

**Seven Hills Preparatory Academy Board Minutes – March 8, 2018**

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: Dan Woodle, Krista Hong, Tabitha Reinhardt, Jeffrey Miller, Zach Lee, Liz Beckman

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 6:00 p.m. was made by Board Chair, Kim Hubertus.
2. Roll Call: See above list of members in attendance ( indicates present,  indicates absent).
- 3. Motion to approve March 8, 2018 SHPA Board Agenda made by Kelly Bartsh and seconded by Janeen Raaen.** Motion passed unanimously.
- 4. Motion to approve the February 1, 2018 Board Meeting Minutes made by Lisa Barnidge and seconded Kelly.** Motion passed unanimously with the addition of Holly Ziebol to Others present.
5. Comments from Community Members
  - PTA Update, Zach Lee
    - Family Dance, February 23 for K-5 families at the Bloomington Campus
    - Box Tops has raised \$815
    - Lunch was provided for ES staff at both campus during conferences
    - Upcoming Events: Book Fair held in coordination with Kindergarten Round Up at both locations
    - Spirit Wear Sales will also be held at Kindergarten Round Up, both campuses
    - Expecting a funding request from the School for a new iPad cart and Chrome Books
6. Monthly Financial Report – presented by Tabitha Reinhardt – See *Seven Hills Board Financial Packet January 2018 Financial Statements*.

7. Reports

a. Finance Committee Meeting -- presented by Kim Hubertus - See *SHPA Finance Committee Meeting Minutes of March 6, 2018*.

- **Motion to approve adjusting 25 teachers to the appropriate current salary bands in one step with a cost not to exceed \$50,000 made by Kate Docken and seconded by Lisa Barnidge.** Motion passed unanimously with Celeste Wiederholt (teacher) and Kate Docken (staff) abstaining.
- **Motion to approve the 2017 – 2018 adjusted working budget with a projected annual surplus of \$122,639 made by Kelly Bartsh and seconded by Molly Lee.** Motion passed unanimously.
- **Motion to approve the 2016 – 2017 tax form 990 made by Kate Docken and seconded by Celeste Wiederholt.** Motion passed unanimously.
- **Motion to approve March 6, 2018 Finance Committee Minutes made by Lisa Barnidge and seconded by Celeste Wiederholt.** Motion passed unanimously.

b. Executive Director – Carl Schlueter -- See *Executive Director's Report, March 8, 2018*

c. Principals' Reports

- i. Principal Report – Bloomington Campus – Dan Woodle -- See *Principal's Report to the School Board, March 8, 2018*
- ii. Principal Report – Richfield Campus -- See *Principal's Report to the School Board, March 8, 2018*

d. Board Chair – presented by Kim Hubertus

- i. Executive Director intent to return
- ii. Election update
- iii. March Town Hall Meeting, March 20
- iv. Review of Strategic Plan updates
- v. Data Privacy Training, April 16, 6:00 pm at Bloomington Campus
- vi. Report from February PTA meeting
- vii. Attendee to March PTA meeting – N/A
- viii. Review March Board calendar

e. Facilities Committee - presented by Kate Docken

- Committee did not meet.
- Weekly construction meetings continue.

f. Human Resources Committee

- Committee did not meet.

g. Governance Committee – presented by Kim Hubertus – See *SHPA Governance Committee Meeting – February 12, 2018*

- **Motion to approve February 12, 2018 Governance Committee Minutes made by Kelly Bartsh and seconded by Lisa Barnidge.** Motion passed unanimously.

h. Public Relations Committee – presented by Mark Quistad – See *SHPA PR Committee Meeting – February 27, 2018*

- **Motion to approve February 27, 2018 Public Relations Committee Minutes made by Kelly Bartsh and seconded by Janeen Raaen.** Motion passed unanimously.

8. Upcoming Events:

- PTA meeting at Richfield Campus, March 8, 2018, at 6:30 pm
- Town Hall Meeting at Bloomington Campus, March 20, 2018 at 6:30 pm
- Work Session at Bloomington Campus, April 16, 2018 at 6:00 pm

9. Next SHPA Board meeting April 5, 2018, at 6:00 pm at Bloomington Campus.

10. Board Adjourned at 6:57 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.

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**Executive Director's Report to the School Board**

**Date: Wednesday, March 8<sup>th</sup>, 2018**

**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**

- Selected by Friends of Education to participate in a third-party evaluation of our school
- Administered the EL ACCESS and held Elementary conferences at both campuses

**2. Community Partnerships**

- Met with Cedar Valley Church to discuss facility security, telephones, and care programs
- Applied for Dick's Sporting Goods community programs donation request for gym

**3. Diversity and Inclusion**

- Submitted PrairieCare sustainable mental health professional education initiative grant
- Recognizing Women's History Month through curriculum and special programming

**4. Facilities**

- Scheduled meeting to review floorplans and renovations prior to preparing for bids
- Providing Richfield Campus staff with an informational tour of the new gymnasium

**5. Finance**

- Conducted investor call and presentation with BKDV, Wildamere, and Board members
- Completed final purchases for the CSP Implementation Year III grant budget cycle

**6. School Culture**

- Reviewing, updating, and communicating emergency preparedness and response procedures
- Posted strategic planning posters at both campuses to increase plan awareness and focus

**7. Staffing**

- Shared with staff councils compensation proposal per salary bands and retention bonuses
- Reviewed and updated job postings and employment agreements across campuses

**Recommendations**

- Recommend compensation proposal to move all teachers into appropriate salary bands
- Review 2018-19 School Calendar draft with proposed Elementary School trimesters

**Enrollment**

- BC = 545; RC = 344 (124- Elementary School, 220 - Middle School); LEA Total = 889
- Open Enrollment Process: The lottery was conducted and enrollment packets were sent

**Richfield Campus Principal's Report to the School Board**

**Date: Thursday, March 8, 2018**

**Mission**

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▪ ELEMENTARY SCHOOL

NATIONAL READ ACROSS AMERICA DAY On Thursday, March 1, 2018, we will be celebrating National Read Across America Day and Dr. Seuss' Birthday. Classroom teachers will be sending home reading activities that can be completed at home and at school as a way to celebrate reading.

• MIDDLE SCHOOL

THEATER CLUB PERFORMANCE

The Middle School Theater Club performed *A Bagful of Fables* by Robert Lehan for parents and then grades K and 2 the following day. This collection of fables, through the eyes of Aesop, presents challenges and trickery with a handful of laughs. It was great to bring the Elementary and Middle school programs together to model the theater program.

• LEA

ENGAGEMENT SURVEYS

Each Elementary and Middle School student will complete a student engagement survey based on their experiences in the classroom with their teachers. Research demonstrates that students can provide accurate and meaningful feedback regarding the effectiveness of their classroom teachers.

PARENT - TEACHER CONFERENCES

Elementary School conferences will be the evening of Thursday, March 1st - 4:15pm - 8:00pm and during the day on Friday, March 2nd - 8:00am - 3:00pm. Both days are by appointment only.

Middle School conferences will be the evening of Thursday, March 22nd - 4:15pm - 8:00pm (by appointment only), and during the day on Friday, March 23rd (walk-in, no appointments necessary) - 8:00am - 3:00pm.

SHPA BINGO NIGHT IS BACK! Bring your family and friends for a fun night out at the Richfield Campus Saturday, March

Submitted by Carolyn Farrell, Principal Richfield Campus

**Principal's Report to the Board  
Bloomington Campus  
March 8<sup>th</sup> 2018**

- Staffing
  - Due to the resignation of Ms. Yolonde Adams-Lee in the Special Education Department, Mr. Woodle, Ms. Stalock and Ms. Docken interviewed and hired Mr. David Legan as a long-term substitute to fill the position for the remainder of the 2017-2018 school year
  
- Academic Fair Summary
  - The Academic Fair was held on Thursday, February 22<sup>nd</sup>
  - Attendance was estimated around 250 attendees counting both students and adults
  - Addition of the new Multi-Cultural Fair participation with roughly 40 completed projects
  -
  
- Instructional Feedback and Observation Training
  - Ms. Farrell and Mr. Woodle attended the training on Thursday Feb. 8<sup>th</sup> at the MDE offices
  - Training centered around teacher post-observation conference feedback for teachers
  
- PTA Boosterthon Planning
  - A planning meeting was held with the PTA and the organizer of the event on Friday, Feb. 16<sup>th</sup>
  - Dates have been set and final times of events are being worked out between the PTA and administration

Submitted by Dan Woodle, Principal Bloomington Campus