



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

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Board of Directors Meeting

Tuesday, May 10, 2022

New Heights School - Room 205

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

MINUTES

I. Opening of Meeting and Call to Order

Vice Board Chair Lorraine Busta called the meeting to order at 4:01 p.m.

a. Attendance:

Board of Directors

Lorraine Busta P

Katy Chamberland P

Christie Hogan P

Mike Stahlmann P

Sam Taylor Abs.

Jennifer VanDyke P

Jodi Wegge Abs.

Ex-Officio

Tom Kearney (Principal/Superintendent)

Lindsay Berberich (Bookkeeper)

Visitors

Joey Dokken (secondary art teacher)

b. Welcome New Members/Guests/Visitors

Vice Board 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, Katy - no, Jodi - absent, Lorraine - no, Sam – absent.

b. Approval of the April 12, 2022 Meeting Minutes (action)

On motion by Christie seconded by Mike with all present voting yes, motion passed to approve the Board of Directors minutes of April 12, 2022 as presented.

III. Financial Report

a. Financial Review (Action)

Lindsay presented and answered questions on the April 2022 Check Register report (available on the board of directors shared drive).

On motion by Mike seconded by Jen with all present voting yes, motion passed to approve the April 2022 Check Register as presented.

b. FY22-23 Budget Draft

Tom and Lindsay presented a FY22-23 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 120. The current draft reflects no pay raises for staff members. The ESSER funds are completely allocated and will be drawn from the government with supplies as well as the

part-time english and social studies teachers. The last update to the “What-if’s” budgeting software was February. Some budgetary differences reflect Head Start beginning next year and contributing to our funding of several staff positions. The budget will be made available for board members to review before the next board meeting. The budget will be revisited at our next meeting.

IV. Old Business

a. Board Goals

- i.** Support the brand awareness committee by monthly tracking and monitoring social media involvement, community engagement and similar activities.
Christie updated on the brand awareness committee. We are creating posts that may be used more often. We will work to incorporate New Heights specialty information into these posts. The committee will continue to post on Facebook throughout summer.
- ii.** Monitor and assess the schools progress towards meeting the authorizer contract goals on a quarterly basis to determine appropriate responses and actions.
Tom discussed the authorizer’s desire to involve the board members with goals more often.
- 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.
This will need to be tabled until next year to create a more meaningful goal for our school.

b. Annual Meeting

- i.** Date & Place (Tuesday May 24, 4:00pm; Room 205)
Sam discussed the date and time of our Annual Meeting and no changes planned.
- ii.** Board Vacancies (2)
We agreed to have a seven-member board if possible and post two openings. We have received one candidate so far.
- iii.** Publications/mailings - assign member(s)
Lindsay is working to have all necessary publications, emails and mailing sent out. Applications were sent out to all staff and families.
- iv.** Room Preparation- (Tom)
Tom has agreed to ensure Room 205 is ready for the meeting.
- v.** Vote Counter/procedure - (Lindsay)
Lindsay will count votes and continue with the electronic voting. Tom reached out to the lawyer and the electronic voting is acceptable. The annual meeting will no longer need to be held and the bylaws will be discussed.

V. New Business

a. Staff Presentation to the Board (Dokken)

Mr. Dokken presented his schedule and teaching philosophies to the board. He mainly focuses on Studio Habits and Artist Statements. Grades consist mostly of participation points instead of the quality of the art. Joey works hard to fundraise for the art supplies students use. The board thanked him for his presentation.

b. Graduation Ceremony

Tom discussed the graduation ceremony. The graduation will be held at the Margaret Rivers room at the Stillwater Library. Students' families and friends will be able to attend. Being a non-profit organization, the Library is more accessible to our school.

c. Administrative Review (Sam, Christie, Katy)

This item was tabled for the next regular meeting to allow Sam to participate.

VI. Policy Review (action)

a. Policy Revisions for Approval

i. Present/Review Updates on Student Records Policy (Lorraine)

No updates presently.

ii. #620 - Credit for Learning (Katy)

Katy made a recommendation to table the policy for the next meeting to update the total credits accepted per semester.

iii. #304- School Director Evaluation (Christie)

Christie led a discussion reviewing this document and recommended changes.

On motion by Christie seconded by Katy with all present voting yes, motion passed to adopt the Policy #304- School Director Evaluation as presented.

b. Policies for June

i. None

VII. Administrator's Report

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

- **Student Statistics:** *Students 111-112 ADM currently. Attendance for this year is currently 86.66% as of today. 2,302 total absences so far this year which works out to 17 absences per student. 32 students have dropped since the beginning of the year. Retention of students is our goal for next year. We hope to be clear with families and students as they enroll at the school.*
- **Discipline referrals:** *175 referrals this year: 41 language, 45 disruptions, 16 disrespect, 16 defiance, 9 acts of physical aggression.*
- **Head Start:** *Head Start is currently reviewing the legal lease. They plan to take a tour and are excited to move in during June.*
- **Meals:** *After changing from Lancer to getting meals from Stillwater may need to be picked up next year.*
- **Busing:** *The Stillwater School District is struggling with busing which has caused us issues in the past year. There will be a new bus company next year.*
- **Budget:** *Budget is in the works. There are several barriers in our completion from the state and staff members.*
- **Playground Update:** *It was recommended that our representatives go back to the city. There is a new meeting next Thursday night.*

VIII. Receive Donations

- *Valleyfair Field Trip Donations \$782.61*
- *Box tops \$9.60*
- *Amazon Smile \$46.89*

Vice Chair Lorraine Busta thanked them for their donations.

IX. Other (not to exceed 5 minutes)

- *None*

X. Set Agenda for Next Regular Meeting

a. Date & Time (*Tuesday, June 14, 9:00am - Room 205*)

b. Agenda/Responsibilities

- i.** *Financial Review (Lindsay)*
- ii.** *Budget Draft Approval*
- iii.** *Board Goals (Sam)*
- iv.** *Officer nomination discussion for 2022-23*
- v.** *Q-comp report*
- vi.** *Administrative Review (Sam, Christie, Katy)*
- vii.** *Review/Recommend changes to Policy #620 - Credit for Learning*
- viii.** *Present/Review Updates on Student Records Policy (Lorraine)*
- ix.** *Recommend 2022-23 Policy Review Cycle (Lorraine)*
- x.** *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 5:24 pm.

Next Meetings

The Annual Meeting is scheduled for Tuesday, May 24th at 4:00 p.m. The next regular Board of Directors meeting will be on Tuesday, June 14 at 9:00 a.m. in Room 205.