



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

Phone: 651-439-1962
Fax: 651-439-0716

Board of Directors Meeting

Wednesday, July 17, 2024

Room 205
9:00a.m. -10:30 a.m.

MINUTES

Opening of Meeting and Call to Order

Board Chair Stephanie Bagwell called the meeting to order at 9:08 a.m.

a. Attendance:

Board of Directors

Stephanie Bagwell __P__

Katy Johnson __P__

Rikk Sorenson __P__

Angie Bohnert __P__

Jennifer VanDyke __P__

Ex-Officio

Tom Kearney (Principal/Superintendent)

Lindsay Berberich (Bookkeeper)

Visitors

None

b. Welcome Members/Guests/Visitors

Board Chair Stephanie Bagwell welcomed all those present.

Review of Agenda & Minutes

a. Review Agenda & Conflict of Interest

The agenda was reviewed with no changes. A roll call was completed to see if anyone had a conflict of interest with the Agenda items. Votes are as follows: Steph- no, Angie - no, Jen- no, Katy- no, Rikk- no.

b. Approval of the June 12, 2024 Meeting Minutes (Action)

On motion by Jen seconded by Rikk, with no discussion and all present voting yes, motion passed to approve the Board of Directors minutes of June 12, 2024 as written.

Financial Report

a. Financial Review (Action)

Lindsay presented and answered questions on the June 2024 Check Register report (available on the board of directors shared drive).

On motion by Katy seconded by Steph, with no discussion and all present voting yes, motion passed to approve the June 2024 Check Register as presented.

I. Old Business

a. Appoint Officers - (Action)

Roles will remain the same:

i. Chair - Steph

ii. Vice Chair - Jen

- iii. **Secretary** - Angie
- iv. **Assistant Secretary** - Katy
- v. **Treasurer** - Rikk

II. New Business

a. **Board Member Oath**

All members pledged and signed the oath.

b. **BOD Meeting Dates and Times**

On a motion by Jen, seconded by Steph, with all present voting yes and no discussion, the Board Meeting Schedule for 2024-25 was approved.

c. **Board Goals 2024-25**

Previous goals:

- The Board of Directors will explore, develop, and adopt a five-year strategic plan by May 15th of 2024.
- The Board of Directors will explore, develop, and adopt a policy about our fund balance by May 15th of 2024.
- The Board of Directors will continue to monitor, assess and maintain a monthly record of the school's progress towards meeting each of the authorizer contract goals. Updates will be given at Board of Directors meetings and minutes will be used as record.
- The Board of Directors will identify 5 potential strategies to be used to increase retention of enrolled students.

Remove fund balance policy.

Continue with authorizer goals.

New goal: Review, organize, and update policies

New goal possibilities:

- *Explore, develop, implement family engagement strategies.*
- *Something around attendance.*
- *Cell phone policy: review other district policies, develop own policy.*

d. **Staffing Updates**

New teacher hired for 4/5- Claire Anderson.

On a motion by Katy, seconded by Rikk, with no discussion and all present voting yes, motion passed to approve the hire for the 4/5 teacher.

e. **Enrollment Period**

The designated enrollment period is February 1-February 15.

On a motion by Steph, seconded by Rikk, with no discussion and all present voting yes, the motion passed for enrollment period to be designated as Feb 1 to Feb 15.

III. Policy Review (action)

a. **Policy Revisions for Approval**

i. [#721 - Uniform Grant Guidance Policy Regarding Federal Revenue Sources](#)

Tom presented on the mandatory policy revision regarding procurement due to updated legislative changes.

On a motion by Katy, seconded by Steph, with no further discussion and all present voting yes, motion passed to approve the changes to Policy 721 as recommended by Tom and the legislative session.

b. **Policies for August**

i. [#506 - Student Discipline](#) - Steph

ii. [#208 - Development, Adoption, and Implementation of Policies](#) - Jen

c. **Policy Discussion**

iii. [#516.5 - Overdose Medication](#) - Need this policy. Katy will review and update.

iv. [#509A Application and Enrollment Policy](#) - Minimal changes were made, based upon feedback from the guild, to include specific phrases and wording required/recommended by the state.

On a motion by Katy, seconded by Steph, with no discussion and all present voting yes, motion passed to approve the changes to Policy 509A as written.

IV. Administrator's Report

Tom Kearney gave an administrator's report on the state of the school

- *Current enrollment is showing 102 or 103. Usually August is big enrollment time. Anticipated enrollment of 105 for school start.*
- *New 4/5 teacher. Still looking for special ed help.*

V. Receive Donations

\$10,000 from Washington County for playground

Board chair Steph Bagwell thanked everyone for the donations.

VI. Other (not to exceed 5 minutes)

VII. Set Agenda for Next Regular Meeting

a. Date & Time *(Wednesday, July 17, 9:00am Room 205)*

b. Agenda/Responsibilities

- i.** *Financial Review (Lindsay)*
- ii.** *Discuss Board goals*
- iii.** *Staffing Updates*
- iv.** *Review Policies: #506, #208 and #516*
- v.** *Assign Policies for September: #524, 520, 406 and 406b*
- vi.** *Administrators Report (Tom)*
- vii.** *Receive Donations*
- viii.** *Other*
- ix.** *Set Agenda for Next Meeting*

VIII. Adjournment

On the motion by Jen seconded by Katy with all present voting yes, motion passed to adjourn the Board of Directors Meeting at 10:21 am.

Next Meetings

Our next regular Board of Directors meeting will be on Wednesday, August 14 at 9:00 a.m. in Room 205.