



15, 2022

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

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## **Board of Directors Meeting**

**Thursday, October 11, 2022**

**Room 205**  
**4:00p.m. - 5:30 p.m.**

## **MINUTES**

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

*Board Assistant Secretary Christie Hogan welcomed all those present and called the meeting to order at 4:09 p.m.*

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

##### Board of Directors

Stephanie Bagwell   P  

Gidget Bell   P  

Christie Hogan   P  

Katy Johnson   P  

Sam Taylor   A  

Jennifer VanDyke   A  

##### Ex-Officio

Tom Kearney (Principal/Superintendent)

Lindsay Berberich (Bookkeeper)

##### Visitors

Annah Massmann (School Counselor/DAC)

Emma Spicer (Secondary Math/DAC)

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

*Board Assistant Secretary Christie Hogan welcomed all those present and called the meeting to order at 4:09 p.m.*

### **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: Jennifer– absent, Christie – no, Steph- no, Gidget- no, Sam – no, Katy - no.*

#### **b. Approval of the September 13, 2022 Meeting Minutes (action)**

*On motion by Steph seconded by Christie with all present voting yes, motion passed to approve the Board of Directors minutes of September 13, 2022 as presented.*

### **III. Financial Report**

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

*Lindsay presented and answered questions on the September 2022 Check Register and Wires report (available on Board of Directors Shared Drive).*

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

**b. Year-end Audit Update**

*No update at this time.*

**I. Old Business**

**a. Board Goals 2022-23**

- i.** Continue to closely monitor, assess and maintain a record of the school's progress (monthly) towards meeting each of the authorizer contract goals.

**Authorizer Goal Focus:** Results of Previous Goals (Annah)

[Accountability Goals 1-3 \(21-22\), Goal 4 \(20-21 & 21-22\)](#)

*MCA data: keep in mind. No testing 2020 COVID*

- *No testing 2020 COVID*
  - *2021 - not all students tested*
  - *2022 - more kids back, lots of students opted out*
  - [See slideshow from Annah and Emma for more information](#)
1. Accountability Goal 1 (FastBridge Reading)
    - This goal is based on Fall to Spring growth. Both Secondary and Elementary have taken the initial data point.
  2. Accountability Goal 2 (MCA Reading)
    - *decreasing the amount of students that do not meet or partially meet two consecutive years*
    - 2021 - 44% did not meet or partially meet (COVID- many opt outs) **met the goal**
    - 2022 - 66% did not meet or partially meet (still many opt outs) **met the goal**
  3. Accountability Goal 3 (MCA Math)
    - *decreasing the amount of students that do not meet or partially meet two consecutive years*
    - 2021 - 61% **met the goal**
    - 2022 - 85.7% **did not meet the goal**
  4. Accountability Goal 4 (Graduation Rate)
    - Looking like all students are on track to graduate.
  5. Accountability Goal 5 (Attendance)
    - 92.38% attendance rate as of today.
  6. Accountability Goal 6 (Parent/Student Surveys)
    - Annah has given the needs assessment to students, the data has not been analyzed yet.
  7. Accountability Goal 7 (Post-high school plan)
    - Annah is working with the students to account for this goal.
- ii.** Develop a draft for a five-year strategic plan by May of 2023.
  - Committee: Katy, Steph, Tom
- iii.** Develop a plan to increase school enrollment by 10 students each year over the course of the next 5 years from 115 in the fall of 2022 to 165 in the spring of 2027 by May of 2023.
  - Committee: Gidget, Christie, Tom
- iv.** Explore and initiate the steps for the NHS building and grounds affiliated building company to acquire the property from CSDC by July 1 of 2025.

## **II. New Business**

### **a. Staffing Updates (Tom)**

*Nicole Johnson is a business education student that is working towards completing her student teaching.*

*On a motion by Katy seconded by Christie to accept Tom's recommendation to hire Nicole Johnson for the Full-time Business Education with all present voting yes, motion passed to approve the hire of Nicole Johnson for the 2nd through 4th quarter.*

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

### **a. Policy Revisions for Approval**

**i. #414- Mandated Reporting of Child Neglect or Physical or Sexual Abuse (Christie)**  
*There were a lot of redline changes, Christie led a discussion reviewing this document and recommended changes but would like to table until next month.*

**ii. #516- Student Medication (Jen)**  
*Jen was absent. This policy will be tabled until the next meeting.*

**iii. #608- Instructional Services- Special Education (Steph)**  
*Steph led a discussion reviewing this document and recommended changes.*

*On motion by Steph seconded by Gidget with all present voting yes, motion passed to approve the Policy #608- Instructional Services- Special Education as presented.*

**iv. #806- Crisis Management Policy (Sam)**  
*Sam was absent. This policy will be tabled until the next meeting.*

### **b. Policies for November**

**i. #102- Equal Educational Opportunity (Gidget)**  
Christie led a discussion on this policy. Gidget agreed to review this policy.

**ii. #522- Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process. (Steph)**  
Christie led a discussion on this policy. Steph 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:** *The current attendance is: 92.38% Our budget ADM for this year is 116 and we are currently at 110 ADM. We have gotten 11 new students since the beginning of the year. There are 5 drops so far this year. The students that dropped were not within our control.*
- **Discipline:** *Younger students are causing problems. Middle schoolers are on the radar. Vaping is an issue that is being addressed. The older students are functioning well.*
- **Lunch Program:** *Getting lunches from Stillwater this year. This is working well for our school. Participation is up including students and staff members. The salad bar is being utilized with a good selection of fruits and vegetables.*

## **V. Receive Donations**

Approved on November 15, 2022

*\$300 - June Co. (Commercial - J Dokken)*

*\$43.46 - Amazon Smile*

*\$5,000 - Safety Grant from CSDC*

*Christie Hogan thanked the donors for their donations.*

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

**VII. Set Agenda for Next Meeting**

**a. Date & Time** (*November 15, 4:00pm*)

**b. Agenda/Responsibilities**

- i. Financial Review (Lindsay)*
- ii. Audit Update*
- iii. Board Goals*
  - 1. Authorizer Goal Update (Sam)*
- iv. World's Best Workforce Summary*
- v. Present/Review #414- Mandated Reporting of Child Neglect or Physical or Sexual Abuse (Christie)*
- vi. Present/Review #516- Student Medication (Jen)*
- vii. Present/Review #806- Crisis Management Policy (Sam)*
- viii. Present/Review #102- Equal Educational Opportunity (Gidget)*
- ix. Present/Review #522- Title IX Sex Nondiscrimination Policy, Greivance Procedure and Process (Steph)*
- x. Assign December Policies: none*

**VIII. Adjournment**

*On the motion by Katy seconded by Steph with all present voting yes, motion passed to adjourn the Board of Directors Meeting at 4:56 pm.*

**Next Meeting**

*The next Board of Directors meeting will be on Tuesday, November 15 at 4:00 pm in Room 205.*