



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

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Board of Directors Meeting

Wednesday, May 13, 2020

Zoom Meeting

Meeting ID: 894 8992 8359 Password: 0MPBQA

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 11:00 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

Glory Kibble (MN Guild)

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.

b. Approval of the April 15, 2020 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 April 15, 2020 as amended. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

c. Approval of the May 5, 2020 Special 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 May 5, 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 April 2020 Check Register report (available on common drive).

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. Board Goals 2019-20

- i.** Research and gain the knowledge necessary by May 31, 2020 to create and implement a Five-year Strategic Plan.

Sam discussed the progress of this sub-committee. They did their research and have met this goal.

- 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.

Sam discussed this goal and the sub-committee meeting in February. Goal met.

- iii.** Investigate the possibility of expanding programming such as E-Learning or a Pre-K program.

Sam discussed this goal and the impact of Covid-19. Goal met.

b. Annual Meeting

- i.** Date & Place (May 20, 11:00am; Zoom Meeting)

Sam discussed the date and time of our Annual Meeting. All agreed to the Agenda and have this meeting on Zoom.

V. New Business

a. Bylaws

Sam discussed the Bylaws we approved at a special meeting on March 31, 2020. Tom will look into the need to approve at the Annual meeting.

On motion by Lorraine seconded by Christie with all present voting yes, motion passed to approve new bylaws for our Annual Meeting if needed. Votes are as follows: Mike – yes, Christie – yes, Jen-yes, Lorraine - yes, Sam – yes.

b. Staff Updates

Our principal Mr. Kearney has received a resignation request from Dana Schmitt our Elementary Special Education teacher as well as a resignation request from Jill Eulberg our Secondary Special Education Teacher.

On motion by Lorraine seconded by Christie with all present voting yes, motion passed to approve the resignation of Dana Schmitt, our Elementary Special Education teacher at the completion of the 2019-20 year as recommended by our Principal Thomas Kearney. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

On motion by Lorraine seconded by Sam with all present voting yes, motion passed to approve the resignation of Jill Eulberg, our Secondary Special Education teacher at the completion of the 2019-20 year as recommended by our Principal Thomas Kearney. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

Tom discussed the progress of hiring a new Special Education teacher.

c. Graduation Ceremony

Tom discussed the graduation ceremony changes due to the Covid-19 coronavirus pandemic. Tom has been on numerous conference calls regarding where they discussed various options. He has also discussed options with our small graduation class parents. He is considering Zoom and has already distributed Caps & Gown's. He is asking each graduate to present a letter of thanks. He is anticipating over 100 participants. He has already produced our usual graduation video. It only needs a few more edits. He is considering a June 10th date. He is also working with a few seniors who need to complete their required work.

d. Authorizer Update

Tom discussed Authorizer business. We will no longer be switching to MOChA and Tom recommends we stay with MN Guild. Glory Kibble will be our representative. This original separation was a result of the lack of adequate representation. The Board of Education is not interested in approving a change at this time. We are at the end of our contract term and will be entering into a new contract with new goals. Tom is experiencing renewed optimism that this process is really a lot better. Glory discussed the goals as something we can achieve with benchmark checking. Anna and Emma will be on our testing team to help meet the goals.

On motion by Sam seconded by Lorraine with all present voting yes, the unanimous motion passed to rescind our request to “not renew” our contract and continue renewal with the Minnesota Guild as our Authorizer as recommended by our Principal Thomas Kearney. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

VI. Policy Review (action)

a. Policy Revisions for Approval

i. #210- Conflict of Interest – Charter School Board Members (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 #210- Conflict of Interest – Charter School Board Members as recommended. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

ii. #304- School Director Evaluation (Sam)

Sam led a discussion reviewing this document and recommend changes.

On motion by Sam seconded by Lorraine with all present voting yes, motion passed to approve the Policy #304- School Director Evaluation as recommended. Votes are as follows: Mike – yes, Christie – yes, Jen- yes, Lorraine - yes, Sam – yes.

b. No Policies for June

Tom discussed keeping the current law reference current.

VII. Administrator's Report

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

- **COVID-19:** *Tom discussed the progress of our school's involvement in the Pandemic. When Tom discussed our progress with his staff, we are really doing well. He is still meeting weekly with other school representative. He is very proud of Katy Chamberlin and her leadership in getting us on Zoom. He requested Lindsay to share our distance Learning survey results. Our families were asked how they were doing on a survey (available upon request). All of our*

families are connected and have computers. Every family was contacted family. We have given nine devices into homes and have offered day care, meals and internet access. We do have a few students that have gone “ghost” or simply not communicating with us. They are not doing the work and not responding to our calls or emails. One student even hung up when he realized it was us calling. We are still working on our grading policy. This emphasis is more on effort than volume. The Academic Review Committee is working with students who are having academic issues. There are a few students struggling and they are the ones who are most comfortable with structure. We are aware of a few families who have had some technical issues but we know all families have access to internet and some sort of device.

- **Board Training:** Tom discussed a Board Training plan for the Board of Directors to assign as a new policy. This will be sent out and any changes will be made at the next meeting during the approval process. Lorraine agreed to assign a number to this new policy and present for approval at our June meeting.
- **Student Statistics:** Over all year-to-date Student Attendance is 93.63% with Males at 93.67 and Females at 93.57%, Attendance during Covid-19: 96.28%, M 95.55%, F 97.44%. Our total student count is 119 with an ADM of 102. We have added 21 students since we opened and we probably would have added ten more if it wasn't for the Covid-19 epidemic. Discipline Referrals: Defiance, insubordination or noncompliance 37%; Disrespect 18%; Abusive Language 8%; Aggression without injury 8%. Bullying issues is often misunderstood and continues to be monitored. Vaping has become a problem this year but not smoking.
- **Insurance:** We are working on transition to PEIP
- **E-Learning or Project Based Learning:** We will need to address this for the future which includes snow-days.

VIII. Receive Donations

- \$700.00 Busta Family (A portion of this was used to purchase car window decals)
- \$5.70 Box tops (Sam stated that there are families who are participating in the new box top system of scanning their receipts.)

Lorraine mentioned Amazon Smile needs more attention. During this time of Stay-at-Home more families are using Amazon and we could benefit if they used Smile. Tom, Katy and Lindsay will work to present a short how-to video.

IX. Other (not to exceed 5 minutes)

- **Playground:** Christie has worked on mailing a grant application in the amount of \$10K to Friends of Stillwater Parks. We have received a \$25K donation from The Madison Claire Foundation. COVID-19 has delayed some grant opportunities for our playground due to them reallocating their funds to help with COVID-19 relief.

X. Set Agenda for May Meetings

a. **Date & Time** (June 3, 11:00am)

b. **Agenda/Responsibilities**

- Financial Review.
- Committee Update on Board Goals
- Present/Review Board Training Policy (Lorraine)
- Present/Review #E-Learning Policy (Lorraine)
- Present Crisis Management Policy Handbook in July (Lorraine)
- Present/Review #616 School District System Accountability in July (Christie)
- Conflict of Interest to be added to item #2 for every meeting with a vote.
- Graduation Ceremony
- Tom, Katy and Lindsay will work to present a short how-to video.

Sam led a discussion on next month's agenda as shown above.

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 12:28 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 Annual meeting Wednesday, May 20th at 11:00am, followed by our regular monthly meeting on June 3 at 11:00am. These meetings will be held via Zoom.