



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

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Board of Directors Meeting

Tuesday, July 13, 2021

Room 107

9:00a.m. - 10:30 a.m.

MINUTES - DRAFT

I. Opening of Meeting and Call to Order

Board Chair Sam Taylor called the meeting to order at 9:04 a.m.

a. Attendance:

Board of Directors

Lorraine Busta P

Katy Chamberland P

Christie Hogan P

Mike Stahlmann P

Sam Taylor P

Jennifer VanDyke A

Jodi Wegge 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 & 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, Katy- no, Lorraine - no, Sam – no, Jodi – no, Jennifer – absent.

b. Approval of the June 15, 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 June 15, 2021 as presented. Votes are as follows: Mike – yes, Christie – yes, Katy- yes, Lorraine - yes, Sam – yes, Jodi – yes, Jennifer – absent.

III. Financial Report

a. Financial Review (Action)

Lindsay presented and answered questions on the June 2021 Check Register report (available on common drive). She also stated that we are now in the middle of our annual audit.

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

IV. Old Business

a. Appoint Officers

Board Chair Sam Taylor led a discussion on assigning officers. It was agreed upon that Sam Taylor will continue as Board Chair; Lorraine Busta will continue as the Vice Chair; Jodi Wegge

will take over as the treasurer; Katy Chamberland will take over as the Secretary and Christie Hogan will keep her role as the Assistant Secretary.

V. New Business

a. Board Member Oath

Board Chair Sam Taylor read aloud the oath as members responded. All present answered in the affirmative and signed the oath.

b. Shared Drive Tutorial

It was decided to table this until the August meeting when all members are present.

c. Meeting Dates & Times

Sam led a discussion on meeting dates and times. We agreed to meet on the second Tuesday of each month at 4:00 unless noted.

July 13 (9:00am), August 17 (9:00am), September 14, October 12, November 9, December 14, January 11, February 8, March 15, April 12, May 10, May 24 – Annual Meeting at 4:00, June 14 (9:00am).

On motion by Sam seconded by Lorraine with all present voting yes, motion passed to approve the meeting dates and times. Votes are as follows: Mike – yes, Christie – yes, Katy- yes, Lorraine - yes, Sam – yes, Jodi – yes, Jennifer – absent.

d. Board Goals for 2021-22 (below is 2020-21)

- i.** Research and gain the knowledge necessary by May 31, 2020 to create and implement a Five-year Strategic Plan.
- 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.
- iii.** Investigate the possibility of expanding programming such as E-Learning or a Pre-K program

Sam led a discussion on previous year's goals and presented ideas for next year. Tom talked about goal development (SMART) Specific, Measurable, Attainable, Relevant and Timebound. We discussed:

- Social media goal
 - *Make progress from the numbers gathered this year*
 - *classroom participation*
 - *post once a week*
- *more family support on gradeschools.org*
- *authorizer goals- keep*
- *long range strategic plan*
 - *sub committee*
- *board engagement with teachers input*
 - *academic program knowledge*
 - *presentation about what they are doing*
 - *Gather data from a minimum of:*
 - *Departmental including special education*
 - *all teachers either individually or as a department*
- *pre-k goal: completed*
 - *include updates in the admin report*
- *goal around increasing enrollment*

e. Staffing Updates

Tom led a discussion on staffing for the 2021-2022 school year. Tom reviewed the two most recent hires (Angie Bohnert, Special Education and Joey Dokken, Art Teacher) and discussed the hiring of an Elementary Teacher (K-1). He is still in the interviewing process.

f. Enrollment Period

Tom discussed the Open Enrollment Period. There is a first-come-first-serve policy for Charter Schools. He is recommending designating February 1st to February 15th as the enrollment period.

Tom also discussed moving all the enrollment materials to one place on the school website.

On a motion by Sam seconded by Lorraine to designate the open enrollment to be from Feb. 1st to Feb 15th with all present voting yes, motion passed to approve the enrollment period. Votes are as follows: Mike – yes, Christie – yes, Katy- yes, Lorraine - yes, Sam – yes, Jodi – yes, Jennifer – absent.

VI. Policy Review (action)

a. Policy Revisions for Approval

i. #208 – Development, Adoption, and Implementation of Policies (Sam)

Sam led a discussion reviewing this document and recommended changes.

On motion by Sam seconded by Christie with all present voting yes, motion passed to approve the Policy #208 – Development, Adoption, and Implementation of Policies as recommended. Votes are as follows: Mike – yes, Christie – yes, Katy- yes, Lorraine - yes, Sam – yes, Jodi – yes, Jennifer – absent.

b. Policies for August

i. #506 – Student Discipline

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

VII. Administrator's Report

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

- **Building:** *Tom discussed the summer building improvements. The asphalt parking lot has been resurfaced in order to maintain the quality. The computer lab is in the process of converting to Chromebooks and the school will integrate more access to wifi. The network systems are moving to the cloud. We will utilize Azure and Google Drive instead of an on-site server. The Head Start process is moving forward with a commitment to begin a lease in the 2022-2023 school year.*
- **Enrollment:** *Tom discussed having received multiple inquiries as people are looking for smaller schools and students needing more individual support after the pandemic.*
- **Student Statistics:** *We currently have 106 students enrolled with a budget of 115. He is anticipating more students enrolling before the school year starts.*
- **Garage Sale/Playground:** *The garage sale went well. Members of the community stopped by and showed interest in the school. More money was raised this year than last year thanks to the Harbor Bar/Liquor Store.*

VIII. Receive Donations

On behalf of the NHS School Board President Sam Taylor thanked the following contributors:

- \$1000 - Harbor Bar/Liquor Store
- \$1400 - Busta Family
- \$30 - Buffalo Wild Wings

IX. Other (not to exceed 5 minutes)
(nothing additional discussed)

X. Set Agenda for Next Meeting

a. Date & Time *(August 17th, 9:00am Room 105)*

b. Agenda/Responsibilities

i. *Financial Review*

ii. *Shared Drive Tutorial*

iii. *Board Goals*

iv. *Present/Review #506-Student Discipline Policy (Christie)*

v. *Assign September Policies: #406- Public and Private Personnel Data, #520- Student Surveys and #524- Internet Acceptable Use and Safety*

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 10:32 am. Votes are as follows: Mike – yes, Christie – yes, Katy- yes, Lorraine - yes, Sam – yes, Jodi – yes, Jennifer – absent.

Next Meetings

The next Board of Directors meeting will be our regular monthly meeting on Tuesday, August 17 at 9:00am in Room 105.