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**Seven Hills Preparatory Academy Board Minutes – April 4, 2019**

**BOARD APPROVED May 2, 2019**

Members:

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

Others present: Zach Lee, Carolyn Farrell, 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 6:00 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 the April 4, 2019 SHPA Board Agenda made by Lisa Barnidge and seconded by Molly Lee.** Motion passed unanimously.
4. **Motion to approve the March 7, 2019 Board Meeting Minutes made by Lisa Barnidge and seconded by Molly Lee.** Motion passed unanimously.
5. Comments from Community Members
  - a. Zach Lee, PTA
    - i. Conference Meals for both Campus from 5 Guys (over 100 staff served for free!!)
    - ii. Next PTA meeting is April 18 (rescheduled)

- iii. Dine to Donate, April 15 at Culver's, Bloomington
  - iv. Boosterthon Fun Run in May is solid with Pep Fest, May 8 & Run, May 17, Goal of \$30,000
  - v. Scholastic Book Fair in April, in addition it will be held during the Kindergarten Round-Up events
  - vi. Appreciation week for Staff (during teacher appreciation week)
  - vii. PTA Meeting (rescheduled) May 16 with elections
6. Monthly Financial Report – presented by Michael Meyer – See *Seven Hills Board Financial Packet, February 2019*
7. Reports
- a. Finance Committee Meeting -- presented by Michael Meyer -- See *SHPA Finance Committee Meeting Minutes, April 2, 2019*
    - **Motion to approve the proposed terms of the Sunrise Bank line of credit and the execution of documents consistent with those terms made by Lisa Barnidge and seconded by Kerry Tieman.** Motion passed unanimously.
    - **Motion to approve the minutes of the April 2, 2019 Finance Committee minutes made by Celeste Wiederholt and seconded by Lisa Barnidge.** Motion passed unanimously.
  - b. Executive Director – Carl Schlueter -- See *Executive Director's Report April 4, 2019*
    - i. *Mr. Schlueter also recapped the National Classical Education Conference that he attended along with Mr. Peterson.*
  - c. Principals' Reports
    - i. Principal Report – Bloomington Campus – Dan Woodle -- See *Principal's Report to the School Board, April 4, 2019*
    - ii. Principal Report – Richfield Campus – Carolyn Farrell -- See *Principal's Report to the School Board, April 4, 2019*
  - d. Board Chair – presented by Kim Hubertus
    - i. March Town Hall recap
    - ii. Election Committee update
    - iii. Executive Committee Meeting -- presented by Kim Hubertus -- See *SHPA Executive Committee Meeting Minutes, April 1, 2019*

- **Motion to approve the 3.5% base salary increase for the Executive Director made by Lisa Barnidge and seconded by Renson Anjere.** Motion passed unanimously.
  - **Motion to approve maintaining the \$4,500 to 403(b), \$5,500 to Roth IRA, and up to 5% performance bonus made by Molly Lee and seconded by Janeen Raaen.** Motion passed unanimously.
  - **Motion to approve the April 1, 2019 Executive Committee meeting minutes as amended made by Jeffrey Miller and seconded by Renson Anjere.** Motion passed unanimously.
- iv. Attendee to April 18 PTA meeting is Molly Lee
- v. Review April Board calendar
- e. Facilities Committee -- presented by Kate Docken -- See *SHPA Facilities Committee Meeting Minutes, March 12, 2019*
- i. **Motion to approve the March 12, 2019 Facilities Committee meeting minutes made by Celeste Wiederholt and seconded by Kerry Tieman.** Motion passed unanimously.
- f. Human Resources Committee -- presented by Lisa Barnidge -- See *SHPA HR Committee Meeting Minutes, March 11, 2019*
- i. **Motion to approve the March 11, 2019 HR Committee meeting minutes made by Jeffrey Miller and seconded by Janeen Raaen.** Motion passed unanimously.
- g. Governance Committee - presented by Kim Hubertus
- i. Committee did not meet
- h. Public Relations Committee – presented by Molly Lee
- i. Committee did not meet
  - ii. **Motion to approve the updated PR Charter made by Janeen Raaen and seconded by Kerry Tieman.** Motion failed.

8. Upcoming Events:
  - a. PTA meeting April 18, 2019, at 6:30 pm, at Bloomington Campus.
  - b. Work session at Richfield Campus, June 17, 2019, at 6:00 pm
9. Next SHPA Board meeting May 2, 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, April 4<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**

- Identified as 1 of 29 High Quality Charter Schools (Top 15%) in the State of MN
- Preparing for the administration of Reading (3-8), Math (3-8), and Science(5, 8) MCAs

**2. Community Partnerships**

- Communicating with MACS regarding various legislative updates impacting charter schools
- Scheduled an introductory meeting with property owners of Meridian Crossing US Bank

**3. Diversity and Inclusion**

- Selected randomly by the MDE for a Title I-A review of our family engagement practices
- Attended Equity conference at St. Catherine's University and Cruz-Guzman oral arguments

**4. Facilities**

- Performed inspections on the boiler, plumbing drain, and gymnasium roof per warranty
- Confirmed with CVC availability of the facility for summer extended time programming

**5. Finance**

- Monitoring Campus budgets and remaining unspent donations to ensure prudent allocation
- Met with representatives from Edward Jones to conduct a comparative review of 403b Plan

**6. School Culture**

- Planning to administer the first multilingual version of the annual Parent Survey next week
- Began introducing Roman the Eagle at various sporting events and student assemblies

**7. Staffing**

- Began posting for open positions for 2019-20 school year and will attend MN job fair
- Reviewing Staff Council feedback on the new version of the Staff Support Survey

**Recommendations**

- *Received proposed contract goals from Authorizer and will prepare for review and recommendation*

**Enrollment**

- April 1<sup>st</sup> Enrollment: BC = 547; RC = 436 (ES = 197, MS = 239); LEA = 983 students
- Preparing to host Kindergarten Roundup events at both Campuses later this month

**Principal's Board Report**  
**Bloomington Campus**  
**4-5-19**

- **Academics:**
  - MCA Preparations are underway. Mr. Peterson has developed a testing schedule with the times for each grade level and will be sharing it with staff this week.
  - There will be holding an all school MCA Pepfest on Friday, April 12th to encourage students to do their best.
  - MCA Assessments will begin the week of April 15th.
  
- **School Culture:**
  - Mrs. Farrell and I met with the PTA and Ellen from Boosterthon regarding the PTA Fun Run. We have worked out a schedule and are finalizing space reservations from CVC to ensure everything is set for that event. This event is scheduled for Friday, May 17th.
  
- **Staffing:**
  - We will be conducting interviews next week for the Assistant Principal Position and the .4 Math Interventionist Position.
  - Administration will be attending the Minnesota Educators Job Fair on April 10th as we continue to work to recruit quality staff to SHPA.

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

**Date: Thursday, April 4, 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.*

**ALL SCHOOL**

Parent Teacher Conferences

Parent Teacher conferences were held March 21st and March 22nd. Overall, the Richfield Campus parent participation was 60%, down from the fall: ES Attendance 78%, MS Attendance 45%.

Student Surveys

All Elementary and Middle School students completed student surveys to provide teacher feedback in the area of instruction and classroom management and safety. Results will be interpreted and shared with individual teachers.

Boosterthon Kick Off

The Boosterthon Fun Run will be Friday, May 17th held at the Bloomington Campus. The Richfield Campus' fundraiser goals include: Stage Lighting, Middle School chromebooks (to replace current laptops), and library books.

Extended Time-Summer School

We will be offering Summer School (separate from Special Education ESY summer school) again this summer at our Bloomington and Richfield campuses for our Elementary school students. Summer school will be July 22-August 9th, Monday through Friday. We are considering a Middle School summer school option.

**MIDDLE SCHOOL**

In honor of Women's History Month, Science Teacher Ms. Hoffman along with Honor Council members and Science students presented on "Women in Science" at the March all school assembly.

**(con't.)**

## ELEMENTARY SCHOOL

Excerpt from Parent:

“Hello, just wanted to share a fun story. This weekend we went to the Minneapolis Institute of Art (MIA) for family day and this month they happened to have free tickets to the Sunken Cities exhibit. As you may know they were displaying statues from ancient Egypt that were found in the ocean. Well, because of your recent course on ancient Egypt, (student) provided the entire family an absolute education.

(Student) told us a lot about Osiris, Isis, and Horus. (We) were not very familiar with. It was very cute and very impressive. Much of what he said is what was written on the plaques.

Anyway, we have always been happy with the education you and Seven Hills has provided but every once in a while we really get to see it come to life in unexpected places. Thank you for that!”

Kindergarten Round Up

Kindergarten Round Up will be April 9th for BC and April 11th for RC.

## STAFFING

Samantha Strachan and Edwin Holmwig-Johnson, Educational Assistants and Dayna Trenary .5 Food Coordinator (Title Change)

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