

Seven Hills Preparatory Academy Board Minutes –November 2, 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, Krista Hong, Secretary, Tabitha Reinhardt, Dick Bakke, Friends of Education, Jeffrey Miller, parent, Eric Lewis, parent.

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

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 November 2, 2017 SHPA Board Agenda made by Kelly Bartsh and seconded by Molly Lee.** Motion passed unanimously.
4. **Motion to approve the October 12, 2017 Board Meeting Minutes made by Lisa Carlin and seconded by Celeste Wiederholt.** Motion passed unanimously with one edit to add Krista Hong, Secretary in attendance for “Others present.”
5. Comments from Community Members
Eric Lewis, Parent. Presented a bus concern for Richfield. Directed to contact Carolyn Farrell, Principal.
6. Monthly Financial Report –presented by Tabitha Reinhardt – See *Seven Hills Board Financial Packet September 2017 Financial Statements*

7. Reports

a. Finance Committee Meeting - presented by Michael Meyer - See *SHPA Finance Committee Meeting Minutes of October 12, 2017 and October 23, 2017.*

Motion to approve October 12, 2017 Finance Committee Minutes and October 23, 2017 Finance Committee Minutes made by Lisa Bartsh and seconded by Celeste Wiederholt. Motion passed unanimously.

Motion to approve that the existing HSA health plan become the base plan with an option for participants to pay the premium difference to opt into the co-pay plan. In addition, the Committee recommends approving that the co-pay plan be amended to increase the co-pay amount from \$25 to \$40 coupled with an education program to encourage more economical decisions on the use of the plan made by Kate Docken and seconded Lisa Bartsh. Motion passed unanimously.

Motion to approve an amendment to Capitalization Policy to increase the limit of capitalize equipment from \$500 to \$1000 made by Celeste Wiederholt and seconded by Kelly Bartsh. Motion passed unanimously.

b. Executive Director – Carl Schlueter - See *Executive Director's Report- November 2, 2017*

c. Principals' Reports

- i. Principal Report – Richfield Campus – Carolyn Farrell -See *Principal's Report to the School Board – November 2, 2017*
- ii. Principal Report – Bloomington Campus – Dan Woodle -See *Principal's Report to the School Board – November 2, 2017*

d. Board Chair – presented by Kim Hubertus

- i. October Town Hall review
- ii. Strategic plan/board member training work session(s)
 - a) November 13, 5:30 pm to 8:00 pm, Bloomington Campus (Board Training)
 - b) December 12, 5:30 pm to 8:00 pm, Richfield Campus (Strategic Planning)
- iii. Review November Board calendar

e. Facilities Committee - presented by Kate Docken

- Committee did not meet but Ms. Docken presented an update.

f. Human Resources Committee – presented by Kelly Bartsh

- Committee did not meet.

g. Governance Committee – presented by Kim Hubertus – See *SHPA Governance Committee Meeting – October 16, 2017*

Motion to approve October 16, 2017 Governance Committee Minutes made by Lisa Carlin and seconded by Molly Lee. Motion passed unanimously.

- Updated internal roster

h. Public Relations Committee – presented by Mark Quistad

- Committee did not meet.

8. Upcoming Events:

a. PTA meeting at Richfield Campus, November 9, 2017, at 6:30 pm. Lisa Carlin will attend.

9. Next SHPA Board meeting December 7, 2017, at 6:00 pm at Richfield Campus.

10. Board Adjourned at 6:52 p.m. by Kim Hubertus, Board Chair.

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 Carl Schlueter's Report to the School Board
Date: Thursday, November 2nd, 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

- Completed the MDE CSP Grant Site Visit for fiscal and programmatic reviews
- Preparing the World's Best Workforce Summary for submission next month

2. Community Partnerships

- Approached by the City of Richfield to serve as fiscal agent for the Veteran's Park Bandshell
- Staff attended and enjoyed a successful inaugural MN Classical Education Conference

3. Diversity and Inclusion

- Attending a Summit for Civil Rights Conference at the University of Minnesota
- Looking into adding a Google translate option to our website to read in different languages

4. Facilities

- Construction has begun on the gymnasium with adjustments to parking, pick-up & drop-off
- Transferring security access controls RC with CVC adding fiber optic cabling at BC

5. Finance

- Preparing the first quarterly report for investors as required in our continuing disclosures
- Continue to monitor budget per enrollment revenue & expenses including medical renewal

6. School Culture

- Appreciative of PTA's for conference, spirit wear, and upcoming Give to the Max campaign
- Scheduled Eklund Consulting to attend Staff Council meetings to assess forum and function

7. Staffing

- Continuing to reviewing stipend & timesheet criteria and salary & retention bonus proposals
- Scheduled staff medical renewal presentations & educational sessions with Kraus-Anderson

Recommendations

- N/A

Enrollment

- BC: 555
- RC: 345 (220 MS)
- Total: 900

Carolyn Farrell , Richfield Campus Principal's Report to the School Board
Date: Thursday, November 2, 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.

Staffing and Programs

- PACER Puppet Presentation: PACER provided anti-bullying presentations to both the Kindergarten and First Grades. The students were engaged and actively participating with the puppets in a question and answer style format.
- Parent Teacher Conferences: The Middle School had a lower turn out than is typical. Administration will communicate with families regarding access to a translator if families speak English as a second language. We will continue to brainstorm how to increase participation.
- Classical Education Training-Socratic Seminars: Mrs. Grutsch and Ms. Reinhardt provided a presentation and then an actual Socratic seminar with the Elementary staff. Mr. Peterson will provide training for our Middle School staff during the November 3rd professional development day. Socratic seminar training is important for staff to review and introduce our new staff to the seminar format and reinforces the expectations aligned with the expectations of a Classical education.
- New Hires: Jonika Riggins and Zamzam Hashi, Educational Assistants and Melissa Blaszcak D/APE Teacher through Strategic Staffing

**Dan Woodle, Principal's Report to the Board
Bloomington Campus
November 2, 2017**

- Evacuation Drill:
 - Bloomington Campus practiced our Evacuation Drill on Wednesday, October 25th. All students and staff evacuated per our plan to our secondary location as would be done during a real event.
 - All students and staff were off site and inside our secondary location in 15 minutes.

- Parent Teacher Conferences Information:
 - During both day of overall attendance was 92%.
 - Of the 8% that were unable to attend almost all of those have been held at rescheduled times.

- Staff Council moving forward with Report Card Review and Revision:
 - Outline of review process presented at Oct. 30th Staff Council
 - Follow up meeting on Nov. 3rd with team input
 - Will work to have new template and grading explanations in place by end of 2017-2018 school year for implementation in 2018-2019

- PTA sponsored: PACER Center Puppet Shows:
 - Kindergarten show entitled "Count Me In" dealing with disability inclusion and awareness
 - 1st Grade show entitled "Kids Against Bullying" dealing with bullying awareness and the difference between tattling and telling

- Classical Education Conference-
 - I wanted to publically thank those from Seven Hills involved in the planning of this event. I found it extremely relevant and educational in helping me grow in my education of the Classical Model. Bloomington Campus had a total of 5 staff attend including Mr. Peterson as a presenter.