initiated.*

*On a motion by Sam seconded by Jen with all present voting yes, motion passed to approve the Board of Directors Goal Report.*

##### **c. Administrative review (Sam, Steph, Gidget)**

*Sam presented an overview of the administrative review process. His previous strengths remained constant. Mr. Kearney met expectations in all categories. He was found to be a capable and strong administrator. More discussion with Mr. Kearney was advised for the future reviews/evaluations.*

*On a motion by Sam seconded by Jen with all present voting yes, motion passed to approve the administrative review.*

## **V. New Business**

### **a. Board Vacancies**

*Sam led a discussion on the current board vacancies. We are in need of a community member as well as a board member that was removed from the board.*

*Katy made a motion seconded by Sam to approve the appointment of Rikk Sorenson as our new community board member for a term of 3 years.*

*Katy made a motion seconded by Steph to approve the appointment of Angie Bohnert as our new board member for a term of 3 years.*

### **b. Officer Nominations (discussion)**

*Sam led a discussion on assigning officers at the July meeting.*

### **b. Q-Comp Annual Report (Steph)**

*Steph presented and answered questions on the Q-Comp Annual Report which is available on the Shared Drive. 100% of staff that met their individual goals. Every staff member completed observations. The schoolwide English goal was met!*

*On motion by Katy seconded by Christie with all present voting yes, motion passed to approve the Q-Comp Annual Report as presented.*

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

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

- i. None

### **b. Policies for July**

- i. None

### **c. Recommend 2023-24 Policy Review Cycle.**

*Katy and Christie discussed the proposed policy review cycle with intentions to evaluate policies that aren't required and their relevance to our school.*

*Christie has done a lot of work with our policies the past few years. The Board of Directors thanks her for all of her guidance and work with the school.*

### **d. Meeting Date discussion 2023-24**

*Our next meeting will be held July 19th at 9am in person.*

## **VII. Administrator's Report**

*Tom Kearney gave an administrator's report on the state of the school*

- *Our final ADM for the year is 109.*
- *The final rate of attendance is 90.12%. This met our authorizer goal of 90% attendance.*
- *Boys and Girls is 50/50 and their attendance is consistent with that.*
- *Behavior was not a big issue this quarter.*
- *Graduation was very nice and the students will be missed. State Representative Hill spoke to the graduates along with Mr. Dokken, Mrs. Bagwell, and Mr. Kearney.*
- *Our business education teacher is willing to take the secondary math teacher position. As a previous career of an accountant, she will work as our math teacher for the 23-24 school year.*

### **VIII. Receive Donations**

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

- *\$130 Culvers Night*
- *\$29.99 Andersen Windows*

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

#### **a. Staffing Updates (Resignations)**

##### **i. Remi Larson**

*Sam made a motion seconded by Christie to accept the resignation of Remi Larson on good terms. The board thanked her for her contribution to the school.*

##### **ii. Joey Dokken**

*Sam made a motion seconded by Steph to accept the resignation of Joey Dokken on good terms. The board thanked him for his contribution to the school.*

#### **b. Thank You**

**i.** *Julie Kearney is retiring this year and will be greatly missed. The board formally thanks her for her many years of service to the school.*

**ii.** *The Board of Directors would like to thank Christie and Sam for their years of service on the Board of Directors. Their leadership and guidance has been invaluable.*

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

**a. Date & Time** *(Tuesday, July 12, 9:00am Room 205)*

#### **b. Agenda/Responsibilities**

**i.** *Financial Review (Lindsay)*

**ii.** *Board member oath*

**iii.** *Officer Nominations*

**iv.** *Meeting dates and times*

**v.** *Board goals*

**vi.** *Assign policies for review: #208 - Development, Adoption, and Implementation of Policies and #506 Student Discipline, #212 - School Board Member Development*

**vii.** *Administrators Report (Tom)*

### **XI. Adjournment**

*On the motion by Christie seconded by Jen with all present voting yes, motion passed to adjourn the Board of Directors Meeting at 10:20 am.*

### **Next Meetings**

*Our next regular Board of Directors meeting will be on Wednesday, July 19 at 9:00 a.m. in Room 205.*