

**Seven Hills Preparatory Academy Board Minutes – September 6, 2018**

**Board Approved October 4, 2018**

Members:

- ✓ Renson Anjere
- ✓ Lisa Barnidge
- ✓ Lisa Carlin
- ✓ Kate Docken
- ✓ Nick Freiheit
- ✓ Kim Hubertus
- ✓ Molly Lee
- ✓ Michael Meyer
- ✓ Jeffrey Miller
- Mark Quistad
- ✓ Carl Schlueter (Ex Officio)
- ✓ Celeste Wiederholt

Others present: Carolyn Farrell, Dan Woodle, Brent Peterson, Nick Taintor, Jodi LaFramboise, 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 September 6, 2018 SHPA Board Agenda made by Nick Freiheit and seconded by Celeste Wiederholt.** Motion passed unanimously.
  - 4. Motion to approve the August 2, 2018 Board Meeting Minutes made by Lisa Carlin and seconded by Lisa Barnidge.** Motion passed unanimously.
  5. Comments from Community Members  
Brent Peterson, Assessment Director/Math Specialist
    - MCA Results Presentation
- Molly Lee, PTA
- Used Uniform Sales, \$1500
  - Gift Basket to all new teachers

- School supply funds distributed to all teachers from 2018 Boosterthon
- Hosted Tears and Cheers, both campuses
- Back to School Picnic, Friday Sept 14, 5:30 - 8:00 pm, Bloomington Campus

6. Monthly Financial Report – presented by Nick Taintor, BerganKDV – See *Seven Hills Board Financial Packet June & July 2018 Financial Statements*.

7. Reports

a. Finance Committee Meeting -- presented by Michael Meyer - See *SHPA Finance Committee Meeting Minutes September 4, 2018*.

- **Motion to approve the minutes of the September 4, 2018 Finance Committee meeting as amended made by Renson Anjere and seconded by Jeffrey Miller.** Motion passed unanimously.
- **Motion to approve a change form for a \$4,500 increase in Q-Comp spending to fund stipends for a coordinator at RC for the elementary staff (\$3,000) and for six coaches to increase the number of reviews for new middle school teachers (\$250 each) made by Jeff Miller and seconded by Lisa Barnidge.** Motion passed unanimously.

b. Executive Director – Carl Schlueter -- See *Executive Director's Report September 6, 2018*

c. Principals' Reports

- Principal Report – Bloomington Campus – Dan Woodle-- See *Principal's Report to the School Board, September 6, 2018*
- Principal Report – Richfield Campus – Carolyn Farrell - See *Principal's Report to the School Board, September 6, 2018*

d. Board Chair – presented by Kim Hubertus

- Review of Strategic Plan goals deferred to October Board meeting
- October Town Hall, Tuesday, October 23, 6:30 to 8:00 pm at Richfield Campus. Topic TBD.
- Executive Committee -- See *Executive Committee Meeting Minutes, August 20, 2018*
  - **Motion to approve re-paying the 2017 – 2018 financial bonus to the executive director made by Nick Freiheit and seconded by Lisa Barnidge.** Motion passed unanimously.
  - **Motion to approve the August 20, 2018 Executive Committee meeting minutes made by Celeste Wiederholt and seconded by Molly Lee.** Motion passed unanimously.
- Google drive for board package
- Attendee to September PTA meeting, Carl Schlueter

- vi. Review September board calendar
  - e. Facilities Committee – presented by Kate Docken
    - Committee did not meet.
  - f. Human Resources Committee - presented by Lisa Barnidge
    - Committee did not meet.
  - g. Governance Committee – presented by Kim Hubertus
    - Committee did not meet.
  - h. Public Relations Committee – presented by Molly Lee– See *SHPA PR Meeting Minutes, August 13, 2018*
    - **Motion to approve August 13, 2018 Public Relations Committee meeting minutes made by Renson Anjere and seconded by Celeste Wiederholt.** Motion passed unanimously.
8. Upcoming Events:
- a. PTA meeting at Richfield Campus, September 13, 2018, at 6:30 pm
9. Next SHPA Board meeting October 4, 2018, at 6:00 pm at Richfield Campus.
10. Board Adjourned at 7:42 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, September 6<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**

- Initiated comparative analysis of MCA results with Administrative Leadership Team
- Submitted the Friends of Education Authorizer Contract Renewal for review

**2. Community Partnerships**

- Receiving preliminary requests for gymnasium rental pending review and approval of policy
- Working with bus transportation providers to establish routes before adding new riders

**3. Diversity and Inclusion**

- Sending additional staff to a second trauma of race seminar offered later this fall
- Will pilot administration of the Intercultural Effectiveness Scale with Equity Team

**4. Facilities**

- Completed final punch list walk through of RC expansion and building renovation
- Submitted MDE School Safety Grant application to install access control system at BC

**5. Finance**

- Closed loan with Propel Nonprofits and in the process of completing the audit
- Scheduled FY19 budget review and first monthly finance meeting with BKDV

**6. School Culture**

- Conducted a LEA-wide and joint staff council meeting based upon culture survey
- Considering applying to become recognized as a state school of character

**7. Staffing**

- Completed successful fall workshop sessions with new and returning teachers and staff
- Will have all new staff attend the 2<sup>nd</sup> annual MN Classical Education Conference next month

**Recommendations**

- Approve Q Comp Program Update Form increasing stipends for Coordinators and Coaches

**Enrollment**

- Day One Student Count: BC = 545; RC = 434 (195 = Elementary, 239 = Middle); LEA = 979
- Enrollment provided to authorizer; Grade-level enrollment offered as additional document

**Principal's Report to the Board  
Bloomington Campus  
September 6<sup>th</sup> 2018**

- **Staffing:**
  - Hired Ms. Miranda Kloos for the vacated 2<sup>nd</sup> grade position.
  - Ms. Becky Thompson transitioned into vacated Literacy Specialist Position.
  - Hired Ms. Sierra Frankamp to fill Ms. Thompson's vacated Media Specialist Position.
  
- **Facilities:**
  - The installation of doors separating the 3<sup>rd</sup> grade hallway from the sanctuary are still delayed due to contractor scheduling conflicts.
  - New cabinets and sinks installed in Kindergarten and 1<sup>st</sup> grade classrooms.
  - New carpet in 3<sup>rd</sup> grade classrooms.
  - Continued partnership with CVC on other upgrades to the facility.
  
- **Administrative:**
  - Teacher back to school days were completed.
  - LEA back to school gathering held at the 5-8 Club and well attended with roughly 60 staff from both campuses.
  - Bus transportation arrived on time the first day of school and is extremely well organized by Ms. Mattson.
  - Open House attendance lower than last year, I believe weather played a factor in those numbers.



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

**Date: Thursday, September 6, 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**

Enrollment numbers are steady with some movement, families withdrawing and then adding new students.

Third grade classrooms are set and ready for day 1 of school.

New elementary teachers were provided academic and social/emotional training by Seven Hills staff. Feedback was positive as to the usefulness of the trainings.

• **MIDDLE SCHOOL**

**STAFF PROFESSIONAL DEVELOPMENT**

Teachers have moved into their new classrooms. All staff participated in relationship building, TORCH, and TLaC and ENVoY training provided by Mr. Grutsch, Ms. Keating, and Ms. Farrell. We will also have a bell system on the fourth and fifth floors with 3 minute passing time.

• **LEA**

**OPEN HOUSES**

Open houses for both the Elementary and Middle School were successful. The Middle School Open House went longer than expected. Therefore, administration will consider extending the time frame for next school year. The line for transportation continues to be the longest with parents asking for clarification regarding bus routes.