

Seven Hills Preparatory Academy Board Minutes –December 7, 2017

Members:

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

Others present: Carolyn Farrell, Principal, Dan Woodle, Principal, Tabitha Reinhardt, Krista Hong, Secretary.

Mission

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

Agenda

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 December 7, 2017 SHPA Board Agenda made by Nick Freiheit and seconded by Celeste Wiederholt.** Motion passed unanimously.
4. **Motion to approve the November 2, 2017 Board Meeting Minutes made by Kelly Bartsh and seconded by Molly Lee as amended.** Motion passed unanimously.
 - On Page 2 two instances of Lisa Bartsh. *Change to Lisa Barnidge.*
 - Item f. Human Resources Committee – presented by Kelly Bartsh Change: *Delete “presented by Kelly Bartsh” and add “Committee did not meet.”*

5. Comments from Community Members: None

6. Monthly Finance Report –presented by Tabitha Reinhardt – See *Seven Hills Board Financial Packet October 2017 Financial Statements*

7. Reports

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

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

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

Motion made to approve the 2016-17 World's Best Workforce Summary Report by Kate Docken and seconded by Nick Freiheit as amended. Motion passed unanimously.

Mr. Schlueter also presented 2018-19 Busing Guidelines.

c. Principals' Reports

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

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

d. Board Chair – presented by Kim Hubertus

i. Strategic plan work session is Tuesday December 12, 5:30 pm, Richfield Campus.

ii. Attendee to December PTA meeting will be Molly Lee. November meeting reported by Lisa Carlin - PTA playground, extra \$\$ educational assistants, Arin Knutson resigned as PTA President.

iii. Reviewed December Board calendar.

e. Facilities Committee – presented by Kate Docken -- See *SHPA Facilities Committee Minutes of November 20, 2017.*

Motion made to approve PR committee minutes for November 20, 2017 made by Nick Freiheit and seconded by Kelly Bartsh. Motion passed unanimously.

f. Human Resources Committee – presented by Nick Freiheit - committee did not meet

g. Governance Committee – presented by Kim Hubertus – See *SHPA Governance Committee Meeting – November 13, 2017*

Motion made to approve background check for volunteers are required every four years and as may be necessary made by Lisa Barnidge and seconded by Nick Freiheit. Motion passed unanimously.

Motion made to authorize Seven Hills Preparatory Academy's Executive Director to enter into employment agreements subject to board review and ratification by Nick Freiheit and seconded by Lisa Barnidge. Motion passed unanimously.

Motion made to approve attorney review revised policies 406, 408, and 410 by Lisa Carlin and seconded by Celeste Wiederholt. Motion passed unanimously.

Motion made to approve Governance Committee minutes for November 13, 2017 by Nick Freiheit and seconded by Lisa Barnidge. Motion passed unanimously.

- h. Public Relations Committee – presented by Mark Quistad -- See *SHPA Public Relations Committee Minutes of November 7, 2017*.

Motion made to approve PR committee minutes for November 7, 2017 made by Kelly Bartsh and seconded by Nick Freiheit. Motion passed unanimously.

8. Upcoming Events:

- a. PTA meeting at Richfield Campus, December 14, 2017, at 6:30 pm
- b. Work Session at Richfield Campus, December 12, 2017, at 5:30 pm

9. Next SHPA board meeting at Bloomington Campus January 4, 2018, at 6:00 pm

10. Adjourned at 7:15 by Kim Hubertus.

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.

Executive Director's Report to the School Board

Date: Thursday, December 7th, 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. Academics

- Administrative team will meet during the break to discuss EL program coordination
- Held elementary open houses at both campuses and our annual high school admissions fair

2. Community Partnerships

- Attended MACS policy meeting and schedule meeting of FoE Executive Directors
- Reaching out to local corporations to seek donations or grants for the gymnasium

3. Diversity and Inclusion

- Planning second intercultural competency session at the Bloomington Campus
- Completed corrective action plan and subsequent training in restrictive procedures

4. Facilities

- Additional structural support & sewer/water main work finished with new signage scheduled
- Post-closing true-up with MSB to reconcile pro-rata rent, CAM costs, and open permits

5. Finance

- Conducted walkthrough of 4th and 5th floors to assess potential renovation needs and costs
- Presented an outline for a five-year technology replacement schedule for students and staff

6. School Culture

- Assembled World's Best Workforce Advisory Council comprised of school stakeholders
- Collaborating with Adler Graduate School of Counseling on MACS Innovation Award

7. Staffing

- Met with staff council to continue review of salary bands & retention bonus proposals
- Scheduled leadership feedback meetings with members of the administrative team

Recommendations

- Approve the 2016-17 World's Best Workforce Summary Report
- Consider revised 2018-19 bus transportation guidelines

Enrollment

- BC = 546; RC = 338 (ES 118); LEA Total = 884 – grade-level report to be provided
- 2018 – 19 Open Enrollment – grade-level report to be provided

**Principal's Report to the Board
Bloomington Campus, Dan Woodle
December 7, 2017**

- Staffing:
 - Special Education EA- Megan Doust, to fill the position which is shared by both campuses during the instructional day.

- Construction Update:
 - Bloomington Ave. construction is complete.
 - Parent pick up line has been rerouted back to Bloomington Ave. as was practice prior to construction.
 - A thank you will be delivered to residents along 13th Ave. by Student Ambassadors and Mr. Woodle for their cooperation and understanding while traffic was in their neighborhood.
 - Parent Communication sent via weekly email, and paper maps passed out at pick up on the week of Nov. 20.

- Toys for Tots:
 - Family Communication sent home via weekly email.
 - Donations being accepted from November 20-December 8.
 - Students selected through Eagle Bucks drawing at November VIP Ceremony to attend donation event on Friday, December 8th at Kare 11 news under the supervision of Ms. VanClay (BC) and Ms. Reinhardt (RC).

- Prospective Family Open House:
 - Thursday, November 30th 5:00-6:00pm.
 - Teachers and administration present to answer questions and provide access/tours of lower grade classrooms.

**Principal's Report to the School Board
Richfield Campus, Carolyn Farrell
Thursday, December 7, 2017**

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

Staffing and Programs

▪ **Dancing Classrooms**

Our 8th graders have been learning Ballroom Dancing and performed for 7th and 8th grade families in their culminating event. We are excited not only about the dancing skills students learned but also the growth in character development, learning to work with different partners in performing a common task. We also want to thank the Heart of Dance program for bring Dancing Classrooms to Seven Hills and Mr. Hanuman for coordinating and ensuring the success of this program.

• **High School Fair**

Seven Hills will be hosting a High School Fair put on by the Adler Group for our interested Eighth Grade families. Students and families will have an opportunity to meet with various High Schools. The Fair will be held Tuesday, December 5th, 6:00 P.M. – 8:00 P.M. at the Richfield Campus.

▪ **Eagle Bucks for Middle School**

The Middle School honor students proposed revisiting our Green FYI program. In an effort to acknowledge students going above and beyond during the school day, Middle School students will now be eligible to earn Eagle Bucks. Students earning an Eagle Buck will be entered into a monthly grade level drawing. Two winners from each grade level will be randomly drawn each month. Eagle Buck winners can choose a jean day or from a variety of prizes including gift certificates to local restaurants. We are excited to begin the Eagle Buck program and look forward to catching students going above and beyond.

▪ **New Hires:** Megan Daust Educational Assistant