



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*

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.