



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

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## **Board of Directors Meeting**

**Tuesday, July 14, 2020**

**Zoom Meeting**

**Meeting ID: 848 8007 4004 Password: 614**  
**11:00a.m. - 12:30 p.m.**

## **MINUTES**

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

*Board Chair Sam Taylor called the meeting to order at 11:05 a.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 Chair Sam Taylor 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 June 3, 2020 Meeting Minutes (action)**

*On motion by Sam seconded by Christie with all present voting yes, motion passed to approve the Board of Directors minutes of June 3, 2020 as presented. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.*

#### **c. Approval of the June 17, 2020 Special Meeting Minutes (action)**

*On motion by Sam seconded by Jen with all present voting yes, motion passed to approve the Board of Directors Special Minutes of June 17, 2020. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.*

#### **d. Approval of the July 7, 2020 Special Meeting Minutes (action)**

*On motion by Sam seconded by Lorraine with all present voting yes, motion passed to approve the Board of Directors Special Minutes of July 7, 2020. 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 June 2020 Check Register report (available on common drive). She also stated that we are now in the middle of our annual audit.*

*On motion by Lorraine seconded by Christie with all present voting yes, motion passed to approve the Check Register as presented and corrected. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.*

### **IV. Old Business**

#### **a. Appoint Officers**

*Board Chair Sam Taylor led a discussion on assigning officers at the July meeting. We discussed keeping our current positions as we extended our terms one year anyway.*

#### **b. School Director Evaluation (Sam, Lorraine, Mike)**

*Sam led a discussion on the School Director Evaluation review. Tom Kearney meets in all categories and they were thankful for another year of service. Sam shared the evaluation with the board which included notes in the category column.*

*On motion by Sam seconded by Christie with all present voting yes, motion passed to approve the evaluation report submitted by the committee members for Principal Mr. Kearney. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.*

### **V. New Business**

#### **a. Meeting Dates & Times**

*Sam led a discussion on meeting dates and times. We agreed to meet on the third Thursday of each month at 4:00 unless noted.*

*July 14 (11:00), August 13 (9:30), Sept. 17, Oct. 22, Nov. 19, Dec. 17, Jan. 14, Feb. 11, March 11, April 15, May 13, Annual Meeting: May 27 (4:00), June 17 (9:30).*

*On motion by Lorraine seconded by Sam with all present voting yes, motion passed to approve the meeting dated and times. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.*

#### **b. Board Goals for 2020-21 (below is 2019-20)**

- i.** Research and gain the knowledge necessary by May 31, 2020 to create and implement a Five-year Strategic Plan.
- ii.** To explore niche possibilities within the local community which may redefine and enhance the core academic program for the purpose of increasing enrollment and arrive at a direction by February 2020.
- iii.** Investigate the possibility of expanding programming such as E-Learning or a Pre-K program

*Sam led a discussion on previous year's goals and presented ideas for next year. Tom talked about goal development (SMART) Specific, Measurable, Attainable, Relevant and Timebound. We discussed:*

- *Increasing our social media exposure.*
- *Reach out to families for goals.*
- *Pre-K*
- *Community involvement.*
- *Build a longer five-year plan.*
- *Quarterly report for our Authorizer.*

- *We need to keep our goals in line with the Authorizer.*
- *To appropriately increase the school's social media presence for the purpose of increasing exposure of the school to having enrolment and community support by June 2021.*
- *Keeping our goals to around three.*
- *Jen, Christie and Lindsay agreed to work on presenting goals for next meeting.*
- *Testing may not be what it has been based on COVID-19. He feels the governor will make his decision this week.*
- *Establish a goal of creating and adopting a strategic long range (3 or 5 year) plan by June of 2021.*
- *Establish a goal of monitoring the established goals and benchmarks monthly of the authorizer contract.*
- *To appropriately increase the school's social level of community engagement for the purpose of increasing exposure of the school to gain enrollment and community support by June 2021.*
- *Pre-K is a goal and Head Start could be a way to achieve this goal. Christie agreed to look into Head Start as a possibility.*
- *Closely monitor and assess the schools progress towards meeting the authorizer contract goals and establish corrective action as needed and determine appropriate responses.*
- *To develop a mechanism to closely monitor and assess the school's progress towards meeting the authorizer contract goals, quarterly and establish and action plan as needed to ensure the schools' progress is on track with the goals.*
- *To explore and expanded learning options and determine feasibility for school.*
- *We agreed to have a shared draft Word document circulated by board members for input prior to our next meeting.*

**b. Staffing Updates**

*Tom led a discussion on staffing for the 2019-2020 school year. Tom discussed the hiring of Melody Rich as the Special Education teacher.*

*On motion by Sam seconded by Jen with all present voting yes, motion passed on the recommendation of our Principal Tom Kearney to approve the hiring of Melody Rich as a Special Education Teacher. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.*

**c. Graduation Ceremony (June 10, 2020)**

*Tom discussed the progress of this year's graduation ceremony at our July 7 meeting.*

**d. Enrollment Period**

*Tom discussed the Open Enrollment Period. There is a first-come-first-serve policy for Charter Schools. He is recommending designating February 1<sup>st</sup> to February 15<sup>th</sup> as the enrollment period.*

*On a motion by Lorraine seconded by Christie to designate the open enrollment to be from Feb. 1<sup>st</sup> to Feb 15<sup>th</sup> with all present voting yes, motion passed to approve the enrollment period. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.*

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

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

#### **i. #616 - School District System Accountability (Christie)**

*Christie led a discussion reviewing this document and recommended changes.*

*On motion by Christie seconded by Lorraine with all present voting yes, motion passed to approve the Policy #616 - School District System Accountability as recommended. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.*

#### **ii. #208 – Development, Adoption, and Implementation of Policies (Lorraine)**

*Lorraine led a discussion reviewing this document and recommended changes.*

*On motion by Lorraine seconded by Jen with all present voting yes, motion passed to approve the Policy #208 – Development, Adoption, and Implementation of Policies as recommended. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.*

#### **iii. #212 – School Board Member Development (Lorraine)**

*Lorraine led a discussion reviewing this document and will make recommendation next meeting.*

#### **iv. #624 – Online Learning Options (Lorraine)**

*Lorraine led a discussion reviewing this document and will make recommendation next meeting.*

### **b. Policies for August**

#### **i. #506 – Student Discipline**

*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:*

- **Building:** *Tom discussed the summer building improvements. The cafeteria has been painted, the elevator repaired, and relays replaced in the ceiling. The Fire Marshall will be visiting the building this week and he doesn't anticipate any infractions.*
- **COVID-19:** *Tom discussed the possibility of distance learning for this coming school year. He continues weekly administrator meeting, and no one seems to know what to expect until the Governor makes his decision this week. We can choose to be stricter to what the Governor tells us as long as we meet the CDC guidelines. Tom will be meeting with other non-district schools to discuss the District 834 bussing schedule.*
- **Student Statistics:** *We currently have 95 students enrolled with a budget of 106. He is anticipating more students enrolling before the school year starts.*

## **VIII. Receive Donations**

*On behalf of the NHS School Board President Sam Taylor thanked the following contributors:*

- \$820.47 Busta Family

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

*(nothing additional discussed)*

**X. Set Agenda for Next Meeting**

**a. Date & Time** (*August 13, 9:30am Zoom*)

**b. Agenda/Responsibilities**

- i. Financial Review*
- ii. Board Goals*
- iii. Present/Review #506-Student Discipline Policy (Jen)*
- iv. Present/Review #212 – School Board Member Development (Lorraine)*
- v. Present/Review #624 – Online Learning Options (Lorraine)*
- vi. Assign September Policies: #427- Workload Limits for Certain Special Education Teachers, #524- Internet Acceptable Use and Safety and #903- Visitors to School District Buildings & Sites*
- vii. Head Start options. (Christie)*

**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 1:00 pm. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.*

**Next Meetings**

*The next Board of Directors meeting will be our regular monthly meeting on Thursday, August 13 at 9:30am via Zoom.*