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**Seven Hills Preparatory Academy Board Minutes – November 1, 2018**

**Approved by Board December 6, 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, Chris Lamprecht, Zach Lee, 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 November 1, 2018 SHPA Board Agenda made by Renson Anjere and seconded by Molly Lee.** Motion passed unanimously.
- 4. Motion to approve the October 4, 2018 Board Meeting Minutes made by Lisa Carlin and seconded by Molly Lee.** Motion passed unanimously.
5. Comments from Community Members
  - a. Zach Lee, PTA
    - Next PTA meeting is November 8, 2018, at 6:30 pm, Richfield Campus
    - Boxtop collections completed for fall and raised \$350.00
    - Give to Max Goal \$8,000

- \$5,000 to BC Security System
- \$3,000 RC Audio/Lighting System
- Trying to engage the students by encouraging them to donate loose change
- Dine to Donate, TBD (Potbelly, manager has a student at RC)
- Book Fair
  - Richfield
    - Tuesday, November 27th, 8:00a-7:00p
    - Wednesday, November 28th, 8:00a- 4:00p
  - Bloomington
    - Thursday, November 29th, 8:00a- 7:00p
    - Friday, November 30th, 8:00a-3:00p (early release day)
- Banners are now up in the RC gymnasium (purchased by PTA)
- Meals were hosted for the staff for conferences

b. Chris Lamprecht, Capstone Trip Presentation

6. Monthly Financial Report – presented by Michael Meyer – See *Seven Hills Board Financial Packet, September 2018*.

7. Reports

a. Finance Committee Meeting -- presented by Michael Meyer -- See *SHPA Finance Committee Meeting Minutes October 30, 2018*.

- **Motion to approve the minutes of the October 30, 2018 Finance Committee meeting made by Lisa Barnidge and seconded by Molly Lee.** Motion passed unanimously.
- **Motion to approve the Heath Partners' proposal that does not change health care benefits and continuing other benefits as recommended by Kraus-Anderson made by Lisa Carlin and seconded by Renson Anjere.** Motion passed unanimously.

b. Executive Director – Carl Schlueter -- See *Executive Director's Report November 1, 2018*

c. Principals' Reports

- i. Principal Report – Bloomington Campus – Dan Woodle-- See *Principal's Report to the School Board, November 1, 2018*
- ii. Principal Report – Richfield Campus – Carolyn Farrell - See *Principal's Report to the School Board, November 1, 2018*

d. Board Chair – presented by Kim Hubertus

- i. October Town Hall Recap
  - ii. Attendee to November PTA meeting is Molly Lee
  - iii. Review November Board calendar
- e. Facilities Committee -- presented by Kate Docken
- Committee did not meet.
- f. Human Resources Committee - presented by Lisa Barnidge -- See *SHPA HR Committee Meeting Minutes, October 10, 2018*
- **Motion to approve the October 10, 2018 HR Committee minutes as amended made by Molly Lee and seconded by Lisa Carlin.** Motion passed unanimously.
- g. Governance Committee – presented by Kim Hubertus -- See *SHPA Governance Committee Meeting Minutes, October 15, 2018*
- **Motion to approve the October 15, 2018 Governance Committee minutes made by Lisa Barnidge and seconded by Renson Anjere.** Motion passed unanimously.
- h. Public Relations Committee – presented by Molly Lee – See *SHPA PR Committee Meeting Minutes, October 22, 2018*
- **Motion to approve the October 22, 2018 PR Committee minutes made by Lisa Barnidge and seconded by Renson Anjere.** Motion passed unanimously.
8. Upcoming Events:
- a. PTA meeting at Richfield Campus, November 8, 2018, at 6:30 pm
9. Next SHPA Board meeting December 6, 2018, at 6:00 pm at Richfield Campus.
10. Board Adjourned at 7:37 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, November 1<sup>st</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**

- Administered interim assessments at both campuses using new testing software
- Held fall conferences at both campuses and will research new sign-up program

**2. Community Partnerships**

- Attended Richfield Chamber of Commerce event with Mayoral Candidate Regan-Gonzalez
- Planned 2<sup>nd</sup> Annual MN Classical Education Conference and preparing to host the 3<sup>rd</sup>

**3. Diversity and Inclusion**

- Conducted an IES review and planning session with the Equity Teams and consultants
- Preparing a panel conversation and EL professional development session for 11/30

**4. Facilities**

- Coordinating with CVC & PTA on implementation and payment of access controls at BC
- Reviewed gymnasium use rental policy as well as created internal reservation form

**5. Finance**

- Scheduled investor call and received intent to renew letter from Authorizer
- Soliciting vendor bids for food service contract for the 2019-20 school year

**6. School Culture**

- Assembling a World's Best Workforce Advisory Council to review summary report
- Celebrating our Student Alumni for their accomplishments in high school and beyond

**7. Staffing**

- Planning a review of health insurance renewal with staff prior to enrollment period
- Presenting a school overview including staff culture follow-up and staff support survey

**Recommendations**

- Approve health insurance proposal per Finance Committee recommendation

**Enrollment**

- Enrollment: BC = 553; RC = 432 (ES = 192, MS = 240); LEA = 985 students
- Sending offers to 10-12 students to fill K-2 openings at the start of Trimester II

**Principal's Board Report**  
**Bloomington Campus**  
**November 1, 2018**

- **Administrative:**

- Mr. Woodle attended a Be@School training put on by the Be@School Program through Hennepin County to better understand practices and requirements of the truancy program. This program partners with schools and families with supports if a child is struggling with unexcused absences and tardies and is referred to the program by the school.

- **Facilities:**

- The doors at the end of the 3rd Grade Hallway are being installed and should be finished and functional by the end of the week. This will provide an added layer of security from the Sanctuary to the school part of the building.
- The controlled access installation to the school and church for Doors 9 and 10 should be completed by the end of the week. Between the installation and "go live" date of November 12, training will be done with all staff around operations as well as messaging to families in each weekly email.

- **Academic:**

- Staff attended either the Classical Education Conference or in house professional development on October 18th around Mathematics. These options were well received and provided quality time and information to staff.
- Next week we will begin CTP Testing (nationally normed assessment) for Grades 1-5 followed by our first set of Interim Assessments.

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

**Date: Thursday, November 1, 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**

PACER PUPPETS

October is National Bullying Prevention month. PACER continues to lead the way to unite communities across the U.S. and around the world in their mission to create a world without bullying. The PACER Puppets will make a visit again this year with our Kindergarten and first grade classes. The purpose of the puppet program is to demonstrate and teach coping strategies if you observe or experience bullying.

● **MIDDLE SCHOOL**

DANCING CLASSROOMS

Our 8<sup>th</sup> grade students continue to make progress in the Dancing Classrooms program. Hear from two former 8<sup>th</sup> grade students and the impact of Dancing Classrooms to their success.

Video Link: [https://www.youtube.com/watch?v=b9B3roUUBlg&feature=em-share\\_video\\_user](https://www.youtube.com/watch?v=b9B3roUUBlg&feature=em-share_video_user)

● **ALL SCHOOL**

MEALS DURING STUDENT LUNCH PERIODS

Seven Hills continues to work diligently to ensure every student has a meal at lunch time during the school day. We will be issuing student lunch pins November 1st to assist with the school lunch process. This will assist in the efficiency of the lunch line and ensuring students receive the meal they ordered.

**Submitted by Carolyn Farrell, Principal Richfield Campus**