

Seven Hills Preparatory Academy Board Minutes – June 7, 2018

Members:

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

Others present: Carolyn Farrell, Dan Woodle, Tabitha Reinhardt, Zach Lee, Renson Anjere, Steve Wendorf, Krista Hong

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 June 7, 2018 SHPA Board Agenda made by Kelly Bartsh and seconded by Lisa Barnidge.** Motion passed unanimously.
- 4. Motion to approve the April 16, 2018 Board Working Session minutes made by Molly Lee and seconded by Kelly Bartsh.** Motion passed unanimously.

Motion to approve the May 3, 2018 Board Meeting Minutes made by Nick Freiheit and seconded by Molly Lee. Motion passed unanimously.

5. Comments from Community Members

PTA Update, Zach Lee, President

- Boosterthon was successful and is booked for next school year again.
 - \$39,000 to K-5 program. The school raised \$100 per student and that is a top of state
 - \$12,000 to teachers and specialists for supplies (including new 3rd classrooms at RC)
 - \$20,000 additional to classrooms
 - \$1300 to Capstone program

- PTA Election Results: Zach Lee re-elected as president, Melissa Carpenter re-elected as Member at Large, Secretary position is open, 2 new teacher reps are Jack Whitebread and Kim Grutsch.
- DVD Sales of the winter and spring concerts occurred again this school year. PTA supervised the activity and \$2300.00 was raised for Capstone.
- Cookie Social was hosted at Richfield spring concert.
- May Teacher Appreciation was hosted at both campus with meals coming from Chipotle and Pot Belly.
- Used Uniforms were collected this late spring. Will host a sale prior to back to school.
- School Supply Kit orders are due July 11.

6. Monthly Financial Report – presented by Tabitha Reinhardt – See *Seven Hills Board Financial Packet April 2018 Financial Statements*.

7. Reports

a. Finance Committee Meeting -- presented by Michael Meyer - See *SHPA Finance Committee Meeting Minutes June 5, 2018*.

- **Motion to approve the full Richfield building renovation project up to a cost of \$631,000.00 made by Kate Docken and seconded Janeen Raaen.** Motion passed unanimously.
- **Motion to approve the 2018-19 Budget made by Lisa Barnidge and seconded by Kelly Bartsh.** Motion passed unanimously.
- **Motion to approve the minutes of the June 5, 2018 Finance Committee meeting as amended made by Nick Freiheit and seconded by Lisa Barnidge.** Motion passed unanimously.

b. Executive Director – Carl Schlueter -- See *Executive Director's Report, June 7, 2018*

c. Principals' Reports

- i. Principal Report – Bloomington Campus – Dan Woodle -- See *Principal's Report to the School Board, June 7, 2018*
- ii. Principal Report – Richfield Campus – Carolyn Farrell -- See *Principal's Report to the School Board, June 7, 2018*

d. Parent Survey was presented by Steve Wendorf.

e. Board Chair – presented by Kim Hubertus

i. Executive Committee Meeting -- presented by Kim Hubertus - See *SHPA Executive Committee Meeting Minutes May 24, 2018*.

- a) **Motion to approve the full 2017 – 2018 bonus to the Executive Director made by Nick Freiheit and seconded by Janeen Raaen.** Motion passed unanimously.
- b) **Motion to approve the 2017 – 2018 Executive Director review made by Kelly Bartsh and seconded by Nick Freiheit.** Motion passed unanimously.

- c) **Motion to approve the 2018 – 2019 Executive Director goals made by Kelly Bartsh and seconded by Kate Docken.** Motion passed unanimously.
- d) **Motion to approve the 2018 – 2019 Executive Director contract made by Kelly Bartsh and seconded by Janeen Raaen.** Motion passed unanimously.
- e) **Motion to approve the May 24, 2018 Executive Committee meeting minutes made by Nick Freiheit and seconded by Molly Lee.** Motion passed unanimously.

- ii. **Motion to Ratify Johnathon McClellan, Brent Peterson and Ryan Grutsch as ABC 2018-19 board members made by Janeen Raaen and seconded by Celeste Wiederholt.** Motion passed unanimously.

- iii. Board self-assessment survey review

- iv. Outgoing board members

- v. Change to July board meeting date to July 12, 2018

- vi. Attendee to June 14, 2018 PTA meeting, *open*

- vii. Review June board calendar

- f. Facilities Committee - presented by Kate Docken
 - Committee did not meet.

- g. Human Resources Committee - presented by Nick Freiheit
 - Committee did not meet.

- h. Governance Committee – presented by Kim Hubertus – See *SHPA Governance Committee Meeting Minutes, May 7, 2018*
 - **Motion to approve revised Directory Information section of Policy 515 made by Nick Freiheit and seconded by Lisa Carlin.** Motion passed unanimously.
 - **Motion to approve May 7, 2018 Governance Committee Minutes made by Kelly Bartsh and seconded by Lisa Carlin.** Motion passed unanimously.

- i. Public Relations Committee – presented by Molly Lee -- See *Public Relations Committee Meeting Minutes, May 21, 2018*
 - **Motion to approve May 21, 2018 Public Relations Committee Minutes made by Nick Freiheit and seconded by Molly Lee.** Motion passed unanimously.

8. Upcoming Events:

- a. PTA Meeting, Bloomington Campus June 14, 2018 at 6:30 pm

9. Next SHPA Board meeting July 12, 2018, at 6:00 pm at Richfield Campus.

10. Board Adjourned at 8:00 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's Report to the School Board

Date: Thursday, June 7th, 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

- Reviewing preliminary proficiency results from the MCAs ahead of further growth analysis
- Continuing reviews of the Elementary School report card and Middle School curriculum

2. Community Partnerships

- Held bus transportation meeting with staff, families, and providers from both campuses
- Scheduling a meeting with Berea Lutheran Church regarding before/aftercare next year

3. Diversity and Inclusion

- Held Special Education Advisory Council meeting at RC and final equity session at BC
- Received the 2018 Minnesota Association of Charter Schools Innovation Award

4. Facilities

- Reviewed bids and selected contractor to complete the renovation of existing RC building
- Received the final ten-year roof warranty inspection report indicating only minor repairs

5. Finance

- Awarded the 2018 Finance Award again from the Minnesota Department of Education
- Received the CSP Implementation Year II grant budget for reimbursement from the MDE

6. School Culture

- Administered annual parent survey and will review the results for strength and growth areas
- Enjoying class trips, yearend ceremonies, and special events at elementary & middle schools

7. Staffing

- Reviewing staff culture survey data and focus meeting results with Eklund Consulting
- Conducted interviews and are finalizing the hiring of a new RC Office Coordinator

Recommendations

- Engage The Bainey Group as the General Contractor for the remaining renovation of the Richfield Campus building, which will necessitate securing a loan to cover the total cost
- Proceed with gymnasium use agreement in exchange for overflow parking with Bethel's Rock Church per policy review and recommendation by the Governance Committee

Enrollment

- BC = 536; RC = 344 (126 = Elementary, 219 = Middle); LEA = 881 (3 withdraws on 5/29)
- Enrollment Process: Creating database calendars and schedules for student roster uploads

**Principal's Report to the Board
Bloomington Campus
June 7th 2018**

- A quick formal thank you to Ms. Brame and the students for a wonderful Spring concert, as well as the PTA for organizing the Fun Run and partnering with administration to support our staff.
- 2018-2019 Staffing- The final open position vacated by the resignation of Ms. Voinea is in the process and we are hopeful that by the time of the meeting all positions that all currently know available positions for the 2019 school year are full.
- Summer School staff has been contracted to meet the needs of students identified as qualifying for Summer School. Session will be held from July 23rd through August 10th. Currently, we have 35 confirmed families.
- The Transportation Informational meeting was held on Thursday, May 17th. Attendance for the Bloomington Campus was primarily new families to SHPA. Communication has already been/and will continue to be sent in school weekly emails with guidelines for bus enrollment for 2018-2019.
- Academics-
 - CTP Testing was administered the week of May 14th.
 - Gifted and Talented Identification for the 2018-2019 school year was conducted the week of May 29th.
 - 4th Quarter Report cards will be sent via mail to families by the week of June 15th.
- End of Year Activities-
 - Field Trips were well ran and organized by team leads in cooperation with Ms. Mattson and Ms. Burfeind to organizing transportation, fees and ensuring alignment to our curriculum.
 - Kindergarten and 5th Grade Promotions are scheduled at 10:00 and 11:00am respectively on Thursday, June 7th.

Richfield Campus Principal's Report to the School Board
Date: Thursday, June 7, 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.

Elementary School

- May VIP Ceremony took place in the new gym with lots of excitement and celebration.

Middle School

- 7th Grade Overnight-Mrs. Hoffman took over 60 seventh grade students along with teacher and parent chaperones on an overnight trip in Medina, MN. Students participated in orienteering, a pond study, canoeing, and GPS educational activities.
- Washington, D.C. Capstone Trip

LEA

- The fifth graders from the Bloomington Campus came over to the Richfield Campus for a middle school tour and question and answer session led by Mr. Grutsch and Mrs. Farrell.
- **New Hires:** Maureen Campbell MS Science Teacher, Leah Lellman ES Gifted and Talented Teacher, Trey Muraoka MS Latin Teacher, Josh Barth MS Math Teacher, Molly Doyle Language Connections and ES Latin Teacher, Chris Plog MS Social Studies Teacher, Brigitte Smisek Third Grade Teacher, and Mariele Dobbins Third Grade Teacher

Submitted by Carolyn Farrell, Principal Richfield Campus