



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

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Board of Directors Meeting

Tuesday, March 16, 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 4:00 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

(no visitors)

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 February 16, 2021 Meeting Minutes (action)

On motion by Lorraine seconded by Christie with all present voting yes, motion passed to approve the Board of Directors minutes of February 16, 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 February 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.

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 using the shared drive with the following categories: post, post-reached and post-engagement.*
- 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. Sam discussed what testing is required with Covid-19 restrictions. Tom discussed the requirement to give MCA testing. Parents may indicate if they want to opt-out but we as a school cannot. The Guild will not penalize us if we have a significant number of opt-outs.*
- 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 using the shared drive. Lorraine discussed another Charter School who is targeting cluster populations and their efforts to market them. She also discussed radio spots and other media for generating excitement and interest in NHS.*
- 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 recently gave Head Start a tour of our building. They love the building and space. Head Start would sign a contract with CSBC and not with us directly. This is a great deal for us in that it would not affect our lease aid. Tom is looking at offering them the two rooms on the street side, 101 and 103. These rooms are connected by double doors. He will keep us informed.*

b. Letter of Resignation

This portion of the meeting is closed for preliminary consideration of the validity a teacher's recent resignation subject to the School Board's authority pursuant to Minnesota Statutes, section 13D.05, subdivision 2(b). Portions of the closed meeting also may be based upon the attorney-client privilege pursuant to Minnesota Statutes, section 13D.05, subdivision 3(b) to allow the School Board to meet with its attorney in a confidential setting to obtain advice regarding potential imminent legal action related to the School District's allegations and defenses in an employment matter.

Sam closed the session at 4:30 and reopened the meeting at 4:56

On motion by Sam seconded by Christie with all present voting yes, motion passed on the recommendation of the NHS Board of Directors to accept the resignation of the English Teacher, Noelle Geyer, with a corresponding notice from the Board of Directors as discussed in closed session. Votes are as follows: Christie – yes, Jen- yes, Lorraine - yes, Sam – yes, Mike - yes.

V. New Business

a. Annual Meeting

- i.** Date & Place (Tuesday May 25, 4:00pm; Google Meets) *Sam discussed the date and time of our Annual Meeting. All agreed to have a Google Meets meeting at 4:00.*
- ii.** Board Vacancies (Jen) *Sam pointed out that there is only one current member whose term is up this year. We agreed to have a seven-member board and post three openings.*
- iii.** Room Preparation/Google Meets- assign member(s) *Lindsay agreed to schedule a Google Meets meeting.*
- iv.** Vote Counter - assign member(s)

We discussed how to vote on-line. Sam discussed Google Forms. Tom is looking into our by-laws to see if electronic voting is allowed. If it is allowed, we will use electronic voting. Lorraine will check into other voter options. Lindsay agreed to be the vote counter.

v. Publications/mailings - assign member(s)

Lorraine agreed to be sure all necessary publications, emails and mailing are sent out.

b. Staffing

Tom discussed accepting the application for Katherine Engelking as our Health Office Attendant.

On motion by Sam seconded by Jen with all present voting yes, motion passed to approve the hire Katherine Engelking on the recommendation of our principal Tom 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. #413- Harassment and Violence (Jen)

Jen led a discussion reviewing this document and recommended changes.

On motion by Jen seconded by Sam with all present voting yes, motion passed to adopt the Policy #413- Harassment and Violence as presented. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

ii. #514- Bullying Prohibition (Sam)

Sam will review this policy at our next meeting.

iii. Telemedicine Policy (Lorraine)

Lorraine will review this policy at our next meeting.

b. Policies for April

i. #103- Complaints – Students, Employees, Parents, Other Persons

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

ii. #410- Family and Medical Leave (& 410.1)

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

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

Lorraine led a discussion on this policy. Jen 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 enrolled with a budget of 106 and an estimated ADM just over 109. We have added 13 students and dropped one. Our attendance is currently at 93.9%. Tom said the elementary has shown up on campus and only three have not returned. We are still developing our plan for having more students on campus. After a year of not attending our secondary we are expected to have approximately two-thirds of our students returning April 5th. Friday will be all distance learning. When we open, we will require masks, assigned seating, distribute Chromebooks, increase Wi-Fi capability. We will budget for damaged Chromebooks and not allocate funds for insurance.*
- **Covid-19 Updates:** *Our Washington County total number of positive Covid-19 is 17, which is very good considering the highest was 455. Currently every teacher who wanted the vaccines were given them. To date three staff members have tested positive for Covid-19 and three members have chosen not to be vaccinated. We have also been given Covid-19 testing kits but are not required to use them. We have extra Covid-19 allocated money to spend. This is around \$83K which will get even larger. We are looking into a more cloud-based internet service.*

- **Funding:** Tom discussed PPP money available at 1% interest up to 170K. This could possibly be used for staffing or HVAC improvements. Those available for round one may be up for round two. Tom will follow-up
- **Wi-Fi:** Tom discussed looking to increasing our Wi-Fi capability with the choice of hard-wire hook-up.

VIII. Receive Donations

(nothing this month)

IX. Other (not to exceed 5 minutes)

(nothing this month)

X. Set Agenda for Next Meeting

a. Date & Time *(April 13, 4:00pm Google Meet)*

b. Agenda/Responsibilities

- i. Financial Review (Lindsay)*
- ii. Board Goals (Sam)*
- iv. Present/Review #514- Bullying Prohibition (Sam)*
 - i. Present/Review #Telemedicine Policy (Lorraine)*
 - ii. Present/Review #103- Complaints – Students, Employees, Parents, Other Persons (Sam)*
- iii. Present/Review #410- Family and Medical Leave (& 410.1) (Christie)*
- iv. Present/Review #504- Student Dress and Appearance (& 504b) (Jen)*
- v. Administrators Report (Tom)*
- vi. Assign May Policies: #304- School Director Evaluation, #426- Nepotism in Employment-Charter Schools and #532- Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds*

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 6:04 pm. Votes are as follows: Mike – yes, Jen- yes, Lorraine - yes, Sam – yes.

Next Meetings

The next Board of Directors meeting will be on Tuesday, April 13 at 4:00 pm via Google Meet.