



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

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## **Board of Directors Meeting**

**Thursday, October 12, 2021**

**Room 205**

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

## **MINUTES**

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

*Board Vice Chair Lorraine Busta called the meeting to order at 4:04 p.m.*

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

##### Board of Directors

Lorraine Busta   P  

Katy Chamberland   P  

Christie Hogan   A  

Mike Stahlmann   A  

Sam Taylor   A  

Jennifer VanDyke   P  

Jodi Wegge   P  

##### Ex-Officio

Tom Kearney (Principal/Superintendent)

Lindsay Berberich (Bookkeeper)

##### Visitors

(no visitors)

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

*Board Vice Chair Lorraine Busta 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: Mike – absent, Christie – absent, Jen- no, Lorraine - no, Sam – absent, Katy - no, Jodi - no.*

#### **b. Approval of the September 14, 2021 Meeting Minutes (action)**

*On motion by Katy seconded by Jodi with all present voting yes, motion passed to approve the Board of Directors minutes of September 14, 2021 as presented.*

### **III. Financial Report**

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

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

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

### **I. 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.**

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

*Lorraine discussed the possible subcommittees that may be created for each goal. Subcommittees will be decided at the next meeting when more members are present.*

- b. Staff Presentation to the Board
  - i. Tabled - Beginning in November

## **II. New Business**

- a. Records Retention Schedule

*We have discovered that each school is required to have a records retention schedule as a part of their policies. There is a template that we can use and adapt to fit our school.*

*Lindsay discussed the records retention schedule and the need to have someone take on the records policy. Lorraine volunteered to work with this policy and the physical labeling of records.*

- b. Verkada/Grove Security Demonstration

*Grove Security who is a representative of Verkada will demonstrate the proposed security systems for the school. Several representatives: Alex, Connor, Mitch, and Tom, presented and answered questions on this security system. This would be funded through the ESSER III grant. We have a proposal from Grove Security, and are waiting for approval of the ESSER III grant.*

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

- a. Policy Revisions for Approval

- i. #414- Mandated Reporting of Child Neglect or Physical or Sexual Abuse  
*Jodi led a discussion reviewing this document and recommended changes.*

*On motion by Jodi seconded by Jen with all present voting yes, motion passed to approve the Policy #414- Mandated Reporting of Child Neglect or Physical or Sexual Abuse as recommended.*

- ii. #502 - Student Search of Lockers, Desks, Personal Possessions and Student's Person (Katy)  
*Katy led a discussion reviewing this document and recommended changes.*

*On motion by Katy seconded by Jen with all present voting yes, motion passed to approve the Policy #502 - Student Search of Lockers, Desks, Personal Possessions and Student's Person as presented.*

- iii. #806- Crisis Management Policy (Christie)  
*This policy will be tabled until the next meeting.*

- b. Policies for November

- i. #501- School Weapons (Jen)

*Lorraine led a discussion on this policy. Jen agreed to review this policy.*

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

*Lorraine led a discussion on this policy. Jodi agreed to review this policy.*

- iii. #522- Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process. (Jen)  
Lorraine led a discussion on this policy. Jen agreed to review this policy.

#### IV. Administrator's Report

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

- ***Student Statistics:*** *We currently have 115 students enrolled with a budget of 116. 61 males and 54 females Dropped 5 students since the beginning of the school year. Our attendance is currently at 89%. Families are choosing to stay home which affects the attendance. We are not currently set up for distance learning and students are missing school. Buses are also causing issues with student attendance. There are not a lot of students that are a concern related to truancy.*
- ***Discipline Referrals:*** *Few students causing the problems. Staff is lenient and we are asking for more documentation on disciplinary issues in order to track the students' actions. Bullying, harassment and classroom disruptions have increased at the school lately.*
- ***ESSER III Funding:*** *The previous construction quote that was provided at the last board meeting was not allowed due to our Charter school status. We are currently proposing a half-time secondary social studies and language arts teachers, cameras for security purposes, science lab tables, ergonomic staff chairs, chromebooks, et. cetera.*
- ***Staffing:*** *Through the ESSER, Tom feels that he would be more effective and students would benefit more from his support on the administrative side.*
- *New Lunch Tables look good. Old lunchroom tables are almost all sold.*
- ***COVID-19 Update:*** *Only two positive cases so far. There has only been one quarantine necessary. We have not had any calls to complain about the way that we are handling the cases. Families have faith in us.*
- ***Busing:*** *The district is still unable to find drivers for all of the routes required. Routes are being created and new routes will be distributed by November 3rd. The school is not able to organize carpools due to liability issues. Some students are currently unable to attend school due to this issue.*

#### V. Receive Donations

*None*

#### VI. Other (not to exceed 5 minutes)

#### VII. Set Agenda for Next Meeting

- a. **Date & Time** *(November 9, 4:00pm)*
- b. **Agenda/Responsibilities**
  - i. *Financial Review (Lindsay)*
  - ii. *Board Goals*
  - iii. *World's Best Workforce Summary*
  - iv. *Staff presentation to the Board (Addie)*
  - v. *Present/Review #806- Crisis Management Policy (Christie)*
  - vi. *Present/Review #501- School Weapons (Jen)*
  - vii. *Present/Review #515- Protection and Privacy of Pupil Records (Jodi)*

- viii. Present/Review #522- Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process*
- ix. Assign December Policies: #722- Public Data Requests*

**VIII. Adjournment**

*On the motion by Katy seconded by Jodi with all present voting yes, motion passed to adjourn the Board of Directors Meeting at 5:37 pm.*

**Next Meeting**

*The next Board of Directors meeting will be on Tuesday, November 9 at 4:00 pm in Room 205.*