



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

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Board of Directors Meeting

Tuesday, May 11, 2021

Google Meet's Meeting

Phone ID: +1 803-592-0580 Pin: 966 684 009#

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 4:01 p.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

Glory Kibbel, MN Guild

b. Welcome New 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 – no, Christie – no, Jen- no, Lorraine - no, Sam – no.

b. Approval of the April 13, 2021 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 April 13, 2021 as presented. 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 April 2021 Check Register report (available on common drive).

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

b. FY21-22 Budget Draft

Tom and Lindsay presented a FY21-22 Budget Draft report. This will be discussed for approval at a future meeting after the State completes their budget. This budget summary is anticipating

an ADM of 115. We reviewed the summary budget with a 115 ADM alongside our revised 110 ADM budget from the current year. The new “what if’s” has not been made available. With these changes we should anticipate an approximate 16K surplus after adding another elementary, special education teacher and secondary teacher. Tom is reconsidering purchasing Air Scrubbers with ESSER funds. Lindsay is working on using these ESSER2 funds and possibly using ESSER3 for next year’s budget. Tom is considering using these funds for everyday teaching improvement.

IV. Old Business

a. Board Goals for 2020-21

- i.** To appropriately increase the school’s level of social media engagement for the purpose of increasing exposure of the school to gain enrollment and community support by June 2021. *Christie led a discussion on the progress of this goal. It looks like our numbers are growing. She would like to carry this goal over to next year. Christie is considering sharing the Sharing Stillwater and Instagram accounts as well as Nextdoor, another local site. With the full support of the Board, she will try Sharing Stillwater by using the yard sale as a trial. Lindsay informed us how many contacts were made on our Website. The enrollment information page was visited 46 times which was up 28% from March. 114 visitors from St Paul area which was a 41% increase. Top referring sites that direct people to our website are Google.com (292), Direct site (162), N/A (97), Bing (8).*
- ii.** Closely monitor and assess the schools progress towards meeting the authorizer contract goals and determine appropriate responses and corrective action. *Sam led a discussion on the Authorizer goals. Christie and Anna will present all data at our next meeting.*
- iii.** Develop an outline for Five-year strategic plan by December 31,2020 and finalize plan by May 31, 2021 with intent to implement in 2021-2022 school year. *Sam led a discussion on this goal with nothing new to add.*
- iv.** Determine the viability of different models of pre-K programming for the school and select a plan by June 1, 2021. *Sam led a discussion on this goal. Tom will keep us informed. Tom worked with Lindsay to see what local square foot renting goes for. They discovered that to be between \$9 and \$22 dollars a square foot. Tom just got a response from Head Start only for them to say they will get back to him soon.*

b. Annual Meeting

- i.** Date & Place (Tuesday May 25, 4:00pm; Google Meets) *Sam discussed the date and time of our Annual Meeting and no changes planned.*
- ii.** Board Vacancies (3) *We agreed to have a seven-member board if possible and post three openings. We have received two candidates so far. Tom will follow up with one candidate who has not yet officially applied.*
- iii.** Publications/mailings - assign member(s) *Lorraine is working to have all necessary publications, emails and mailing are sent out.*
- iv.** Google Meets- (Lindsay) *Lindsay scheduled a Google Meets meeting.*
- v.** Vote Counter/procedure - (Lindsay) *Lorraine and Lindsay will have Google Forms ready for voting.*

V. New Business

a. Graduation Ceremony

Tom discussed the graduation ceremony changes due to the Covid-19 coronavirus pandemic. Tom continues to have conference calls regarding graduations. He discussed options with our small graduation class parents. They agreed to have a Gool Meet ceremony. He has already distributed Caps & Gown’s. He invited all graduates to speak and has two adults and three

students. He is anticipating 9 graduates and over 100 participants. He has already produced our usual graduation video but needs to add the music. This is planned for Tuesday, June 8th at 5:00.

b. Relicense Community Membership

Mike led a discussion on the need to appoint a community member to the Relicense Committee.

On motion by Lorraine seconded by Sam with all present voting yes, motion passed to approve the Mike Stahlmann to the Relicense Committee for a two-year term. Votes are as follows: Mike – abstain, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

c. Administrative Review (Sam, Lorraine, Jen)

Sam led a discussion on the School Director Evaluation review. Tom Kearney meets in all categories and they were thankful for another year of service. Sam shared the evaluation with the board which included notes in the category column. Lorraine interjected that the Stillwater Mayor has agreed to add support for the new playground. This was only done because of Tom. Tom recognized that we have a very good staff which makes doing his job easier.

On motion by Sam seconded by Christie with all present voting yes, motion passed to approve the evaluation report submitted by the committee members for Principal Mr. Kearney. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

VI. Policy Review (action)

a. Policy Revisions for Approval

i. #504- Student Dress and Appearance (& 504b) (Jen)

Jen led a discussion reviewing this document and recommended changes.

On motion by Jen seconded by Lorraine with all present voting yes, motion passed to adopt the Policy #504- Student Dress and Appearance (& 504b) as presented. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

ii. #304- School Director Evaluation (Christie)

Christie led a discussion reviewing this document and recommended changes.

On motion by Christie seconded by Jen with all present voting yes, motion passed to adopt the Policy #304- School Director Evaluation as presented. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

iii. #426- Nepotism in Employment- Charter Schools (Lorraine)

Lorraine led a discussion reviewing this document and did not recommend changes.

On motion by Lorraine seconded by Jen with all present voting yes, motion passed to adopt the Policy #426- Nepotism in Employment as presented. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

iv. #532- Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds (Sam)

Sam led a discussion reviewing this document and recommended changes.

On motion by Sam seconded by Lorraine with all present voting yes, motion passed to adopt the Policy #532- Use of Peace Officers and Crisis Teams to Remove Students with

IEPs from School Grounds as presented. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

b. Policies for June

- i. #505- Distribution of Non-school Sponsored Materials**
Lorraine led a discussion on this policy. Sam agreed to review this policy.
- ii. #721- Uniform Grant Guidance Policy Regarding Federal Revenue Sources**
Lorraine led a discussion on this policy. Jen & Christie 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 124 students enrolled and 122 in the building with a budget of 106 and an estimated ADM just over 111. We have added 17 students and dropped two. Our attendance is currently at 92.7%.*
- ***Covid-19 Updates:*** *Tom reported that the Board meeting will need to be back in-person for our July meeting. Since the Governors lifting of restrictions, we will decide as a school how to meet next year.*
- ***Funding:*** *Tom informed the Board that the \$170K, 1% interest PPP loan money we applied for has been accepted. He also talked about ESSER funds allocations.*
- ***Playground:*** *Tom discussed how well the meeting with the Mayor went. He said the mayor went to this school when he was young. Tom told him how the playground should be accessible to all students including disabled students.*
- ***Head Start:*** *Tom discussed the on-going negating for square foot pricing discussed above.*
- ***Building:*** *Tom said he will be obtaining a boiler's license to ease this requirement during the heating season.*

VIII. Receive Donations

(no donations this month)

IX. Other (not to exceed 5 minutes)

- *Glory gave us a critique on our performance as a Board. She will follow-up with a written summary.*
- *Sam talked about pursuing re-writing our next year's employee contracts. We agreed to have our attorney draw up a new updated employee contract not to exceed two hours of attorney time.*

X. Set Agenda for Next Regular Meeting

a. Date & Time *(Tuesday, June 15, 9:00pm Google Meet)*

b. Agenda/Responsibilities

- i. Financial Review** *(Lindsay)*
- ii. Board Goals** *(Sam)*
- iii. Officer nomination discussion for 2021-22**
 - i. Present/Review #505- Distribution of Non-school Sponsored Materials** *(Sam)*
 - ii. Present/Review #721- Uniform Grant Guidance Policy Regarding Federal Revenue Sources** *(Jen & Christie)*
- iv. Administrators Report** *(Tom)*
- v. Recommend 2021-22 Policy Review Cycle** *(Lorraine)*
- vi. Q-com report**

XI. Adjournment

On the motion by Lorraine seconded by Jen with all present voting yes, motion passed to adjourn the Board of Directors Meeting at 5:28 pm. Votes are as follows: Mike – yes, Jen- yes, Lorraine - yes, Sam – yes.

Next Meetings

The Annual Meeting is scheduled for Tuesday, May 25th at 4:00 p.m. The next regular Board of Directors meeting will be on Tuesday, June 15 at 9:00 a.m. via Google Meet.