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**Seven Hills Preparatory Academy Board Minutes – March 7, 2019**

**BOARD APPROVED April 4, 2019**

Members:

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

Others present: Zach Lee, Kerry Tieman, Kelly Ryan, Dan Woodle, Krista Hong

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. Call to order at 6:01 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 the March 7, 2019 SHPA Board Agenda made by Celeste Wiederholt and seconded by Molly Lee.** Motion passed unanimously.
4. **Board Minutes Approval**
  - a. **Motion to approve the February 11, 2019 Board Meeting Minutes made by Kate Docken and seconded by Molly Lee.** Motion passed unanimously.
  - b. **Motion to approve the March 4, 2019 Board Working Session Minutes made by Molly Lee and seconded by Janeen Raaen.** Motion passed unanimously.

5. Comments from Community Members

a. Zach Lee, PTA

- i. Community-wide K-5 Family Dance was wonderful. Facility worked perfectly. Well attended.
- ii. Box tops collection was completed
- iii. Next PTA meeting is March 14
- iv. Teacher Conference meals in March to both campus
- v. Dine to Donate in the Spring, tentatively in April
- vi. DVD Sales for the BC winter concert was solid
- vii. Boosterthon Fun Run in May
- viii. Scholastic Book Fair in April
- ix. PTA Board recruitment as they anticipate a large turnover
- x. School supply kits underway for next year

b. Kelly Ryan, Math Specialist, Bloomington Campus

- i. Proposal for additional math support at Bloomington Campus
- ii. Staff Morale at Bloomington Campus

6. Monthly Financial Report – presented by Michael Meyer – See *Seven Hills Board Financial Packet, January 2019*

7. Reports

a. Finance Committee Meeting -- presented by Michael Meyer -- See *SHPA Finance Committee Meeting Minutes, March 5, 2019*

- **Motion to approve an increase of 5.775 FTE employees for the 2019-2020 school year made by Lisa Barnidge and seconded by Molly Lee.** Motion passed unanimously.
- **Motion to approve an increase of 2% in base salary for all employees for the 2019-2020 school year made by Molly Lee and seconded by Lisa Barnidge.** Motion passed unanimously.
- **Motion to approve the minutes of the March 5, 2019 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 7, 2019*

- **Motion to approve the 2019-2020 School Calendar made by Celeste Wiederholt and seconded by Kate Docken.** Motion passed unanimously.
- **Motion to approve Friday, May 3, 2019 as a makeup day, with a 1:30 p.m. early dismissal, made by Lisa Barnidge and seconded by Janeen Raaen.** Motion passed unanimously.

- c. Principals' Reports
  - i. Principal Report – Bloomington Campus – Dan Woodle-- *See Principal's Report to the School Board, March 7, 2019*
  - ii. Principal Report – Richfield Campus – Carl Schlueter for Carolyn Farrell - *See Principal's Report to the School Board, March 7, 2019*
- d. Board Chair – presented by Kim Hubertus
  - i. Strategic Plan work session
    - Recap of work session
    - **Motion to approve the 1 year Strategic Planning Goals, as amended, made by Lisa Barnidge and seconded by Celeste Wiederholt.** Motion passed unanimously.
    - A Strategic Plan work session is set for June 17, 2019
  - ii. Lisa Carlin's board seat
    - **Motion to approve Celeste Wiederholt as replacement to Lisa Carlin's Board seat, term ending June 30, 2020, with the contingency that if Mrs. Carlin is able to return she may, made by Janeen Raaen and seconded by Molly Lee.** Motion passed unanimously with Celeste Wiederholt abstaining.
    - **Motion to approve Kerry Tieman as replacement to Celeste Wiederholt's Board seat, term ending June 30, 2019, made by Lisa Barnidge and seconded by Janeen Raaen.** Motion passed unanimously.
  - iii. Election Committee update
  - iv. March 19 Town Hall prep
  - v. Attendee to March 14 PTA meeting is Molly Lee
  - vi. Review March board calendar
- e. Facilities Committee -- presented by Kate Docken
  - i. Committee did not meet
- f. Human Resources Committee -- presented by Lisa Barnidge
  - i. Committee did not meet

- g. Governance Committee – presented by Kim Hubertus -- See *SHPA Governance Committee Meeting Minutes, March 4, 2019*
    - i. **Motion to approve the March 4, 2019 Governance Committee meeting minutes made by Molly Lee and seconded by Kerry Tieman.** Motion passed unanimously.
  - h. Public Relations Committee – presented by Molly Lee
    - i. Committee did not meet
8. Upcoming Events:
- a. PTA meeting March 14, 2019, at 6:30 pm, at Bloomington Campus.
  - b. Town Hall Meeting March 19, 2019, at 6:30 pm, at Bloomington Campus.
9. Next SHPA Board meeting April 4, 2019, at 6:00 pm at Bloomington Campus.
10. Board Adjourned at 7:44 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, March 7<sup>th</sup>, 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.*

**1. Academics**

- Attended National Classical Education Conference and state conference planning meeting
- Conducting second comprehensive needs analysis based upon interim assessment data

**2. Community Partnerships**

- Participated in Charter School Day at the Capitol with representatives from each Campus
- Attended Friends of Education School Directors' Meeting with Campus Principals

**3. Diversity and Inclusion**

- Sending two staff from each campus to school climate conference with Title II funds
- Planning remaining equity topics of the year that include race, religion, and ability

**4. Facilities**

- Negotiating custodial and waste removal contract renewals for the Richfield Campus
- Met with CVC regarding continued use of 4<sup>th</sup> grade classroom and limited use of Rm. 305

**5. Finance**

- Received approval from Sunrise Banks to increase LoC to meet cash on hand covenant
- Finalized the FY20 budget proposal to reflect FTE and projected enrollment increases

**6. School Culture**

- Reviewed proposed strategic planning annual culture goals with Staff Councils
- Scheduled joint staff council working lunch to review various administrative items

**7. Staffing**

- Finalized staffing levels for next year and offset FTE increase with enrollment adjustments
- Preparing to distribute 2019-20 Employment Agreements to teachers and staff

## Recommendations

Approve the 2019-2020 School Calendar and Friday, May 3<sup>rd</sup>, 2019, makeup day

## Enrollment

March 1<sup>st</sup> Enrollment: BC = 547; RC = 437 (ES = 197, MS = 240); LEA = 984 students  
Held enrollment lottery, communicated with families, placed final student backfills

### Full-time Equivalent Positions for Next Year

Campus	Position Title	Full-time Equivalent
Richfield	4 <sup>th</sup> Grade Teacher	1.0
Richfield	4 <sup>th</sup> Grade Teacher	1.0
Richfield	Elementary School Specialist (Art/Music)	1.0
Richfield	Elementary School Specialist (Media/Latin/EL)	1.0
Richfield	Elementary School PE	.125
Richfield	Literacy Specialist (EL Coordination & Support)	1.0*
Richfield	Language Connections Teacher	.5
Bloomington	Math Specialist (Media Specialist)	.15*
<b>TOTAL</b>	<b>6 Positions</b>	<b>5.775</b>
Bloomington	Assistant Principal (Math Specialist)	.75 Admin/.25 Instruction*
Richfield	Assistant Principal (Trivium Teacher)	.75 Admin/.25 Instruction*
Richfield	Activities Coordinator (Gymnasium Rental)	Stipend Summer Hours
LEA	Special Education Office Assistant	.25 FTE SpEd. due process

\* 55% of eligible salary to be requested for reimbursement per inclusion in ADSIS application

**Principal's Board Report**  
**Bloomington Campus**  
**3-7-19**

- **Academics:**
  - 2nd Trimester Report Cards will be going home with students at the end of the week.
  - The third set of interim assessments will be done between now and Spring Break. Grades K-2 will take our regularly designed interims and Grades 3-5 will be taking the MCA Item Sampler.
  
- **School Culture:**
  - A joint staff council was held with BC and RC staff to review items such as the proposed calendar as well as the staff survey to be completed later in the year.
  - Student surveys will be completed during the coming week during Media class.
  
- **Staffing:**
  - Mrs. Carlin's long term sub Sandy Clay has resigned for personal reasons and we are working to find a highly qualified replacement to be in place for the week of March 18th.
  - Mr. Leon Berg has been hired to fill the long term sub for Mrs. Wessman as she is on maternity leave.
  - Ms. Terry Lee Travola has been hired to fill the long term sub for Mrs. Sinclair as she is on maternity leave.

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

**Date: Thursday, March 7, 2019**

**Mission**

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**ALL SCHOOL**

Parent Teacher Conferences

Parent Teacher conferences will be the evening of March 21st and during the day on March 22nd. Parent teacher conference sign ups to families will go out this Thursday and Friday. We will continue to use PTC wizard for Middle School sign ups but new this spring, we will be using Sign Up Genius for our Elementary families.

Student Satisfaction Surveys

All Elementary and Middle School students will be completing student satisfaction surveys. Student surveys allow students to provide feedback to teachers on a variety of areas including classroom instruction, school climate, and classroom management. Teachers then analyze this feedback and make changes accordingly to enhance the classroom and school experience.

ACCESS Assessment for English Language Students

The ACCESS assessment is given annually to students in grades K-12 to monitor students' progress in learning academic English and meets federal education requirements for monitoring and reporting progress of English Language student proficiency toward the English language. Areas that are assessed include the four language domains of Listening, Speaking, Reading, and Writing.

Civitas Fair

This was a new event for Seven Hills families to share and celebrate their traditions and cultures with the rest of the Seven Hills Richfield Campus Community. The Civitas Fair was a success with families representing a variety of countries including Bulgaria, Mexico, the Philippines, and India.

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