
Seven Hills Preparatory Academy Board Minutes – October 12, 2017

Members: (Check if member was present)

- 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

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, Principal, Dan Woodle, Principal, Brent Peterson, Andy Hering, Redpath & Co., Jackie Kotilinek, Redpath & Co., Nick Taintor, Tabitha Reinhardt, Greg Parks, Joseph Strommen

1. Call to order at 6:00 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 October 12 SHPA Board Agenda made by Kelly Bartsh and seconded by Molly Lee.** Motion passed unanimously.
- 4. Motion to approve the September 2017 Board Meeting Minutes made by Nick Freiheit and seconded by Lisa Carlin.** Motion passed unanimously.
5. Comments from Community Members
 - a. Busing Concerns. Community member was deferred to contact Mr. Schlueter, Executive Director.
 - b. Redpath & Co., Presentation of Summary of Audit Results
 - c. Student state test results. Brent Peterson, Assessment Director/Math Specialist, Seven Hills Staff
6. Monthly Financial Report –presented by Tabitha Reinhardt – See *Seven Hills Board Financial Packet August 2017 Financial Statements*.
7. Reports
 - a. Finance Committee Meeting - presented by Michael Meyer, Nick Taintor - See *SHPA Finance Committee Meeting*.

Minutes not available at meeting time.

Motion to approve Bergan KDV Financial Contract for the SHPA made by Janeen Raaen and seconded by Lisa Barnidge. Motion passed unanimously.

Motion to approve adding Aspire mutual fund option to the 403b Plan made by Kate Docken and seconded by Nick Freiheit. Motion passed unanimously.

b. Executive Director – Carl Schlueter - See *Executive Director Report, October 12, 2017.*

Motion to approve the recommendation of Mr. Corey Miller, Middle School Physical Education Teacher made by Nick Freiheit and seconded by Kelly Bartsh. Motion passed unanimously.

Motion to approve the recommendation to submit 2016-17 Annual Report for Friends of Education made by Kelly Bartsh and seconded by Lisa Carlin. Motion passed unanimously.

c. Principals' Reports

- i. Principal Report – Richfield Campus – Carolyn Farrell - See *Principal's Report to the School Board, October 12, 2017.*
- ii. Principal Report – Bloomington Campus – Dan Woodle - See *Principal's Report to the School Board, October 12, 2017.*

d. Board Chair – presented by Kim Hubertus

- October 24 Town Hall topics: Building Acquisition and Expansion, Busing, Lunch
- Quarterly review of strategic plan
 - Most one-year goals are in progress or finished
 - These goals need attention
 - Finance - conduct a technology inventory & budget for continuous replacement schedule
 - Community Partnership - Explore student opportunities for services, volunteerism, and outreach in the community
 - Diversity & Inclusion - Outline practices to increase the involvement of all our families
 - School Culture - Schedule monthly PA recognitions of Middle School students during Advisory
- Attendee to November PTA meeting will be Lisa Carlin.
- Review October Board calendar

e. Facilities Committee - Kate Docken gave update in Executive Director's Report

- Committee did not meet
- Groundbreaking for Gym occurred on October 12, 2017.

f. Human Resources Committee – presented by Nick Freiheit

- Committee did not meet

g. Governance Committee – presented by Kim Hubertus

- Committee did not meet

h. Public Relations Committee – presented by Molly Lee for Mark Quistad

- Committee met September 25, 2017.
- Looking for direction.
- Plan to meet every other month.
- Laura Finkel is attending Richfield Chamber of Commerce meetings.

Motion to approve PR Committee meeting minutes made by Kate Docken and seconded by Lisa Bartsh. Motion passed unanimously.

8. Upcoming Events:

a. PTA Meeting October 12, 2017 at 6:30 pm, Richfield Campus

b. Town Hall Meeting October 24, 2017, at 6:30 pm, Bloomington Campus

9. Next SHPA Board meeting November 2, 2017 at 6:00 pm, Richfield Campus.

10. Board Adjourned at 8:14 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.

Executive Director's Report to the School Board

Date: Thursday, October 12, 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

- Scheduled MDE CSP Grant Site Visit for fiscal and programmatic reviews
- Received Letter of Congratulations from the MDE Commissioner of Education

2. Community Partnerships

- Met with Cedar Valley Church for the first quarterly check-in on partnership
- Extended invitations to staff and parents to the MN Classical Education Conference

3. Diversity and Inclusion

- Sending members of each campus' Equity Team to a conference hosted by the MDE
- Continuing to focus on providing a safe, supportive and inclusive school environment

4. Facilities

- Invited school and community partners to the Gymnasium Groundbreaking
- Transferred over all building vendors, contact information, and CAM costs

5. Finance

- Received strong investor interest and a very competitive bond pricing rate
- Met with both bus companies to adjust routes and add a bus to improve service

6. School Culture

- Held first ES VIP Assemblies at both campuses and annual MS Base Camp fieldtrip
- Attended PTA meeting and social and the Back to School Picnic for families

7. Staffing

- Reviewing stipend & timesheet criteria and salary & retention bonus proposals
- Attending K-A webinars on staff recruitment & retention and met with AXA as well

Recommendations

- Recommendation: 2016-17 Annual Report for Friends of Education
- Recommendation: Mr. Corey Miller, Middle School Physical Education Teacher

Enrollment

- BC: 553
- RC: 348 (223 MS)
- Total: 900

Richfield Principal's Report to the School Board (Carolyn Farrell)

Date: Thursday, October 12, 2017

Mission

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Enrollment and Admissions

- As of 10/1/2017

K-44

1-42

2-35

6-78

7-74

8-66

Student count: 339

Staffing and Programs

- Ms. Zamzam Hashi hired as Educational Assistant to fill one Special Education vacancy. We still need to fill at least one additional vacancy.
- Adapted Physical Education Teacher vacancy
- Elementary School: First VIP Assembly was held Friday, September 29th
- Middle School:

Project Alert program will be implemented to support students in the area of understanding substance abuse and how to use appropriate social skills to support appropriate decision making.

Base Camp for all middle school students will be held Friday, October 6th

Fall Social will be held Friday, October 13th, 6-8pm in the gym.

Middle school assessments, ACT Aspire, tentatively set for October 11-13th for 8th Graders.

Bloomington Principal's Report to the Board (Dan Woodle)

Date: October 12, 2017

- We conducted our first Fire Drill of the school year per state statute during the first two weeks of school. I was extremely impressed with the quick actions and movement of the students and staff. All students and staff were out of the building in under 2 minutes which is a great accomplishment for the first drill of the school year.
- Our first VIP Assembly for the year was held on Friday, September 29th.
 - Classrooms created flags connected to their homeroom college. They used the CARES focus of Cooperation to design their flag.
 - We will address classrooms at our VIP Assemblies by their college moving forward to solidify that connection to focusing on earning a college education.
 - The Student Ambassadors chose their top 3 designs and awards were given for cooperation and creativity.
- An item being addressed by the Bloomington Staff Council this year will be our report card format, content and the criteria for each marking at the elementary level. This will be a full year project that will not have an effect on this year's report card, but will be concluded and in place for the Fall of 2018. This will be a big task that will require a lot of hard work on behalf of the grade level teams but will be well worth the effort when completed.
- An all staff gathering was held on Friday, September 29th at the 5-8 Club after the completion of the school day. We had roughly 50 staff members and their families attend. This was a great team building activity that was very well received by staff. With many challenging life situations facing multiple staff members to start the school year, this was a great way to allow everyone to come together away from school in a fun and supportive way.