



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

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Board of Directors Meeting

Wednesday, April 15, 2020

Zoom Meeting

Meeting ID: 436 277 809 Password: 8XSHzq
11:00a.m. - 12:30 p.m.

MINUTES

I. Opening of Meeting and Call to Order

Board Chair Sam Taylor called the meeting to order at 11:10 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

(no visitors)

b. Welcome New Members/Guests/Visitors

Board Chair Sam Taylor welcomed all those present.

II. Review of Agenda & Minutes

a. Review Agenda

The agenda was reviewed with no changes recommended.

b. Approval of the March 18, 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 March 18, 2020 as amended. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

c. Approval of the March 31, 2020 Special 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 March 31, 2020 as amended. 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 March 2020 Check Register report (available on common drive).

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

b. FY20-21 Budget Draft

Tom and Lindsay presented a FY20-21 Budget Draft report. This will be discussed for approval at a future meeting after the State completes their budget. This year looks a lot like last year and we are anticipating similar revenue and expenditures. This budget is anticipating an ADM of 106. Secondary is anticipating eliminating the elective class and that means Tom will need to teach a third class. He is also anticipating schedule changes based on student grade numbers. A voluntary and involuntary cut is also included in this budget. If we are able to add three secondary students we could anticipate an increase of \$24,022 to our bottom line, adding 6 secondary students we could anticipate an increase of \$48,044 and adding 9 secondary students for a total ADM of 115 we could anticipate an increase of \$72,067 to our bottom line. We will be holding a special meeting to approve the budget. An 11:00 meeting on Tuesday, May 5th. With changing our insurance to the PEIP program we will anticipate this will save us \$11,000 as our premium increase through the Co-op was 9%.

IV. Old Business

a. Board Goals 2019-20

i. Research and gain the knowledge necessary by May 31, 2020 to create and implement a Five-year Strategic Plan.
Sam discussed the progress of this sub-committee.

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.
Christie discussed the progress of this sub-committee.

iii. Investigate the possibility of expanding programming such as E-Learning or a Pre-K program.
Lorraine discussed the progress of this sub-committee. The decals are ready to pick-up. The Playground project is still going forward.

b. Annual Meeting

i. Date & Place (May 20, 11:00am; Zoom Meeting)
Sam discussed the date and time of our Annual Meeting. All agreed to have this meeting on Zoom.

V. New Business

a. Staff Updates

Our principal Mr. Kearney has received a resignation request from Dana Schmitt our Elementary Special Education teacher. He does not have a written resignation as of yet but is anticipating it soon as she has accepted another position.

VI. Policy Review (action)

a. Policy Revisions for Approval

i. #616- School District System Accountability (Christie)
Christie led a discussion reviewing this document and recommended changes.

On motion by Christie seconded by Sam with all present voting yes, motion passed to approve the Policy #616- School District System Accountability as recommended. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

ii. #507- Corporal Punishment (Christie)
Christie led a discussion reviewing this document and recommended changes.

On motion by Christie seconded by Christie with all present voting yes, motion passed to approve the Policy #507- Corporal Punishment as recommended. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

iii. #514- Bullying Prohibition (Jen)

Jen led a discussion reviewing this document and recommended changes.

On motion by Jen seconded by Christie with all present voting yes, motion passed to approve the Policy #514- Bullying Prohibition as recommended. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

iv. #206- Public Participation & Complaints in Board Meetings (Sam)

Sam led a discussion reviewing this document and recommended changes.

On motion by Sam seconded by Jen with all present voting yes, motion passed to approve the Policy #206- Public Participation & Complaints in Board Meetings as recommended. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

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

Sam 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 #410- Family and Medical Leave (& 410.1) as recommended. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

vi. #609- Religion (Jen)

Jen led a discussion reviewing this document and did not recommended changes.

On motion by Jen seconded by Christie with all present voting yes, motion passed to approve the Policy #609- Religion. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

vii. #509.1- 509A- Application and Enrollment

Christie led a discussion reviewing this document and recommended changes.

On motion by Christie seconded by Lorraine with all present voting yes, motion passed to approve the Policy #609- Religion as recommended. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

b. Assign Policies for May

i. #210.1- Conflict of Interest – Charter School Board Members

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

ii. #304- School Director Evaluation

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

VII. Administrator's Report

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

- **COVID-19:** Tom discussed the progress of our school's involvement in the Pandemic. The Governor has yet to close school through the end of this school year. Tom is preparing to complete the year with distance learning. He is still having weekly elementary or secondary staff meetings. Our students and families chose our school for the help and support in a social setting not social distancing. We just really need to be supportive during this time. Tom is considering adjusting our grading requirements depending on how the year progresses. On the bright side, everyone or every school in Minnesota is in the same boat. He is also on weekly meeting with other Districts. There are about 15 to 20% of our students who are really doing really well.
- **Staffing:** Tom discussed the Special Education position and opportunities.
- **Authorizer:** Tom discussed the progress of approving a new authorizer. He is confident this will go without any difficulties.

VIII. Receive Donations

- \$45.00 Cheryl Graham
Sam publicly thanked Cheryl for her generosity.

IX. Other (not to exceed 5 minutes)

- **Training:** Sam discussed free training for those of us that would like additional board training. She encouraged us to visit the site. We agreed to complete at least one course before June.
- **Graduation:** Tom is working to keep the graduation ceremonies as we have in the past.

X. Set Agenda for May Meetings

a. Date & Time (May 5, 11:00am)

b. Agenda

- Financial Review.*
 - Committee Update on Board Goals*
 - Review ##210.1- Conflict of Interest – Charter School Board Members (Christie)*
 - Review #304- School Director Evaluation (Sam)*
 - No June Policies*
 - Tuesday May 5th 11:00am Special Budget Board meeting on Zoom.*
- Sam led a discussion on next month's agenda as shown above.*

XI. Adjournment

On the motion by Mike seconded by Christie with all present voting yes, motion passed to adjourn the Board of Directors Meeting at 12:28 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 Tuesday May 5th at 11:00 for a Special Budget, Wednesday May 13th at 11:00am for our regular May meeting and the Annual Meeting is scheduled for May 20th at 11:00, all will be Zoom Meetings.