

Seven Hills Preparatory Academy Board Minutes –January 10, 2019

BOARD APPROVED February 11, 2019

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, Zach Lee, Nick Taintor, 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 6:02 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 January 10, 2019 SHPA Board Agenda made by Jeffrey Miller and seconded by Molly Lee.** Motion passed unanimously.
4. **Motion to approve the December 6, 2018 Board Meeting Minutes made by Molly Lee and seconded by Lisa Barnidge.** Motion passed unanimously.
5. Comments from Community Members
 - a. Zach Lee, PTA
 - Music Concert DVD sales will be held Friday January 10 during BC winter concert.
 - Dinner will be provided for staff before the RC winter concert event on January 17.
 - Dine to Donate at Pot Belly raised \$350.00.

- Community-wide K-5 Family Dance is February 15 at Richfield Campus.
- Next PTA meeting is February 7, 2019, at 6:30 pm, Bloomington Campus.

6. Monthly Financial Report – presented by Nick Taintor – See *Seven Hills Board Financial Packet, November 2018*.

7. Reports

a. Finance Committee Meeting -- presented by Michael Meyer -- See *SHPA Finance Committee Meeting Minutes January 8, 2019*.

- **Motion to approve the 2018-2019 working budget contained in the November 2018 financial statements made by Lisa Barnidge and seconded by Molly Lee.** Motion passed unanimously.
- **Motion to approve the minutes of the January 8, 2019 Finance Committee meeting as amended made by Jeffrey Miller and seconded by Molly Lee.** Motion passed unanimously.

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

- **Motion to approve the Assessment and Executive Director's travel to Classical Education Conference made by Jeffrey Miller and seconded by Renson Anjere.** Motion passed unanimously.

c. Principals' Reports

- i. Principal Report – Bloomington Campus – Dan Woodle-- See *Principal's Report to the School Board, January 10, 2019*
- ii. Principal Report – Richfield Campus – Carolyn Farrell - See *Principal's Report to the School Board, January 10, 2019*

d. Board Chair – presented by Kim Hubertus

- i. Strategic Plan work session will be held January 22, 2019, 6 - 8:00 pm, Richfield Campus
- ii. Executive Committee -- See *SHPA Executive Committee Meeting Minutes, January 7, 2019*
 - **Motion to approve Kim Hubertus to back-fill the open board position due to Nick Freiheit's resignation for the period ending June 30, 2020 made by Jeffrey Miller and seconded by Lisa Barnidge.** Motion passed unanimously with Kim Hubertus abstaining from voting.
 - **Motion to approach Janeen Raaen to back-fill the Kim Hubertus' remaining term for the period ending June 30, 2019 made by Lisa Barnidge and seconded by Jeffrey Miller.** Motion passed unanimously.

- **Motion to approve the minutes of the January 7, 2019 Executive Committee meeting made by Lisa Barnidge and seconded by Molly Lee.** Motion passed unanimously.
- iii. Attendee to January 10, 2019 PTA meeting is Molly Lee
- iv. Review January 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 -- See *SHPA Governance Committee Meeting Minutes, December 10, 2018 and January 7, 2019*
 - **Motion to approve the revised Bylaws as amended made by Lisa Barnidge and seconded by Jeffrey Miller.** Motion passed unanimously.
 - **Motion to approve the revised Policy 610 made by Jeffrey Miller and seconded by Renson Anjere.**
 - **Motion to lay on the table the pending motion on Policy 610 made by Molly Lee and seconded by Lisa Barnidge.** Motion passed unanimously.
 - **Motion to approve the revised Policy 701 made by Lisa Barnidge and seconded by Renson Anjere.** Motion passed unanimously.
 - **Motion to approve the December 10, 2018 Governance Committee minutes made by Lisa Barnidge and seconded by Jeffrey Miller.** Motion passed unanimously.
 - **Motion to approve the January 7, 2019 Governance Committee minutes made by Jeffrey Miller and seconded by Lisa Barnidge.** Motion passed unanimously.
- h. Public Relations Committee – presented by Jeffrey Miller & Molly Lee
 - Committee did not meet
- 8. Upcoming Events:
 - a. PTA meeting January 10, 2019, at 6:30 pm, at Bloomington Campus.
 - b. Strategic Plan work session January 22, 2019, at 6:00 pm, at Richfield Campus.

9. Next SHPA Board meeting February 7, 2019, at 6:00 pm at Bloomington Campus.
10. Board Adjourned at 7:32 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, January 10th, 2019

Mission

Seven Hills Preparatory Academy engages students in a rigorous Classical education, designed to prepare each one for strong citizenship and life-long learning.

Academics

- Conducted our first midyear CNA to gauge progress in Math and among EL students
- Received MDE and MACS announcements of new Commissioner of Education

Community Partnerships

- Meeting with representatives from Great MN Schools to discuss a possible partnership
- Continuing to reach out to legislative representatives to schedule campus visits

Diversity and Inclusion

- Planning a community equity conversation panel and EL workshop for January 25th
- Attended with the Principals an equity assessment workshop by Equity Alliance MN

Facilities

- Received ROW vacation from City and State for strip of land north of Richfield Campus
- Held quarterly meeting with Cedar Valley Church to discuss hosting Classical conference

Finance

- Followed-up with the MDE regarding receipt of remaining payment of FY19 Lease Aid
- Reviewed salaries & stipends and made ADSIS & Title adjustments to FY19 Revised Budget

School Culture

- Scheduling staff support survey review and discussion sessions with campus staff councils
- Enjoyed successful winter gatherings and celebrations at both campuses before the break

Staffing

- Sharing midyear update with staff on budget revision, academic goals, classical & equity focus

- Conducting midyear check-ins and evaluations with members of the administrative team

Recommendations

- Approve the Assessment and Executive Director's travel to Classical education conference
- Approve 2019-21 Bus Transportation Agreement with the Academy of Holy Angels

Enrollment

- January 2nd Enrollment: BC = 546; RC = 441 (ES = 200, MS = 241); LEA = 987 students
- 586 total open enrollment applications: BC ES = 299; RC ES = 232; MS = 55

Principal's Board Report
Bloomington Campus
1-10-19

- **Academics:**
 - Building administration has been working with Ms. Brame around our Winter Concert which will be held on Friday, January 11th at 1:30pm. Ms. Brame has sent a detailed information to all families through each child's teachers and the same information was included as an attachment in our last parent email. All board members are invited.
 - Building Administration, in partnership with the BC Equity Team, has been doing a lot of work around revitalizing the Academic Fair. A team has worked to better combine the current Academic Fair with the Multi-Cultural Fair, which was new last year, in a more seamless manner to how have it called the Seven Hills Preparatory Academy Community Fair. Families will receive handouts that will be sent to families via Mail-Chimp tomorrow in our Weekly Update with directions and how to sign up for each activity.
- **School Culture:**
 - I will be visiting with all general education staff for a mid-year check in over the next week. The purpose it continue to foster relationships with my staff and partner with them if they have areas where they would like help with continued growth as a teacher.
- **Admissions:**
 - Our Second Open House is being held Thursday, January 10th. Perspective families will be able to visit with classroom teachers and hear a brief description of our school and programming.

Richfield Campus Principal's Board Report to the School Board
Date: Thursday, January 10, 2018

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ELEMENTARY SCHOOL

- Sammy Willman has been hired as the Elementary Latin Teacher for the remainder of the school year.

MIDDLE SCHOOL

- Middle School Open House for potential new families will be Tuesday, January 8th, 5:00-6:00 pm.
- Winter Movie night will be Friday, January 11th. The movie will be *Skyscraper*.

ALL SCHOOL

- Richfield Campus elementary and middle school choir and band concert will be Thursday, January 17th, 6-8pm.
- Received a resignation from one Special Educational Assistant and terminated two additional Special Educational Assistants.

Submitted by Carolyn Farrell, Principal Richfield Campus.