

**Board Meeting Minutes**  
**Regular Meeting**  
**January 15, 2008 – 6:30 p.m.**  
**Seven Hills Classical Academy**

**CALL TO ORDER:** Chair Sue Pearce called the meeting to order at 6:30 p.m.

**ROLL CALL:** The following board members were present: Sara Eschle; Erin Hall; Mary Ann Nelson; Mike Olmstead; Susan Pearce, Chair; Mike Stanchfield; Don Swetala; Executive Director Margaret O'Brien, ExOfficio

The following board members were attending Beacon Prep Board Meeting: Julie Ball and Steve Wendorf

The following board members were absent: Johana Sand

**OTHER ATTENDEES:** Chris Bewell; Liz Ekholm; Leisa Irwin; Dennis Hoogeveen, Larson & Allen

**APPROVAL OF MEETING AGENDA: MOTION** to approve the agenda **moved by M. Nelson. Seconded by M. Olmstead - unanimously approved.**

**REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES: D. Swetala moved to approve the December 5, 2007 and the December 21, 2007 minutes. M. Olmstead seconded – unanimously approved.**

**FINAL AUDIT REPORT, Dennis Hoogeveen, Larson & Allen CPAs**

Final audit reports were distributed to all Board members.

Information on pages 2 & 3 – contracted with Larson & Allen CPAs to conduct the audit - books were closed on June 30, 2007.

Information on pages 4-14 would be good to share with the Seven Hills community.

PDF's will be supplied so they can be posted on website.

Information on page 17 explains what information the MN Department of Education needs.

Recommendations:

Grow Fund Balance over next 3 to 5 years to 20%

Complimented Margaret O'Brien, Finance Committee, and Liesa Irwin for compliance and having sound policies in place.

**MONTHLY FINANCE REPORT, Leisa Irwin, Business Manager**

Cash Flow Projection is updated each month (see handout)

Presented November & December Financial Statements (see handouts)

Revenue should be between 40% & 50% for this time of year.

Current enrollment 282 – Probably will end up averaging about 280

Will adjust the budget

Questions about Fund Balance spending – policies being presented tonight will address this.

How often do we adjust budget? Budget is adjusted once a year in March when projecting for next year's budget.

E-rate reimbursement not covering NetrixIT technology bills so we are looking for other technology vendors.

Awards Received

- We received the Big Check – Q Comp Award - \$63,700.00
- Finance Award for 2007 – Only 10% of first year schools receive financial awards from MN Department of Education – we can use this as a marketing tool

Suggestions – add to website Special Achievements section and include Q-Comp, Finance Award, Press Releases (etc.)

## **BOARD ACTION ITEMS**

**A. Approval of Final Financial Audit Report: MOTION** to approve the final Financial Audit Report was moved by **M. Stanchfield. Seconded by M. Olmstead. Passed unanimously.**

**B. Resolution to approve amendments by By-laws: The following MOTION was moved by D. Swetala and seconded by M. Olmstead that:**

1. Whereas, our current by-laws have been reviewed and amended by Seven Hills attorney, Mick Walsperger.
2. Whereas, the proposed revisions have been reviewed and suggestions received from Friends of Ascension liaison, Beth Topoluk.
3. Whereas, after discussion at our December meeting, Mike Stanchfield further revised the by-laws to make the suggested changes.

Be it resolved that the by-laws are amended as circulated.

**Discussion:** Section 4B p.6 – What is the function of the nominating committee? They function more like a recruiting committee to make sure there is at least one candidate on the ballot. The Nominating Committee is an adhoc committee. There should also be an adhoc committee to create election procedures. These two committees could be combined so the Nominating Committee would run the election.

**Motion passed unanimously.**

**Seven Hills Classical Academy By-Laws are approved.**

**C. Executive Director Job Description: MOTION** to approve the Executive Director Job Description as circulated was **made by S. Eschle, seconded by M. Stanchfield.**

Discussion: M. Stanchfield, M. Olmstead, and S. Pearce met with M. O'Brien to go through the job description on January 3, 2008. See handout submitted by M. O'Brien regarding Director Professional Goals.

**Motion passed unanimously.**

**D. Resolution authorizing Executive Director to do Beacon Prep related work: The following MOTION was moved by M. Stanchfield and seconded by M. Olmstead that:**

1. Whereas, at its December 21, 2007 meeting, the Board adopted a resolution to agree to work collaboratively with the Beacon Prep Board in furtherance of both schools' intention to provide all students with a classical Core Knowledge curriculum.
2. Whereas, the Board desires that the Executive Director undertake certain tasks to enable and assist Beacon Prep to transition to the School's location.
3. Whereas, the Board desires that the Executive Director also act as the executive director of Beacon Prep if so appointed by the Beacon Prep Board of Directors.
4. Whereas, the School and the Executive Director have entered into an Employment Agreement, dated as of July 1, 2007, which sets forth certain restrictions on the Executive Director's outside activities.
5. Whereas, the Board desires to clarify that the actions that the Board requests the Executive Director to take in connection with Beacon Prep do not create a conflict of interest under, or otherwise violate, the Executive Director's Employment Agreement.

Be it resolved that the Board hereby directs the Executive Director to facilitate a successful collaborative effort with Beacon Prep, to communicate effectively with both boards regarding the move and school operations, to assist Beacon Prep with the transition to the Seven Hills

site while maintaining solid operations, academically and fiscally and to determine and carry out action steps needed in preparation for the 2008-2009 school year.

Further resolved that the Board hereby determines that the activities described herein are in the best interests of the School and its students and that such activities are expressly permitted under the Executive Director's Employment Agreement.

Further resolved that the Executive Director is hereby authorized to take such other actions as she may deem necessary or desirable to effectuate these resolutions and to carry out the intent and purposes hereof.

Discussion. **Motion passed unanimously.**

## **REPORTS**

### **Executive Director's Report, Margaret O'Brien**

(See handout)

Beacon Prep – 72 enrolled

Enrollment interest closes February 1<sup>st</sup>. We will send home an enrollment interest form and letter on behalf of Beacon Prep to our 5<sup>th</sup> grade parents.

Discussion about how two schools can collaborate.

A letter from the Board will be shared with the Seven Hills community next month.

Leisa Irwin thanked Margaret O'Brien for bringing in the Q Comp Award.

### **Board Chair, Sue Pearce**

- Election Committee will also take the nominations committee responsibilities.
- Town Meeting will be scheduled later in April with Beacon Prep Board as well as Seven Hills. M. Nelson suggested creating an adhoc transition committee. J. Ball and S. Wendorf could be the connection with Beacon Prep.
- Committees need to post meetings in the office with 3 days advance notice.
- MSBA officers workshops are available

**Finance Committee:** No further report

### **Governance Committee, Johanna Sand**

.S. Pearce, L. Ekholm, J. Sand, M. Nelson and M. O'Brien have had numerous meetings to look at processes and what policies really have been approved. Whole new sections for the 100, 200, and 300 policies have been created. Some new policies have been added on communications and the unnecessary policies have been removed.

### **Growth & Facilities Committee, Don Swetala**

The suggestion was made to terminate this committee since we are no longer planning on growing. Maybe a joint facilities committee can be created in the future.

### **Transportation Committee, Mike Olmstead**

There is lots of interested parent participation. Not ready to make recommendations to the Board at this time.

Questions for the Board: Are we willing to spend more than what we are spending now to add buses next year to shorten routes? Probably adding one bus rout will not be a problem next year.

Leisa Irwin shared this information. We are reimbursed \$267 per student which covers approximately half of our expenses at this time. Legally we have to create busing for the resident district in which we are located and we cannot charge those students for busing. Leisa can find our an average cost per student to transport them.

The Board would like defined boundaries for busing limits.

## **OTHER BUSINESS**

**MOTION made by D. Swetala and seconded by M. Stanchfield** to dissolve the current growth and facilities committee. **Passed unanimously.**

**MOTION TO ADJOURN was made by M. Stanchfield and seconded by M. Olmstead. Passed unanimously.** Meeting adjourned at 9:20 p.m.

**Next Regular Board Meeting, Tuesday, February 5, 2008 at 6:30 p.m.**

Submitted by Chris Bewell, Administrative Assistant  
Approved February 5, 2008