

**Seven Hills Preparatory Academy Board Minutes – September 7, 2017**

**DRAFT FOR BOARD APPROVAL**

Members:

- Lisa Barnidge
- Kelly Bartsh
- Lisa Carlin
- Kate Docken
- Nick Freiheit
- Kim Hubertus
- Molly Lee
- Michael Meyer
- Janeen Raaen
- Carl Schlueter (Ex Officio)
- Celeste Wiederholt

Seven Hills Preparatory Academy engages students in a rigorous Classical education, designed to prepare *each one* for strong citizenship and life-long learning.

Others present: Carolyn Farrell, Dan Woodle, Krista Hong

1. Call to order at 6:01 p.m. made by Board Chair, Kim Hubertus.
2. Roll Call: See above list of members in attendance ( indicates present, • indicates absent).
3. **Motion to approve September 7, 2017 SHPA Board Agenda made by Celeste Wiederholt and seconded by Lisa Carlin.** Motion passed unanimously.
4. **Motion to approve the August 03, 2017 Board Meeting Minutes made by Kelly Bartsh and seconded by Nick Freiheit.** Motion passed unanimously.

**Motion to approve the August 14, 2017 Special Board Meeting Minutes made by Kelly Bartsh and seconded by Lisa Carlin.** Motion passed unanimously.

**Motion to approve the August 28 Special Board Meeting Minutes made by Nick Freiheit and seconded by Celeste Wiederholt.** Motion passed unanimously.

5. Comments from Community Members

PTA Report by Molly Lee. PTA is Hosting the following activities/events:

- Back to School Picnic, September 15 @ 6:00 pm - 8:00 pm at Bloomington Campus
- Family Information System (community directory) will continue for this year.
- Spirit Wear
- Box Tops Goal \$2.500
- \$5,735 was raised from the Booster Fun Run to fund K-5 Supplies.

6. Monthly Financial Report – presented by Michael Meyer in the absence of Bergan KDV representation – See *Seven Hills Board Management Report for July 2017*.

7. Reports

a. Finance Committee Meeting - presented by Michael Meyer - See *SHPA Finance Committee Meeting, September 5, 2017*.

**Motion to approve September 5, 2017 Finance Committee Minutes made by Kelly Bartsh and seconded by Nick Freiheit.** Motion passed unanimously.

**Motion to approve amended Engagement Letter with Redpath made by Lisa Barnidge and seconded by Kelly Bartsh.** Motion passed unanimously.

b. Executive Director – Carl Schlueter - See *Executive Director's Report- September 7, 2017*

**Motion to approve the recommendation of Mr. Ben Wanggaard as 7-8th Grade Social Studies Teacher at the Richfield Campus made by Nick Freiheit and seconded by Kelly Bartsh.** Motion passed unanimously.

c. Principals' reports

i. Principal Report – Bloomington Campus – Dan Woodle - See *Principal's Report to the School Board – September 7, 2017*.

ii. Principal Report – Richfield Campus – Carolyn Farrell - See *Principal's Report to the School Board – September 7, 2017*.

d. Board Chair – presented by Kim Hubertus

i. October Town Hall date October 24, 2017 6:30 - 8:00 pm, Bloomington Campus

ii. SHPA is now a member of MACS

1. Access to board training is now available through MACS

iii. Attendee to September PTA meeting will be Kim Hubertus and Carl Schlueter.

iv. Review September Board calendar. Please prepare for Strategic Planning/Long Term Goals for October Board meeting.

e. Facilities Committee - Carl Schlueter, Executive Director

- Committee did not meet

f. Human Resources Committee – presented by Nick Freiheit - See *SHPA HR Committee Meeting, August 17, 2017*.

**Motion to approve Aug 17, 2017 HR Committee Minutes made by Celeste Wiederholt and seconded by Lisa Carlin.** Motion passed unanimously

g. Governance Committee – presented by Kim Hubertus – See *Governance Committee Meeting – August 14, 2017*.

**Motion to approve revised Policies 308 and 309 made by Nick Freiheit and seconded by Lisa Barnidge.** Motion passed unanimously.

**Motion to approve August 14, 2017 Governance Committee minutes made by Lisa Barnidge and seconded by Celeste Wiederholt.** Motion passed unanimously.

h. Public Relations committee – presented by Mark Quistad

- Committee did not meet
- Preparing for Bloomington Heritage Days Parade on September 16, 2017

8. Upcoming Events:

- PTA meeting at Richfield Campus, September 14, 2017 at 6:30 pm

9. Next SHPA Board meeting October 12 at 6:30 pm, Richfield Campus

10. Board Adjourned at 7:16 p.m.

Note: As Board Treasurer and Chief Financial Officer (CFO), Michael Meyer abstains from voting as governance practices and MN Charter School laws state that the CFO and chief administrator may only serve as ex-officio non-voting members of the board.

**Carl Schlueter, Executive Director's Report to the School Board**

**Date: Thursday, September 7<sup>th</sup>, 2017**

**Mission**

*Seven Hills Preparatory Academy engages students in a rigorous Classical education, designed to prepare each one for strong citizenship and life-long learning.*

**1. Finance and Compliance**

- Due Diligence Packet went to print last week following the Due Diligence Site Visit
- Completing the 2016-17 Annual Report for our Authorizer, Friends of Education
- The CSP Grant Planning and Imp Year I Annual Report was approved by the MDE

**2. Leadership and Governance**

- Expansion: Received the Certificate of Occupancy for the renovation of the 4<sup>th</sup> Floor
- Replication: Completed the playground installation with a community build by volunteers
- Operations: In the process of transferring vendor contact information and building systems

**3. Instruction and Assessment**

- Conducted staff workshops with trainings in intercultural competency and Envoy
- Recognized as exceeding expectations by our Authorizer on our 2016-17 Annual Report
- Cited as a top school, performing better than comparison schools, with areas for growth

**4. Staffing and Programs**

- Created new LEA Volunteer Coordinator position and will launch new website next week
- Will participate in the Heart of Dance Dancing Classrooms for 8<sup>th</sup> Grade students
- 22 RC ES students registered for Before/After Care at Berea Lutheran Church

**5. Communication and Relationships**

- Tremendous turnouts for the Back to School Open Houses at both campuses
- Drafting a Welcome Back letter from the Board of Directors with survey response
- Working to understand and clarify the MSHSL continuation agreement process

**Recommendations**

- Recommendation: Ms. Leslie Rimstad as Richfield Campus Student Services Coordinator

- Recommendation: Mr. Ben Wanggaard, 7-8<sup>th</sup> Grade Social Studies Teacher

**Enrollment**

- BC: 558
- RC: 357 (222 MS)
- Total: 915

**Principal's Report to the Board**  
**Daniel Woodle**  
**Bloomington Campus**  
**September 7, 2017**

- Open House attendance was very strong. We have reviewed what was successful and what can be adjusted for next school year to have an even more successful event. Overall the event went very well.
  
- Back to School Workshop Days for Staff
  - Andy Gannon shared a very engaging presentation entitled “The Fire Within” with all staff to open our days of full staff inservice
  - Staff participated in ENVoY Training over two dates to grow skills in the area of Classroom Management
  - Bloomington Campus staff participated in the first Intercultural Competency Training and will continue these meetings over the entire school year
  - BC Staff Council was selected and met for the first time
  
- Enrollment numbers for Bloomington Campus on the first day of school per Infinite Campus Attendance/Membership Summary Report
  - Kindergarten           100
  - 1st Grade               100
  - 2nd Grade               98
  - 3rd Grade               98
  - 4th Grade               81
  - 5th Grade               74
  - Total Enrollment:   551

**Richfield Campus Principal Report to the School Board**  
**Carolyn Farrell**

**Date: Thursday, September 7, 2017**

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### **Staffing and Programs**

- Back to School Workshops: Staff participated in ENVoY Classroom Management Training, Equity Training, and presentation by New Millennium Academy on English Language Learners
- Resignations: Ellen Pollis Educational Assistant, Andrew Pierskalla Middle School Social Studies Teacher, and Carrie Boche Physical Education Teacher
- Hired Benjamin Wanggaard, Middle School Social Studies Teacher
- Hired Susan Chaplin, Food Service Coordinator
  
- Richfield Open House: New this year included K-2 and 6-8<sup>th</sup> grade families. We had a strong turn-out. Will consider spacing needs for next year as hallways were congested.

**Submitted by Carolyn Farrell, Principal Richfield Campus**