

**Board Meeting Minutes**  
**Regular Meeting**  
**November 5, 2007 – 6:30 p.m.**  
**Seven Hills Classical Academy**

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

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

The following board members were absent: Steve Wendorf

**OTHER ATTENDEES:** Julie Ball, Chris Bewell, Liz Ekholm, Erin Hall, Leisa Irwin, MN Humanities Center representative, Jessica Winklaar

**APPROVAL OF MEETING AGENDA:** M. Olmstead moved to approve the agenda, J. Sand seconded – unanimously approved.

**REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES:** M. Stanchfield moved to approve the October 2, 2007 meeting minutes, M. Olmstead seconded – unanimously approved.

**MINNESOTA HUMANITIES CENTER PRESENTATION ON CORE KNOWLEDGE:** Jessica Winklaar  
Ways the Humanities Center supports Friends of Ascension schools.

1. Supporting school boards
2. Supporting Curriculum Coordinators
3. Supporting Administrators – Networking lunches
4. Data that can be useful in implementing
5. Professional development opportunities for teachers – teacher trainings/round tables – content rich teacher institutes

See handout re: books

1. Start at early age giving good content
2. Need to understand vocabulary and putting content into context
3. Knowledge based learning makes you smarter

Link – Core Knowledge Basics

Conversation about implementation. How do teachers feel about teaching Core Knowledge curriculum – differentiating – backwards design model for creating teaching units.

What can Board do to help support Core Knowledge schools

1. Provide teachers and administrators with clear vision and mission
2. Open communication – giving teachers time to talk in grade level teams and school wide planning
3. Administrator that can focus on curriculum (Curriculum Director)
4. Teachers do need content knowledge as well as strategies for teaching
5. Maximize use of resources - have them available to all teachers

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

Financial information through September 30, 2007 covered in handout

M. O'Brien & L. Irwin will be looking at budget revisions and make a presentation next month

All questions to MDE should go through M. O'Brien, Executive Director. Individual board members should not call MDE.

State revenue is right on track.

Board Expenses - \$9,000 is budgeted. \$3,600 have already been spent on legal expenses. Board needs to be careful what legal questions are requested and suggested that individual board members do not call the lawyer.

Administrative expenses right on track.

Kindergarten enrichment program on track.

Elementary program expenses – orders placed for curriculum during summer months are still coming

Language program – will be looking into this - \$7,000 goes into curriculum

Netrix expenses – hoping that part will be reimbursed by e-rate – E-rate is a federal program that covers all technology and is based on our free and reduced population

Fund 4 covers Enrichment – Kindergarten and Kids Clubs

Fiscal year – there is a typo – it should read school year 10% (one month in)

Cash flow – October is the big month with income received. The line of credit will all be paid back. Will need to apply for line of credit again next April to cover June/July. As fund balance grows the need for line of credit decreases.

Conversation about fund balance. It does not need to be 20% of annual revenue. What is needed is a plan to show fiscal responsibility. How do you prove you can keep the school doors open when unexpected expenses happen.

## **BOARD ACTION ITEMS**

- A. Student and employee handbooks: MOTION:** Be it resolved that the student handbook and the employee handbook be approved as circulated. **Moved by M. Stanchfield, seconded by J. Sand – passed unanimously.**
- B. Goals & measures:** Be it resolved that the goals stated in the school charter be changed to one year's growth to fit the NWEA assessment instrument used to measure student progress. **No action at this time.**
- C. Election of Board Chair:** M. Nelson nominated Susan Pearce, seconded by D. Swetala. **MOTION:** Close nominations and elect Susan Pearce as Board Chair. **Moved by M. Nelson, seconded by M. Stanchfield – unanimously passed.**
- D. Establishment of Bus Committee: MOTION:** Be it resolved that the board establish an ad hoc committee on bussing that will advise the board about the potential options for changes in bus services for students, with the "pro's " and "con's" of each option described in writing with a report to the board at the January 2008 board meeting. This committee will be composed of three to five parents, an administration representative and one board member serving as chair. A secretary will be chosen to record the minutes of the actions. The committee report will be presented to the board and staff for discussion and possible action in the future. The committee will work in conjunction with Leisa Irwin, Business Manager on questions that involve finance. The report should include the following recommendations:
- a. Bus boundaries
  - b. Route policy (door-to-door, neighborhood stops or mega stops)
  - c. Process for communication with parents
  - d. Beginning of the year plan to facilitate smooth bus routes

The committee will dissolve after the board has acted on the busing recommendations.

**Moved by D. Swetala, seconded by J. Sand. – passed unanimously. Mike Olmstead was appointed chair of this committee.**

- E. Finance Charge Amendment: MOTION:** Be it resolved that the Finance Committee Charge should be amended to delete the phrase "and the committee" from the sentence:  
The School's independent auditors are ultimately accountable to the board (and the committee), which has the authority and responsibility to select, evaluate and (where appropriate) replace the independent auditors.  
as well as amending the first sentence of the "Composition" section to read as follows:  
**Composition.** The committee shall be composed of three or more persons, who **need not be directors** and a majority of whom shall not be employees of the school. **Moved by M. Stanchfield, seconded by M. Nelson.** Discussion about the addition of non-board members on the finance committee. M. Stanchfield will write a job description once the board composition is complete. **Motion passed unanimously.**

- F. Fund-Raising Committee: MOTION:** Be it resolved that the Fund-Raising committee, a standing board committee, shall add two to four new members, at least one of which is a board member, in addition to the Executive Director currently serving on the committee, with the goals of creating a plan to increase the school's fund balance in anticipation of a proposed charter expansion and completing the charge given to the committee. The board member will serve as committee chairman. The first quarterly report to the board will be in February of 2008. **Moved by M. Stanchfield, seconded by J. Sand. Motion passed unanimously.**

Discussion about who was previously working on fund-raising – J. Reedy, C. Reisenberg, M. O'Brien. Looking for parent community members who are willing to aggressively go after corporate contributors.

Articulate the need, passion and communicate what good stewards we are. Funds for remediation, gifted/talented/enrichment are needed. We have a uniquely diverse population in terms of abilities.

Discussion about how to go about fund-raising and who is qualified to chair the committee. We might need training as a board. Maybe a workshop.

Schedule a brainstorming session. Saturday, November 17<sup>th</sup> was suggested. S. Pearce will poll the board by e-mail for the best date.

## **BYLAWS FIRST READING & DISCUSSION**

Discussion about changes. M. Stanchfield will circulate revised version before the next meeting.

## **REPORTS**

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

See report handout. Dedication and discipline of teachers working on differentiated education plans for all students.

Professional Development plans. What conferences the staff will be attending.

### **Growth and Facilities, Don Swetala**

See handout. Letter written from Board to community by early December. S. Wendorf will write the letter. Letter will be posted in Chronicles after it goes out to community. It is critical to transmit to parents that it is the Board's desire to expand and that we have our sponsor's support.

### **OTHER BUSINESS:**

Thanks to Parent Connection for the Pancake Breakfast

E-mail ideas and reflections regarding the Town Meeting to S. Pearce.

Ideas for honoring Jerry Reedy. Create an award to honor him – a student each year with top honors. M. O'Brien reported about the students recognizing Jerry at a school lunch.

Please turn in a brief paragraph about your committee for the Quarterly Report. This is due on November 27<sup>th</sup> to Sue Pearce.

Please get your agenda items and attachments to Sue Pearce 10 days before each meeting.

Parent Connection donated a DVD player to the school.

**MOTION TO ADJOURN** was made by M. Stanchfield. Seconded – S. Eschle. Passed unanimously. Meeting adjourned at 9:57 p.m.

### **Next Regular Board Meeting, Tuesday, December 4, 2007**

Submitted by Chris Bewell, Administrative Assistant  
Approved 12/4/2007