

Seven Hills Preparatory Academy Board Minutes – May 2, 2019

Board Approved June 6, 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: Beth Topoluk, Dave Bakke, Zach Lee, Nick Taintor, Kelly Ryan, Martine Walker, 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 pm 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 May 2, 2019 SHPA Board Agenda made by Lisa Barnidge and seconded by Molly Lee.** Motion passed unanimously.
4. **Motion to approve the April 4, 2019 Board Meeting Minutes made by Molly Lee and seconded by Kerry Tieman.** Motion passed unanimously.
5. Comments from Community Members
 - a. Beth Topoluk, Friends of Education
 - b. Zach Lee, PTA

- i. BOGO Book Fair, raised \$9500 (\$20,000 total between fall & winter fairs across LEA)
 - ii. Dine to Donate, April 15 at Culver's, Bloomington: waiting final donation amount
 - iii. Boosterthon Fun Run in May: Pep Fest, May 8 & Run, May 17; Goal of \$30,000
 - iv. Donating \$2,000 to Capstone
 - v. Funding RC Library (funds coming from Give to Max and last year's Boosterthon)
 - vi. Teacher Appreciation week of May 6, week long treats at both campuses
 - vii. Hosting BC Spring Concert DVD Sales
 - viii. School Supply Kits almost set for orders, awaiting pricing
 - ix. Box Top collection one more time
 - x. Used uniform collection drive to prep for sale in fall
 - xi. PTA Meeting May 16 with elections
- c. Kelly Ryan, Math Intervention Teacher, Bloomington Campus
6. Monthly Financial Report – presented by Nick Taintor – See *Seven Hills Board Financial Packet, March 2019*
7. Reports
- a. Finance Committee Meeting -- presented by Michael Meyer -- See *SHPA Finance Committee Meeting Minutes, April 30, 2019*
 - **Motion to approve the proposed terms of the 2019-2020 budget made by Lisa Barnidge and seconded by Renson Anjere.** Motion passed with Jeffrey Miller abstaining.
 - **Motion to approve filing the proposed 2017-2018 IRS Form 990 made by Celeste Wiederholt and seconded by Kerry Tieman.** Motion passed unanimously.
 - **Motion to approve the minutes of the April 30, 2019 Finance Committee minutes made by Lisa Barnidge and seconded by Mark Quistad.** Motion passed unanimously.
 - b. Executive Director – Carl Schlueter -- See *Executive Director's Report May 2, 2019*
 - i. **Motion to approve the Friends of Education Five-Year 2019-2024 Authorizer Contract Renewal, as amended, made by Lisa Barnidge and seconded by Jeneen Raen.** Motion passed unanimously.
 - c. Principals' Reports
 - i. Principal Report – Bloomington Campus – Dan Woodle -- See *Principal's Report to the School Board, May 2, 2019*

- ii. Principal Report – Richfield Campus – Carolyn Farrell -- *See Principal's Report to the School Board, May 2, 2019*

- d. Board Chair – presented by Kim Hubertus
 - i. Election Results (top 4 to be seated for the 2019 - 2022 term)
 - Michael Meyer (community member, returning), 121 votes
 - Martine Walker (teacher member), 112 votes
 - Leah Lellman (teacher member), 110 votes
 - Jessica Marcy (parent member), 70 votes
 - Todd Mulder (teacher member), 66 votes
 - Hadley Sayotovich (teacher member), 54 votes
 - ii. Committee Chair Duties
 - iii. RSVP Number for FOE Dinner at Parnassus
 - iv. Review Strategic Plan calendar updates
 - v. Attendee to May PTA meeting (representative absent this month)
 - vi. Review May Board calendar

- e. Facilities Committee -- presented by Kate Docken
 - i. Committee did not meet

- f. Human Resources Committee -- presented by Lisa Barnidge -- *See HR Committee Minutes, April 20, 2019*
 - i. **Motion to approve the April 20, 2019 HR Committee meeting minutes, as amended, made by Kerry Tieman and seconded by Celeste Wiederholt.** Motion passed unanimously.

- g. Governance Committee - presented by Kim Hubertus -- *See Governance Committee Minutes, April 8, 2019*
 - i. **Motion to approve the April 8, 2019 Governance Committee meeting minutes made by Jeffrey Miller and seconded by Renson Anjere.** Motion passed unanimously.
 - h. Public Relations Committee – presented by Molly Lee -- *See PR Committee Minutes, April 8 2019*
 - i. **Motion to approve the updated Charter for the PR Committee made by Lisa Barnidge and seconded by Janeen Raaen.** Motion passed unanimously.
 - ii. **Motion to approve the April 8, 2019 PR Committee meeting minutes made by Celeste Wiederholt and seconded by Mark Quistad.** Motion passed unanimously.
8. Upcoming Events:
- a. PTA meeting May 16, 2019, at 6:30 pm, at Bloomington Campus
 - b. FOE Dinner at Parnassus Preparatory School, May 16, 2019, 6:00 pm
 - c. Work session at Richfield Campus, June 17, 2019, at 6:00 pm
9. Next SHPA Board meeting June 6, 2019, at 6:00 pm at Bloomington Campus
10. Board Adjourned at 7:39 pm 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, May 2nd, 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

- Administered successfully both the Reading and Math MCAs with Science remaining
- Registering staff representatives to attend National Charter School Conference

2. Community Partnerships

- Determining a keynote speaker and theme for the MN Classical Education Conference
- Met with representatives from BerganKDV and Thompson Coe regarding HR Services

3. Diversity and Inclusion

- Chosen for a wellness grant in partnership with Bloomington Public Health Department
- Completed and submitted without errors the annual Civil Rights Data Collection Report

4. Facilities

- Selected custodial and maintenance as well as trash and recycling vendors for next year
- Scheduled the final one-year warranty facility walkthrough with Rochon Corporation

5. Finance

- Completed an additional review of FY20 discretionary fund allocations across campuses
- Continue to monitor with MACS legislative developments involving education funding

6. School Culture

- Administered the annual Parent Survey for the first time in both English and Spanish
- Working on edits to the Student & Staff Handbooks in consultation with the HR Committee

7. Staffing

- Filling open positions for 2019-20 school year and finalized Assistant Principal positions
- Administered the Staff Support Survey and will review and prepare to share the results

Principal's Board Report
Bloomington Campus
5-2-19

- **Academics:**
 - Grade level MCA Testing is completed. Mr. Peterson is conducting make up tests for those that were absent the remainder of this week and preliminary data is being gathered around proficiency.
 - Ms. Burfeind is conducting CoGat Testing to identify 2nd grade students for the Gifted and Talented program for next year.
 - The Bloomington Campus Spring Concert is this coming Thursday, May 9th. This is an evening concert beginning 6:30pm.

- **School Culture:**
 - Mr. Woodle spent the day shadowing and collaborating with Ms. Farrell in Tuesday, April 30th.

- **Staffing:**
 - We have conducted interviews for and offered our .4 Math Interventionist Position. More communication will come when the position has been accepted.
 - Mr. Brent Peterson has been selected and has accepted the Assistant Principal Position at the Bloomington Campus for the 2019-2020 school year.
 - Other positions that have become open for the 2019-2020 school year will be posted this coming week.

Richfield Campus Principal's Report to the School Board

Date: Thursday, May 2, 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

Severe Weather Awareness

All staff and students practiced how to properly evacuate in the event of severe weather. Severe weather includes flash flooding, tornadoes, and severe thunderstorms. Students successfully evacuated to our shelter in place and we will continue to monitor and practice our emergency preparedness throughout the rest of the school year.

Spring Concert

The Richfield Concert Spring Concert will be held on Thursday, May 30, 2019 at the Richfield Campus Gymnasium. The concert will be from 6:00 pm-8:00 pm with a cookie reception after the concert.

STAFFING

We have hired Amanda Jensen as our first full time Middle School Literacy Specialist for the 2019-20 school year.

We have hired Ruth Hansen and Jordan Smith as our first Fourth Grade Teachers for the 2019-20 school year.

- Submitted by Carolyn Farrell, Principal Richfield Campus