

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

CALL TO ORDER: Chair Sue Pearce called the meeting to order at 7:15 p.m.

ROLL CALL: The following board members were present: Sara Eschle; Susan Pearce; Johana Sand; Mike Stanchfield; Don Swetala; Executive Director Margaret O'Brien, ExOfficio; Steve Wendorf (arrived at 7:30 p.m.)

The following board members were absent: Mary Ann Nelson; Mike Olmstead

OTHER ATTENDEES: Julie Ball, Chris Bewell, Lisa Carlin, Liz Ekholm, Erin Hall, Leisa Irwin, Janelle Mellgren, Kelsey Passa

APPROVAL OF MEETING AGENDA: MOTION to approve the agenda **moved by D. Swetala. Seconded by J. Sand.** Discussion to postpone Action Item I: Approval of Don Swetala and Sarah Eschle as Co-Chairs of the Fund-Raising Committee and add a new Action Item I: Fund balance transfer – **unanimously approved.**

REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES: Corrections – p. 3 under action item D. Establishment of Bus Committee: Mike Olmstead was appointed chair of this committee (not Mike Wendorf) **M. Stanchfield moved the minutes be approved as corrected, D. Swetala seconded – unanimously approved.**

MONTHLY FINANCE REPORT, Leisa Irwin, Business Manager

Cash flow (see handout) on the top of page 1 the October amount is actual not projected.

Page 4 was added since the audit was done.

Conversion from cash to accrual basis. Cash basis total – what comes in and goes out. The budget is built on an accrual basis. Reverse accruals are bills received after the year end for items that were part of the previous year budget.

Expenses are based on 286 student enrollment. Current enrollment is 277 students. We will have 4 new enrollments on 1/7/08. Expenses are being scaled back approximately \$60,000 based on an income of \$10,000 per student. The finance committee will meet in January and bring a revised budget to the March meeting.

State Start-up Funds last year – we received \$757,057 total so far – about 32% which is right on track. Expenses should be between 20% and 33% at this time of year (4 months into fiscal year = 33% and 2 months into school year = 20%)

Audit Report – copies were distributed

- Auditor wants to come to a board meeting to comment on the audit.
- Page 4 – Audit Findings & Results – we were issued a clean audit meaning everything presented was proved to be accurate. The only issue Leisa has with the audit is under internal controls – it's a small issue that she is having removed.
- **Legal Compliance** - Bremmer Bank will offer collateral coverage next year.
- **Fund Balance** - Fund 2 & Fund 4 were in the red so money is moved from another fund to zero out the fund balance. Special Education Funding – tuition billing revenue comes from the district where the student lives. The state did a new accounting system this year. Funds were calculated differently and the new amounts will be booked in 07-08.

- **Budget** - Pages 11 & 12 noted Special Education changes. Remove the word significant on page 16 audit adjustments and difficulties.
- **Completed Audit due** December 15, 2007 to our sponsor and December 31, 2007 to the state

BOARD ACTION ITEMS

- A. Election of Vice-Chair: MOTION** to elect Don Swetala and Vice-Chair **moved by J. Sand. Seconded by S. Eschle. Passed unanimously.**
- B. Appointment of Directors: MOTION** to appoint Julie Ball and Erin Hall to the Board of Directors was **moved by D. Swetala. Seconded by J. Sand. Passed unanimously.** They received their official name signs for board meetings.
- C. Approval of the amended Seven Hills Classical Academy By-Laws: MOTION** that the amended by-laws be approved as circulated was **moved by M. Stanchfield. Seconded by D. Swetala.** Discussion followed.
- Margaret O'Brien had forwarded the by-laws to Friends of Ascension, our sponsor; Beth Topuluk, chair. Beth had seven points of concern and these were forwarded to Mick Waldspurger, Seven Hills lawyer, and he responded.
 - Mike Stanchfield explained that the by-laws revisions were made because some provisions didn't work for Seven Hills and created more burdens on the Board than necessary. Mick Waldspurger created the first revisions and Mike Stanchfield revised them again.
 - Margaret has requested that Mick Waldspurger, Beth Topuluk and Mike Stanchfield have a phone conversation about the considerations that Beth has proposed.
- M. Stanchfield moved to withdraw the motion. Seconded by D. Swetala. Motion withdrawn.**
- D. Proposed Transportation Committee Charge: MOTION** to approve the Transportation Committee Charge as circulated was **moved by M. Stanchfield. Seconded by S. Eschle. Passed unanimously.**
- F. Approval of policy on Age of Entrance to School: MOTION** to approve the policy on Age of Entrance to School as circulated was **moved by J. Sand. Seconded by M. Stanchfield.** Discussion. **Passed unanimously.**
- G. Conflict of Interest Statement: MOTION** that all board members sign the annual Conflict-of-Interest statement within seven days was **moved by J. Sand. Seconded by M. Stanchfield.** Discussion. **Passed unanimously.**
- H. Approval of Sarah Eschle to the Finance Committee: MOTION** to appoint Sara Eschle to the Finance Committee was **moved by S. Eschle. Seconded by J. Sand. Passed unanimously.**
- I. Fund Balance Transfer: MOTION** that Seven Hills Classical Academy Board of Directors authorizes a permanent fund balance transfer in the amount of \$25,573.00 from fund 01 to cover deficits in fund 02 of \$7,549.00 and in fund 04 of \$18,024.00 was **moved by M. Stanchfield. Seconded by J. Ball. Passed unanimously.**

REPORTS

Executive Director's Report, Margaret O'Brien

- **Singapore Information Night** was rescheduled – Lisa Carlin and Kelsey Passa will run the event. Lisa Carlin explained the 8 step model and how the strategies will assist parents by showing them the process and how it will work. Question – How does it work with differentiation? Lisa says it is a lot easier with extra practice options and it is easier to work with all levels at the same time.
- **NEW this year MCA Science testing for 5th grade** – Working to have alignment for students ready this spring.
- **ILP (Individual Learning Plan)** for each student in school by the end of December.

Board Chair, Sue Pearce

- **Strategic Plan Review** – looking at progress being made
- **Classes for election** – By-laws are set up with a staggered plan. Board members need to choose the class (1, 2, or 3) before the election in May for the entire Board. Each year after this election one third of the Board will be elected.
- **Governance Workshops** – Being offered by MACS. Sue will e-mail the workshop schedules. Teachers on the board will be reimbursed from the Board Development Budget.
- **Action Items for next Board meeting – due December 28th.**

Finance Committee – No additional report necessary because the Financial Report covered all necessary items.

Governance Committee, Johanna Sand

By the next Board meeting Policies in the 100, 200 & 300 series will be presented.

Growth & Facilities Committee

- **Charge to look at expanding to K-8 school.** The director, sponsor, MDE all need to give the go ahead to apply for expansion. Not possible for next year due to timing of the application – due May 1st before student test results will be available.
- **Send a letter to 5th grade parents** before Thanksgiving letting them know of the Board's intentions.
- **Committee met with Beth Topuluk.** She explained what the MDE is looking at. MDE may now be looking at 5 years of solid development and if application is made too soon it might be perceived as poor planning and negative in MDE's view.
- Beth talked to the committee about two Friends of Ascension schools. Beacon Academy which is chartered K-8 (they now have grades K-5 and will expand to K-6 next year). Beacon Prep which is chartered 6-12 (they now have grades 6-7) opened in 2006 at the same site. There is now conflict between these two charters. Friends of Ascension has decided that Beacon Prep needs to close or move to another site next year and thought Seven Hills Board might like to suggest to them that they move to our site.
- Discussion followed.
 - Beacon Academy will probably absorb the 6th & 7th graders so Beacon Prep would dissolve. It is possible that collaboration could be created here at Seven Hills. There would be two separate school boards – one director for both schools.
 - The question would be how to our students would be able to move from one school to the other with open enrollment.
 - Facilities – CVC's plan to expand are tied to our plans to remain as tenants.
 - Selling points either way – What's best for our students and SHCA
 - Are we interested enough to pitch a plan to Beacon Prep Board?

- A suggestion would be to some of SHCA Board members serve on the Board of the other school as well.
- Do we have Board members willing to be involved?
- Margaret researched the start-up funds that still remain for their 3rd year. There would be \$800-\$850 per student - \$36,000 for 45 students. They would bring curriculum materials, a laptop cart with a classroom set of laptops and smart boards.
- Are we interested in collaborating with another Board to create a K-8 school?
- Monday, December 10th at 6:30 p.m. is their next Board meeting. SHCA would give a 10 minute presentation followed by questions. Margaret O'Brien, Erin Hall, Sue Pearce, Don Swetala (possibly) Leisa Irwin and Liz Ekholm are available and will attend the meeting.

OTHER BUSINESS

Parent Connection Report by Liz Ekholm

- The parent connection has switched their financial business Bremmer to Richfield Bloomington Credit Union because they will receive less financial charges
- Pancake Breakfast will be dropped next year. It was more of a social event and not a money maker – only about \$200 was made for all the efforts.
- School Board Election – Liz will volunteer to run it. She is a City of Richfield election official.
- Censorship of Books – Some books were removed for the shelves at the book sale. This can't happen. We need a policy/procedure for what will be done in the future. Discussion – Curriculum Committee will deal with censorship issues for the library and classroom materials. They will prepare a proposal that defines what is appropriate and what steps to take when people challenge the policy.

MOTION TO ADJOURN Passed unanimously. Meeting adjourned at 10:10 p.m.

Next Regular Board Meeting, Tuesday, January 15, 2008 at 6:30 p.m.

Submitted by Chris Bewell, Administrative Assistant

Approved January 15, 2008