



BOARD OF DIRECTORS MEETING
Wednesday, May 14, 2025
New Heights School Room 205
4:00 p.m. - 5:30 p.m.

MINUTES

I. Opening of Meeting/Call to Order

Board Chair Stephanie Bagwell called the meeting to order at 4:04pm.

A. Attendance

Board of Directors:

Stephanie Bagwell X

Angie Bohnert X

Sofie Engebretson X

Jennifer Van Dyke X

Rikk Sorenson X

Ex-Officio

Tom Kearney (Principal/Superintendent)

Lindsay Berberich (Bookkeeper)

Visitors:

Heidi Koehnle and Family

Tammy Palmer

Abbie Smith

B. Welcome Guests/Visitors

Board Chair Stephanie Bagwell welcomed those present.

II. Review of Agenda and Minutes (action)

A. Review Agenda and 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: Stephanie- no, Sofie- no, Rikk- no, Angie- no, Jennifer- no.

B. Approval of the [April 16, 2025 Minutes](#)

On a motion by Jen, seconded by Rikk, with no discussion and all present voting yes, motion passed to approve the Board of Directors minutes from April 16, 2025.

III. Financial Report (action)

A. Financial Review

Lindsay presented and answered questions on the April 2025 Check Register Report (available on the Board of Directors shared drive)

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

B. FY26 Budget Draft

Lindsay will send out the FY26 Budget Draft. Waiting for legislature to put out funding formula. To be voted on in June.

IV. Old Business (action)

A. Board Goals 2024-25

1. 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, in part, to work to obtain a new contract with the Guild by June 30th, 2025. Updates will be given at Board of Directors meetings and minutes will be used as record.
2. The Board of Directors will continue to adopt new policies as needed, continue the current review process, and reorganize the school's policy manual to ensure that the school is up to date and compliant regarding all policy mandates by May of 2025.
3. The Board of Directors will explore and develop a mechanism to determine current family engagement to establish 5-7 opportunities for families to engage with the school, including open houses, conferences, and surveys.

4. *The Board of Directors will explore, develop, and implement a school cell phone policy by December 11, 2024.*
5. *The Board of Directors will increase board members' level of awareness of the school's programming by inviting teachers to present at monthly board meetings and involving board members in school activities, including the first day, lesson observations, lunch duty, and morning/afternoon drop-off.*

Discussion: Goal 1- Confirmed to get 5 year renewal!

Goal 2- In progress. Monitoring redlines and implementing changes as needed. Making other changes based on model policies. Lindsay and Angie to work on updating tracking sheets, review directions, etc.

Goal 3- School dance went great- lots of family involvement and support! One more field trip opportunity for parent involvement for secondary. Elementary Field Day could have parent involvement. Elementary Fine Arts Festival in May is another involvement opportunity. The Fine Arts Festival is also a great community involvement event.

Goal 4- Goal met! Policy approved, implemented, and is going well!

Goal 5- Goal met! Jen and Rikk helped with the dance. Rikk signed up to help with field day. 3 teachers presented at meetings.

B. Authorizer Goal Update

Accountability Goals 1-4: Based on Test Scores and Graduation. Fall baseline testing completed. Elementary and Secondary FastBridge Winter testing completed. MCA testing finished. Spring FastBridge Testing in progress.

Goal 5: Attendance currently 92.6%, on-track for graduation 100%.

Goal 6: Parent survey to be sent later (spring). Student surveys already completed.

Goal 7: Post-secondary plans/Graduation- In process. Career week was in April (senior mock interviews, resume writing, etc) and went well!

V. New Business (information/action)

A. Designation of Depository

The First State Bank and Trust in Bayport is our current depository site and was suggested to remain the same.

Angie made a motion to designate the First State Bank and Trust located at 950 North Highway 95, Bayport, Minnesota, as our depository site; Jen seconded the motion; no further discussion held. Motion carried.

B. Board Election Results

Tom presented the results of Board Election for the position of Board Chair. The result was Stephanie Bagwell as the winner.

C. Administrator Review Approval

Steph led a discussion on the completed administrator review. Gave examples of all the things Tom does- boiler, lunch room, teaching, etc. Need to improve on professional development.

On a motion by Steph, seconded by Rikk, with no discussion and all present voting yet, motion passed to approve the results of the administrator review.

D. Staffing Updates

Scott Linner retiring.

VI. Policy Review (action)

A. Policy Revisions for Approval

1. [#603- Curriculum Development](#) (has redlines) - Steph
Tabled until June

2. [#304- School Director Evaluation](#) - Jen

Jen led a discussion on this document and recommended no changes.

On a motion by Jen, seconded by Rikk, with no discussion and all present voting yes, motion passed to approve policy #304- School Director Evaluation as presented.

3. [#620- Credit for Learning](#) (has redlines) - Rikk
Rikk led a discussion on this document and recommended minimal changes.

On a motion by Rikk seconded by Jen, with no discussion and all present voting yes, motion passed to approve policy #620- Credit for Learning as presented.

- B. Assign Policies for June
 1. None! (maybe 603, but most likely doing that in July)

VII. Administrator's Report

Tom Kearney gave a report on the state of the school, including the following:

- *Enrollment: Stable. Lots of inquiries. Attendance at 92.6% . 118 enrollment records.*
- *Behavior: Referrals 107 total- most for language, followed by insubordination, disrespect, disruption. 1 student with 20, another with 14... Middle school has most (about 80).*
- *Moving forward with 5 year contract with authorizer- need to finalize goals.*
- *Staffing: Hired a special education teacher and a 2/3 teacher. School Psychologist is retiring. Need to hire K/1 teacher also. Trying to lock in contracts.*
- *Tom met w/ Highland Bank to talk about acquiring the building.*

VIII. Receive Donations

Playground donation from St. Paul & MN Foundation - \$37,500

Meranda Olson and Gregory Anderson monetary donation for school dance- \$2,218.40

Greg Carlson - Donation rental of tables and chairs for school dance

IX. Other

Jen is resigning from her position on board (due to full time position). Will work to begin process to fill position.

X. Set Agenda for Next Meeting

- *Financial Review*
- *FY26 Budget Approval*
- *Authorizer Contract*
- *Q-Comp Report*
- *Staffing Updates*
- *Jen's position*
- *Board Member Roles and Responsibilities*
- *Assign July Policies: None*
- *Administrator's Report*
- *Receive Donations*
- *Other*
- *Set Agenda for next meeting*

XI. Adjournment

On a motion by Angie, seconded by Steph, the meeting was adjourned at 4:53pm.

Next Meeting:

The next Board of Directors Meeting will be on Wednesday, June 11 at 9:00am in Room 205.

Mission: To inspire and challenge each individual to reach his or her full potential.

If you cannot attend the meeting please call Angie Bohnert, (651) 439-1962 abohnert@newheightsschool.org