



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

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## **Board of Directors Meeting**

**Tuesday, December 21, 2021**

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

# **MINUTES**

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

*Assistant Board Chair Lorraine Busta called the meeting to order at 4:06 p.m.*

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

##### Board of Directors

Lorraine Busta   P  

Katy Chamberland   P  

Christie Hogan   P  

Mike Stahlmann   A  

Sam Taylor   A  

Jennifer VanDyke   P  

Jodi Wegge   A  

##### Ex-Officio

Tom Kearney (Principal/Superintendent)

Lindsay Berberich (Bookkeeper)

##### Visitors

(no visitors)

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

*Assistant 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 – absent, Christie – no, Jen - no, Katy - no, Jodi - absent, Lorraine - no, Sam – absent.*

#### **b. Approval of the November 9, 2021 Meeting Minutes (action)**

*On motion by Lorraine seconded by Jen with all present voting yes, motion passed to approve the Board of Directors minutes of November 9, 2021 as presented.*

### **III. Financial Report**

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

*Lindsay presented and answered questions on the November 2021 Check Register report (available on the Board of Directors Shared Drive).*

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

#### **b. FY2020-2021 Audit Review**

*Lindsay and Tom presented the final draft with corrections and answered questions on the Audit Report 2020-21 report.*

*On motion by Lorraine seconded by Christie with all present voting yes, motion passed to approve the Audit Report as prepared by MMKR.*

#### **IV. Old Business**

##### **a. Board Goals for 2021-22**

- i.** Support the brand awareness committee by monthly tracking and monitoring social media involvement, community engagement and similar activities.

*Christie presented on the social media goals. The committee continues to meet and progress towards our goals.*

- ii.** Monitor and assess the schools progress towards meeting the authorizer contract goals on a quarterly basis to determine appropriate responses and actions.

*The progress will be more easily evaluated after the next testing cycle in January.*

- 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.

*We plan to schedule a work meeting for January.*

#### **V. New Business**

##### **a. Staff Presentation to the Board**

*Katy went through the Google Slides presentation she prepared for the board (it is available on the Board of Directors Google Shared Drive). She answered questions on her presentation. The board thanked Katy for her presentation.*

##### **b. Annual Report 2020-2021**

*Tom presented the final draft of the annual report. He then answered questions on the annual report for 2020-2021. COVID caused several aspects of the report to be shown as “not measurable.”*

*On motion by Jen seconded by Christie with all present voting yes, motion passed to approve the Annual Report.*

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

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

- i.** #722 - Public Data Requests (Sam)

*Sam was absent from the meeting. This item was tabled to be reviewed in January.*

- ii.** Student Records Policy Update (Lorraine)

*There are no updates on this policy.*

##### **b. Policies for January**

- i.** #601- School District Curriculum and Instruction Goals

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

- ii.** #603- Curriculum Development

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

**iii. #616- School District System Accountability**

*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:*

- **Enrollment:** *116 Students currently (budgeted amount) 127 total have been enrolled this year. This year has included 40 new students this year. Our attendance is currently 87.5% as of today. This is partially due to COVID quarantine and sick days among students. Others are taking advantage of our leniency due to sickness. Our ADM is currently 114 (116 budgeted). There are 33 new students who have enrolled since the start of the year. 11 students have dropped this school year. Mental Health and Student Behavior have been a part of the drops.*
- **Discipline:** *Students are starting to act out again. There have been 90 discipline referrals this school year. Disruption, language and defiance are the top categories. Most of these occur in the secondary.*
- **HONOR ROLL**
  - *Principal's Award: 9 Students (all A's in all six classes of the quarter)*
  - *Honor roll: 18 students (3.5 GPA or greater no D's or F's)*
  - *Honorable Mention: 25 students (3.0 GPA or greater no D's or F's)*
- **COVID-19 Update:** *Students and Staff members have been quarantined due to close contacts and positive tests.*
  - *Staff members can be tested rapidly at New Heights*
  - *Students can be tested through the vault program provided by New Heights*
- **Headstart:** *Headstart has continued interest in renting our space. This may provide a feeder program for the elementary students and increase our elementary enrollment.*
- **Boiler Update:** *Tom and Katy took a class and test to be able to monitor our school boiler instead of contracting out to another party unless there is an issue.*
- **Cleaning:** *Cleaning is not up to par at this point.*
- **New Desks:** *New desks have been purchased for staff members.*
- **ESSER Funds:** *Continued work on the applications. We are refining our progress.*
- *The times are complicated. Staff is working hard. Staff is working to raise expectations and keep students engaged.*

**VIII. Receive Donations**

- *There were no donations this month.*

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

*Nothing new discussed.*

**X. Set Agenda for Next Meeting**

**a. Date & Time** (*January 11, 4:00pm Room 205*)

**b. Agenda/Responsibilities**

- i. Financial Review (Lindsay)*
- ii. Board Goals (Sam)*
- iii. Staff Presentation to the Board*
- iv. Present/Review Student Records*
- v. Present/Review #722- School District Curriculum and Instruction Goals*
- vi. Present/Review #601- School District Curriculum and Instruction Goals*
- vii. Present/Review #603- Curriculum Development*
- viii. Present/Review #616- School District System Accountability*
- ix. Assign February Policies: # 413- Harassment and Violence #418 - Drug-Free Workplace/Drug-Free School, #526 Hazing Prohibition*
- x. Administrators Report (Tom)*
- xi. Receive Donations*

**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 5:23 pm.*

**Next Meetings**

*The next Board of Directors meeting will be on Tuesday, January 11 at 4:00 pm in Room 205, New Heights School.*