

**Board Meeting Minutes
Regular Meeting
October 2, 2007–6:30 p.m.
Seven Hills Classical Academy**

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

ROLL CALL: The following board members were present: Sara Eschle; Mike Olmstead; Susan Pearce; Board Chair Jeremiah Reedy; Mike Stanchfield; Don Swetala; Steve Wendorf; Executive Director Margaret O'Brien, ExOfficio

The following board members were absent: Mary Ann Nelson, Johana Sand

OTHER ATTENDEES: Chris Bewell, Liz Ekholm, Julie Ball

APPROVAL OF MEETING AGENDA: The Chair asked for approval of the agenda. Moved – M. Olmstead, seconded – D. Swetala. Approved unanimously.

REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES: Corrections to 9/4/07 to read Denise Peterson under other attendees. **Motion to approve September 4, 2007 Regular Board Meeting minutes as corrected. Moved – M. Olmstead, seconded M. Stanchfield. Motion passed unanimously.**

Motion to approve September 17, 2007 Special Board Meeting Minutes. Moved – M. Olmstead, seconded S. Pearce. Motion passed unanimously.

I. ACTION ITEMS

A. Proposed Fund-Raising Committee Charge.

Be it resolved that the fund-raising Committee Charge be approved as circulated. Moved – S. Pearce, seconded S. Eschle.

Should Board approve all fund-raising activities even those conducted by the children in their classrooms? Margaret O'Brien suggests that if the fund-raisers are curricular the administration should approve them. Margaret will bring them to the Board in her report for discussions. Having a calendar and scheduling them probably would not work, however, bringing proposals to the Board for approval as they come up would work. Micro managing doesn't seem necessary.

Liz Ekholm said that there are three levels of fund-raising. Students are usually involved in small classroom projects. The Parent Connection is raising money from the parents on a larger scale. The Board is responsible for raising funds on a larger scale from foundations, grants etc.

The Chair called the question. Motion was passed unanimously.

B. Proposed Finance Committee Charge.

Be it resolved that the Finance Committee Charge be approved as circulated. Moved – M. Stanchfield, seconded – D. Swetala. Discussion. Motion passed unanimously.

C. Proposed Governance Committee Charge.

Be it resolved that the Governance Committee Charge be approved as circulated. Moved – M. Olmstead, seconded – D. Swetala. Discussion Motion to table until the next board meeting when J. Sand and M. Nelson are available for discussion. Moved – M. Olmstead, seconded S. Wendorf. Motion to table passed unanimously.

D. Board Calendar Framework for 2007-08.

Be it resolved that the Board Calendar Framework for 2007-08 be approved as circulated. Moved – D. Swetala, seconded S. Pearce.

Discussion: It was understood that this was a framework, not something to vote on as an official document.

Motion withdrawn.

II. REPORTS

A. Executive Director's Report, Margaret O'Brien – see hand out for details

- **Student classroom academic activities**
- **Standardized Tests (see handout) Julie Ball, Curriculum Director**
We are looking at all the test results to develop an individual life learning plan for our students. All these assessments give us data. We collect the evidence from all our sources, analyze and assess how to create instruction that will meet the needs of our student population. We are targeting remedial and enrichment.

Because of the inability to demonstrate one year + one month's growth using the NWEA testing model, the administration is investigating the process to change the goal to 85% of the students in grades 2 through 5 will score at or above the established yearly growth norms (RIT value) as determined by the NWEA growth norms study 2005. We are working with the staff to create meaningful goals to target students who need extra assistance. We either need a new measure or we need to change the goal to a more meaningful measure.

We are always looking at how we can improve instruction. We made changes in our math curriculum from last year. We now are using Saxon Math in grades 4-5 and Singapore Math in grades K-3. Singapore Math will roll out into 4-5 next year. We are also making additions to our grammar curriculum.

Margaret O'Brien continued the report

- **Q-Comp Plan Approved**
Our application was completed in 30 days – this is usually a 60 day process. MDE was excited about our cohesive plan, using data to drive our instruction and differentiated instruction. We now have an additional \$71, 000 in our budget. This is a great opportunity to contribute to the teachers for all the work they are doing.
- **Founders Day**
Great positive feedback
- **Meet Me At The Forum**
Curriculum Fair where parents could come to discuss what is being taught in the classroom

- **Parent Information Meetings are being scheduled**
- **QRI4 Reading Assessments – Julie Ball, Curriculum Director**
QRI4 – Qualitative Reading Inventory 4th Addition. It is a diagnostic tool to assess student reading levels. Classroom teachers will use this tool in their guided reading groups. It is a new research based assessment tool that our Literacy Coach, Janelle Mellgren, is implementing this school year. We'll be hearing more from the Literacy Coach as the year progresses.
- **Building and Facilities**
The church maintenance is short-staffed now. We are not seeing too much of the effect. Transition times are working better.
- **Town Meeting**
Margaret O'Brien will send out an e-mail with all the questions received before the event. Invitations will go out in the Chronicles.
Board discussion: Is there an agenda? What will it look like? Margaret suggested that each committee chair could share something about what they do. Should the entire Board sit on the stage answering questions or representatives such as committee chairs? All Board members will be there to greet and be introduced. J. Reedy, M. O'Brien and D. Swetala will discuss the details.

B. Board Chairperson's Report, Jerry Reedy – No report.

C. Finance Committee's Report, Liesa Irwin

Leisa Irwin was unable to attend the meeting. She submitted a written report. Margaret O'Brien answered questions. Mike Stanchfield asked if the budget was based on 280 students. Margaret O'Brien responded that indeed the budget is based on 280 students and may need to be reworked because our enrollment is currently 267.

Mike Stanchfield and Liesa Irwin will meet next week to discuss financial reports and the audit report.

Motion to amend the Director's contract to include \$200,000 term life insurance. Moved – M. Stanchfield, seconded S. Pearce. Passed unanimously.

D. Governance Committee Report – No report.

E. Expansion Committee Report, Steve Wendorf, Don Swetala, Susan Pearce

They have come to the conclusion that we will not have a 6th grade class at Seven Hills next year. We needed one year of operation so we waited. Now the procedure has been revised. A request for expansion must be made by May 1st of the preceding year. (see attached document) There is a question about whether the school needs to have a reserve fund. The committee will meet with the school sponsor and will hopefully have information at the December meeting for Board approval so action can be taken by January. Margaret O'Brien will reach MDE and find out about the fund balance issue.

Seven Hills will be hosting the **Friends of Ascension Board Meeting on Thursday, November 1st. Meet the Founder Lunch on November 1st.** We will have a VIP table for Jerry Reedy during our school lunches that day for students to meet him.

Our next regular board meeting is scheduled for Election Day. It will be changed to Monday, November 5, 2007,

Meeting adjourned at 8:12 p.m.

Next Regular Board Meeting, Monday, November 5, 2007

Submitted by Chris Bewell, Administrative Assistant

Approved 11/5/2007