



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

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## **Board of Directors Meeting**

**Thursday, November 9, 2021**

**New Heights School – Room 205**

**4:00 p.m. - 5:30 p.m.**

## **MINUTES**

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

*Board Chair Sam Taylor called the meeting to order at 4:03 p.m.*

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

##### Board of Directors

Lorraine Busta   P  

Katy Chamberland   P  

Christie Hogan   P  

Mike Stahlmann   P  

Sam Taylor   P  

Jennifer VanDyke   P  

Jodi Wegge   P  

##### Ex-Officio

Tom Kearney (Principal/Superintendent)

Lindsay Berberich (Bookkeeper)

##### Visitors

Addie Ek-Pangerl

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

*Board Chair Sam Taylor welcomed all board members and visitors 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: Mike – no, Christie – no, Jen - no, Katy - no, Jodi - no, Lorraine - no, Sam – no.*

#### **b. Approval of the October 12, 2021 Meeting Minutes (action)**

*On motion by Sam seconded by Lorraine with all present voting yes, motion passed to approve the Board of Directors minutes of October 12, 2021 as presented.*

### **III. Financial Report**

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

*Lindsay presented and answered questions on the October 2021 Check Register report (available on Board of Directors Shared Drive).*

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

#### **b. FY2020-2021 Audit Update**

*The Audit draft was received today. She will send out the draft and will request questions to be sent by email in advance of the next board meeting.*

*Lindsay presented an update of the Audit 2020-21 report.*

### **IV. Old Business**

#### **a. Board Goals for 2021-22**

- i. Support the brand awareness committee by monthly tracking and monitoring social media involvement, community engagement and similar activities.

*Christie, Katy and Lindsay presented and answered questions about the Brand awareness committee. Board members were asked to contribute by sharing and liking posts and writing recommendations on GreatSchools.com. Our goal is to have 10 families review New Heights School on GreatSchools.com by May 27th, 2022.*

- ii. Monitor and assess the schools progress towards meeting the authorizer contract goals on a quarterly basis to determine appropriate responses and actions.

*Sam discussed this goal. The progress will be more easily evaluated after the next testing cycle in January.*

- iii. Develop an outline for a five-year strategic plan by December 2021 and finalize the plan by December 2022 with the intent to implement in 2023 school year.

*A subcommittee was formed to work towards this goal. A work session will be scheduled for the future.*

## **V. New Business**

### **a. World's Best Workforce Summary Report(Katy/Tom)**

*Katy led a discussion on the performance improvement plan. There are annual requirements. Katy reviewed the WBWF 2020-2021 Summary on PowerPoint (available on the common drive). One of the goals was not measurable due to Covid-19. Similar goals were presented for this school year, being aware some may need to change due to the effects of Covid-19. There was discussion on the goal results as well as future goals.*

*On motion by Katy seconded by Christie with all present voting yes, motion passed to approve our World's Best Workforce Summary.*

### **b. Staff Presentation to the Board (Addie)**

*Addie Ek-Pangerl went through the Google Slides presentation she prepared for the board (it is available on the Board of Directors Google Shared Drive). Addie is the science teacher for grades 6-12. General questions were asked and answered. The board thanked her for her presentation.*

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

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

#### **i. #806- Crisis Management Policy (Christie)**

*Christie led a discussion reviewing this document. On motion by Christie seconded by Jodi with all present voting yes, motion passed to approve the Policy #806- Crisis Management Policy as recommended.*

#### **ii. #501- School Weapons (Jen)**

*Jen led a discussion reviewing this document. Jen found a few minor revisions. The school's stance on "zero tolerance" was discussed. The school believes in discretion.*

*On motion by Jen seconded by Lorraine with all present voting yes, motion passed to approve the Policy #501- School Weapons as recommended.*

**iii. #515- Protection and Privacy of Pupil Records (Jodi)**

*Jodi led a discussion reviewing this document and recommended changes without the attachments. Retention of student record requirements are currently being reviewed by Lorraine.*

*On motion by Jodi seconded by Christie with all present voting yes, motion passed to adopt the Policy #515- Protection and Privacy of Pupil Records as presented.*

**iv. #522- Title IX Sex Nondiscrimination Policy, Greivance Procedure and Process. (Jen)**

*Jen led a discussion reviewing this document and recommended minor changes. This policy is reviewed every year.*

*On motion by Jen seconded by Lorraine with all present voting yes, motion passed to adopt the Policy #522- Student Sex Nondiscrimination Policy as presented.*

**b. Policies for December**

**i. #722 - Public Data Requests (Sam)**

*Lorraine 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:*

- **Student Statistics:** *We currently have 115 students. 122 students overall, 62 boys and 60 girls.*
  - *Attendance is creeping up to 88.76%.*
  - *ADM: 113*
  - *Budget: 116*
  - *20 adds, 8 drops*
- **ESSER funds:** *We are currently working to correct applications for the most recent funding opportunities. We are able to spend some of the funds from previous allocations.*
- **Funds for COVID-testing:** *Application submitted. Kits to send home and use with the Vault system. Bring the tests back to school to be mailed in. Nasal swab testing will be available for staff members.*
- **Covid cases:** *Our school has had several positive cases this year which have resulted in quarantine, yet most cases have been borderline. Families will be informed and provided with the information available as well as the options for students.*
- **Audit Report:** *We are down to one material weakness this year. The report will be sent out to Board members in the next day or two. We have gained a substantial amount in our fund balance this year.*
- **Conferences:** *Conference night was changed due to staff conflicts. Now conferences will be held from 4-7pm on Thursday, November 18th.*

**VIII. Receive Donations**

*None*

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

*Nothing new discussed.*

**X. Set Agenda for Next Meeting**

- a. Date & Time (December 14, 4:00pm, New Heights School - Room 205)**

**b. Agenda/Responsibilities**

- i. Financial Review (Lindsay)*
- ii. Audit Report Review*
- iii. Board Goals (Sam)*
- iv. Staff Presentation to the Board*
- v. Present/Review #722 - Public Data Requests*
- vi. Assign January Policies: #601- School District Curriculum and Instruction Goals, #603- Curriculum Development, #616- School District System Accountability*
- vii. Administrators Report (Tom)*
- viii. Receive Donations*

**XI. Adjournment**

*On the motion by Lorraine seconded by Christie with all present voting yes, motion passed to adjourn the Board of Directors Meeting at 5:46 pm.*

**Next Meetings**

*The next Board of Directors meeting will be on Tuesday, December 14 at 4:00 pm New Heights School - Room 205*