

**Board Meeting Minutes
Regular Meeting
October 7, 2008 – 6:30 p.m.
Seven Hills Classical Academy**

CALL TO ORDER: Chair Sue Pearce called the meeting to order at 6:35 p.m.

ROLL CALL: The following board members were present: Tracy Benson; Sara Eschle; Erin Day; Mike Olmstead (arrived at 7:20 p.m.); Sue Pearce; Mike Stanchfield; John Rimstad; Executive Director Margaret O'Brien, ExOfficio

The following board members were absent: Julie Ball; Don Swetala

OTHER ATTENDEES: Chris Bewell, Kevin Busko; Liz Ekholm; Denise Peterson, FOA Representative; Suzi Splinter

Amendment to agenda: Add a first reading of the Library/Media Selection Policy after Action Items and permanently move the Comments from Community Members to the beginning of the agenda.

MOTION to approve amended agenda made by T. Benson and seconded by J. Rimstad and passed unanimously.

MOTION to approve the September 10, 2008 meeting minutes passed unanimously.

Community Members

None at this time

MONTHLY FINANCE REPORT, John Rimstad

Financial Statement relates to the month of August. No students at that time so no enrollment numbers. Negative numbers are reversing accrual waiting for state funds to be received. We should receive 100% of last year's funds by October but will actually get 99% by October and the last 1% in January.

Budget of legal expenses at \$5000 for the year. We have already spent \$4500 on legal fees. There is a need to increase this line item as we expect more expenses in this area due to the negotiations regarding Seven Hills & Beacon Prep, the lease, occupancy permit etc.

Fund 1 – There was no lease payment this month because the lease has not yet been signed. There will be two payments in September.

Fund 4 – Kindergarten enrichment and after school programs. Enrollment is stronger this year in these areas so we can expect higher than budgeted in this area.

Seven Hills fund balance projected is looking good.

We are opening another bank account to protect school funds.

BOARD ACTION ITEMS

- A. MOTION made by S. Eschle and seconded by T. Benson** to commend the Transportation Committee for their efforts on the bussing issues and dissolve the committee. **Passed unanimously**
- C. MOTION made by M. Stanchfield and seconded by S. Eschle** to approve the Proposed Amendment to the Bylaws Article IV, Section 3 on terms as presented. **Passed unanimously.**
- D. MOTION made by J. Rimstad and seconded by S. Eschle** to approve opening a new bank account at Bremmer Bank in Eagan and that Leisa Irwin and Margaret O'Brien be made signers on the account. **Passed unanimously**

LIBRARY/MEDIA SELECTION POLICY

The policy was presented for a first reading. It will be an Action Item at the November Board Meeting.

REPORTS

Executive Director's Report, Margaret O'Brien

Annual Report has been submitted.

Discussion for adding a new position for Kevin Busko as building substitute and assigned administrative duties.

Board would like to see job descriptions and a long term outlook.

Board asked to authorize the short term need.

MOTION made by M. Stanchfield and seconded by J. Rimstad to authorize Margaret O'Brien to enter into an interim contract with Kevin Busko until the December Board meeting. **Passed unanimously.**

Kevin Busko reported on grade level school activities.

Erin Day gave the Q Comp report from the leadership team. See handout.

Changes made reflect the state requests as follows:

- Transparency of hiring
- Interrelated coaching – 3 staff members went to a conference and will provide professional development for staff
- Knowing what leadership responsibilities are – this will be shared regularly with staff

Staff requests for changes of evaluations – more narrative instead of informal evaluations

How to budget the funds – most of the money will be used for teacher stipends and teacher trainings

Suzi Splinter reported on student assessments. See handout.
Excellent growth – we are pleased with what we did for 07-08 and now we can narrow our focus to align most specifically to students needs for 08-09. We are looking closely at 2nd grade and 5th grade math to better serve those students. We are researching NWEA studies/curriculum etc.

Current enrollment is 339. Beacon Prep is at 28.

Inservice Training – Michael Clay Thompson taught grammar to the staff for an eight hour session. How to use grammar – what a teacher needs to know.

Board Chair, Sue Pearce

Town Hall Meeting, November 3rd 6:30 – 7:30 p.m.

How do we get the community to come and participate?

Do we want child care and refreshments?

Teachers could advertise the time when giving out their conference schedules.

Why would it be good for a parent to come? What if there are topics that might be discussed like bussing, start time, year-round school?

Maybe we could use an alternate location (a smaller room) such as the gym.

Conflict of Interest Statements – all board members need to sign

Public Relations Committee chair Sara Eschle is looking for interested parents to be a part of the committee. Looking for those who would be interested in giving building tours or developing a school brochure.

Quarterly Report – committee reports are due. Describe the function of your committee and what you have been doing this quarter. Submit to Sue Pearce by Friday, October 10th.

Facilities Committee

Don Swetala is out of town so there is no report.

Finance Committee, John Rimstad

Requested clarification regarding the Parent Connection fund raising efforts and how those funds are used in the school community.

Question regarding art class supply fee request. Margaret will address this issue. The school can fund art projects and supplies so fees are not necessary.

Governance Committee, Erin Day

Key players are needed for going ahead with the teacher majority board.

Individual Board Member job descriptions and Board job descriptions were presented for a first reading. See handouts.

Strategic Planning Committee

Send individual sections to Don Swetala by Monday, October 20th
Next meeting will be Saturday, October 25th from 10:00 a.m. – 12:00 noon.

Parent Connection

Financial report of income was presented.

Other Business

Julie Ball will be coming back next week for 2-3 hours per day. She will be working on the library from home as well.

MOTION made by E. Day and seconded by S. Eschle to adjourn. Motion passed unanimously. Meeting adjourned at 8:25 p.m.

Next Regular Board Meeting, Tuesday, November 11, 2008

Submitted by Chris Bewell, Administrative Assistant
Approved 11/11/08