
Seven Hills Preparatory Academy Board Minutes – July 11, 2019

Board Approved August 1, 2019

Members:

- ✓ Renson Anjere
- ✓ Lisa Barnidge
- ✓ Kate Docken
- ✓ Kim Hubertus
- ✓ Molly Lee
- ✓ Leah Lellman
- Jessica Marcy
- ✓ Michael Meyer
- ✓ Jeffrey Miller
- ✓ Carl Schlueter (Ex Officio)
- ✓ Martine Walker
- Celeste Wiederholt

Others present: Carolyn Farrell, Brent Peterson, 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 July 11, 2019 SHPA Board agenda made by Lisa Barnidge and seconded by Jeffrey Miller.** Motion passed unanimously.
4. **Approval of Board Meeting Minutes**
 - a. **Motion to approve the June 6, 2019 Board Meeting minutes as amended with corrections made by Molly Lee and seconded by Lisa Barnidge.** Motion passed unanimously.

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- b. **Motion to approve the June 17, 2019 working session meeting minutes as amended made by Jeffrey Miller and seconded by Renson Anjere.** Motion passed unanimously.

5. Comments from Community Members

No community members present.

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

7. Reports

- a. Finance Committee Meeting -- presented by Michael Meyer -- See *SHPA Finance Committee Meeting Minutes, July 9, 2019*

Motion to approve the following banking and newspaper resolution:

- a. **Designation of Depositories**
- Sunrise Bank
- b. **Delegation of Authority to Make Electronic Funds Transfers**
- Nick Taintor, or his designee at Bergan KDV
 - Electronic Funds Transfers can be made for:
 - A claim for payment from an imprest payroll bank account or investment of excess money
 - Payment of employee payroll direct deposits
 - Payment of federal, state, and unemployment taxes (deductions and/or benefits)
 - Payment of contributions to the Teachers Retirement Association (TRA) and to the Public Employee Retirement Association (PERA) (deductions and benefits)
 - Payment of other payroll related deductions and benefits (when appropriate)
 - Vendor payments (when appropriate)
- c. **Designation of Sun Current as the official school newspaper**

made by Molly Lee and seconded by Lisa Barnidge. Motion passed unanimously.

Motion to approve the July 9, 2019 Finance Committee minutes as amended made by Lisa Barnidge and seconded by Renson Anjere. Motion passed unanimously.

- b. Executive Director – Carl Schlueter -- See *Executive Director's Report July 11, 2019*
- c. Principals' Reports

Principal Report – Bloomington Campus – Brent Peterson -- *See Principal's Report to the School Board, July 11, 2019*

Principal Report – Richfield Campus – Carolyn Farrell -- *See Principal's Report to the School Board, July 11, 2019*

d. Board Chair – presented by Kim Hubertus

i. Election of Officers for 2019 - 2020 school year

Jeffrey Miller nominated Lisa Barnidge for Chair. **Motion to approve Lisa Barnidge as Chair for 2019 - 2020 school year made by Molly Lee and seconded by Renson Anjere.** Motion passed unanimously with Lisa Barnidge abstaining.

Molly Lee nominated Kim Hubertus for Vice Chair. **Motion to approve Kim Hubertus as Vice-Chair for 2019 - 2020 school year made by Lisa Barnidge and seconded by Renson Anjere.** Motion passed unanimously with Kim Hubertus abstaining.

Lisa Barnidge nominated Mike Meyer for treasurer. **Motion to approve Michael Meyer as Treasurer for 2019 - 2020 school year made by Molly Lee and seconded by Jeffrey Miller.** Motion passed unanimously.

Motion to approve Michael Meyer as CFO for 2019 – 2020 school year made by Kate Docken and seconded by Renson Anjere. Motion passed unanimously.

Lisa Barnidge nominated Molly Lee for secretary. **Motion to approve Molly Lee as Secretary for 2019 -- 2020 school year made by Martine Walker and seconded by Renson Anjere.** Motion passed unanimously with Molly Lee abstaining.

ii. Committee Selections

Facilities: Kate (Chair), Jeffrey, Kim

Finance: Michael (Chair), Jeffrey, Renson, Kim, Lisa, Kate, Leah

Governance: Kim (Chair), Jeffrey, Renson, Michael, Lisa, Martine

HR: Lisa (Co-chair), Molly (Co-chair), Kate, Leah, Martine

PR: Jeffrey (Chair), Molly

iii. Executive Committee -- presented by Kim Hubertus -- See *Executive Committee Meeting Minutes, July 8, 2019*

Motion to approve a \$4,750 of \$5,000 bonus to the Executive Director for the 2018 – 2019 school year made by Jeffrey Miller and seconded by Renson Anjere. Motion passed unanimously.

Motion to approve the July 8, 2019 Executive Committee meeting minutes made by Jeffrey Miller and seconded by Lisa Barnidge. Motion passed unanimously.

iv. Appointment of SHPA ABC board of directors

Motion to approve Todd Mulder, Johnathon McClellan and Ryan Grutsch to the SHPA ABC board of directors made by Molly Lee and seconded by Lisa Barnidge. Motion passed unanimously.

v. Attendees to August 22 FOE event

vi. Attendee to July PTA meeting - cancelled

vii. Review July Board calendar

viii. Conflict of interest declarations

ix. Action on school board attorney

Motion to approve Amy Mace of Rupp, Anderson, Squires and Waldspurger, P.A. made by Molly Lee and seconded by Martine Walker. Motion passed unanimously.

x. Action on bonding and insurance arrangements

xi. Review of board member package

- e. Facilities Committee -- presented by Kate Docken -- *See Facilities Committee Minutes, June 27, 2019*

Motion to approve moving forward with adding Solar Panels on the Richfield Campus gymnasium through Ideal Energies made by Lisa Barnidge and seconded by Renson Anjere. Motion passed unanimously.

Motion to approve the June 27, 2019 Facilities Committee meeting minutes made by Jeffrey Miller and seconded by Molly Lee. Motion passed unanimously.

- f. Human Resources Committee -- presented by Lisa Barnidge -- *See HR Committee Minutes, June 24, 2019*

Motion to approve the June 24, 2019 HR Committee meeting minutes as amended made by Molly Lee and seconded by Lisa Barnidge. Motion passed unanimously.

- g. Governance Committee -- presented by Kim Hubertus -- *See Governance Committee Minutes, June 10, 2019*

Motion to approve the revised Policy 426 – Admissions and Lottery Process made by Lisa Barnidge and seconded by Renson Anjere. Motion passed unanimously.

Motion to approve the revised Policy 427 – Reporting Unethical or Illegal Activity made by Lisa Barnidge and seconded by Molly Lee. Motion passed unanimously.

Motion to approve the June 10, 2019 Governance Committee meeting minutes made by Lisa Barnidge and seconded by Molly Lee. Motion passed unanimously.

Board Training for new members

Board Roster update

Board Member agreements

Motion to approve delegation of minor policy changes to governance committee made by Jeffrey Miller and seconded by Renson Anjere. Motion passed unanimously.

- h. Public Relations Committee – presented by Molly Lee

Committee did not meet.

8. Upcoming Events:
 - a. PTA meeting August 8, 2019, at 6:30 pm, Richfield Campus
9. Next SHPA Board meeting August 1, 2019, at 6:00 pm, Richfield Campus
10. Board Adjourned at 7:58 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, July 11th, 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

- Finalizing the fall staff workshop schedule with focus on classical, equity, character initiatives
- Conducting comprehensive needs assessment of MCA results to set goals for the year

Community Partnerships

- Renewing our memberships with both MACS and MASB for the 2019-20 school year
- Enrollment coordinators attendance summer Bloomington and Richfield Chamber events

Diversity and Inclusion

- Planning review of EL needs and ACCESS results in preparing for SY19-20 staffing & services
- Incorporating diversity and inclusion into the school's reestablished wellness committee

Facilities

- Painted 1st-3rd floors at Richfield Campus and waxing and carpet cleaning at both campuses
- Received property & casualty insurance renewal with increase due to organizational growth

Finance

- Met to review the year-end campus budgets and update staffing salaries for the year ahead
- Placing FY20 curriculum and programming purchase orders for the 2019-20 school year

School Culture

- Finalizing new school character brochures to use for education and marketing purposes
- Uploaded the Parent Survey presentation and will begin reviewing parent survey comments

Staffing

- Transitioned over to ThompsonCoe per BerganKDV for HR Consultation effective July 1
- Hired a new Interim Assistant Principal/Gifted & Talented Teacher for Bloomington Campus

Recommendations

- Acknowledge the submission of the 2018-19 Quality Compensation Program Annual Report

Enrollment

- Waitlists remain strong as classes and grades are filled as necessary – 6th grade Summer Social

Bloomington Campus Interim Principal's Report to the School Board

Date: Thursday, July 11, 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.

INTERIM PRINCIPAL INTRO:

- I am especially excited to be starting this, my 14th year, at 7Hills. When I returned from teaching conversational English to children in Thailand in 2006 and began looking for work in the American public school system, I found a posting on Craigslist for a Special Education Paraprofessional at a new charter school. From Paraprofessional to Teacher, Instructional Coach to Director of Assessment, former Board member and member of our Administrative Leadership Team, my roles have been many and the learning has been continual. I never imagined how a small spark of curiosity those many years ago would grow into passionate and devoted career aspirations. It is curiosity and wonder like this, I have come to learn, that are crucial components to Classical education. My story of growth and development is one example in which lifelong learning takes hold. I look forward to inviting each one of our students and their families to wonder, be curious, and to explore where learning takes hold in their own lives. I am so very excited about continuing to enable everyone at 7Hills to be their personal best, in the classroom and with each other, day after wondrous day.

STAFFING

- **New Hires**
 - 3rd Grade Classroom Teacher - Ms. Kristina Haas (filling Ms. Hansen's position)
 - 4th Grade Classroom Teacher - Ms. Claire Patnaude (filling vacated position from Ms. Krefting's transfer to 3rd)
 - Interim Assistant Principal/GT Program Teacher - Ms. Joanie Jeffrey (filling Ms. Burfeind's position and reorganized some administrative responsibilities)
 - Elementary Math Specialist - Ms. Patty Breffe (filling Mr. Peterson's position and expanding)

SCHOOL CULTURE

- **Lisa Carlin Teacher of the Year Award**
 - Lisa Carlin will be presented with the first annual Teacher of the Year award, which will carry her namesake going forward. A committee will finalize criteria language and the nominating process for both campuses to follow for the 19'-20' school year.

Submitted by Brent Peterson, Bloomington Campus Interim Principal

Richfield Campus Principal's Board Report to the School Board

Date: Thursday, July 11, 2019

Mission

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ELEMENTARY SCHOOL

- There are no updates at this time.

MIDDLE SCHOOL

- Middle School Sixth Grade Summer Social will be Wednesday, July 17th, 5:00pm-7:00pm. Teacher leaders will perform a presentation and provide activities to familiarize students with the school and programs. Parents will join the administration on a presentation of what to expect from their sixth grader.

ALL SCHOOL

- ***STAFFING for 2019-2020***

Assistant Principal: Ryan Grutsch

Elementary Music and Media: Diane Lee

Elementary Latin and Art: Jack Libresco

Activities Coordinator including Summer Coordinator: De Hanuman

Elementary Special Education Teacher: Sammy Willman

Special Education Admin Assistant and Food Service Coordinator: Dayna Trenary

.25 Special Education Counselor and 504 Coordinator: Lexy Spangrud

Middle School Literacy Intervention Teacher: Amanda Jensen

6th Grade Language Arts Teacher: Molly Doyle

7th Grade Language Arts Teacher: TBD

LEA Q-Comp Coordinators (shared position): Martine Walker and Amanda Jensen

- National Charter School Conference

Four staff attended the National Charter School Conference in Las Vegas, June 30th-July 3, 2019. We attended a variety of break out sessions on teaching and learning outcomes, how to close the opportunity gap, and hiring superstars to name a few. Nina Rees, the President and Chief Executive Officer of the National Alliance for Public Charter Schools, spoke with an update on charter schools in the nation.

Submitted by Carolyn Farrell, Principal Richfield Campus.