

Approved Board Meeting Minutes
Regular Meeting
September 4, 2007 – 6:30 p.m.
Seven Hills Classical Academy

CALL TO ORDER: Chair Jerry Reedy 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; Board Chair Jeremiah Reedy; Johana Sand; Mike Stanchfield; Don Swetala; Executive Director Margaret O'Brien, ExOfficio
The following board members were absent: Steve Wendorf

OTHER ATTENDEES: Chris Bewell, Liz Ekholm, Leisa Irwin, Friends of Ascension representative Denise Peterson

APPROVAL OF MEETING AGENDA: The Chair asked for approval of the agenda. Approved unanimously. Agenda items 5. a. & b. will not be adopted tonight – stated by J. Sand.

REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES: Corrections to 7/10/07 minutes item 4.c. Kopp family foundation. Item 5.A. Transportation Policy – moved to table for further discussion next meeting – unanimous approval. Chair asked for approval of minutes – unanimous approval.

I. REPORTS

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

- Reported about today being the first day of school
- Standardized tests – see exhibits A & B. SHCA had a great first year. This year data driven instructional model and Singapore math will help move math scores up.
- Audit was completed on July 24, 2007 Question from the Board – Were last year's goals of 95% of students showing growth and 80% of parents volunteering met? Student growth goal was not met and are looking at NWEA results to understand how to interpret the growth numbers.
- Q-comp application was submitted. Grant for salary compensation plan for growth in differentiated instruction, data driven instruction & literacy. Questions from the board - Is the Q-Comp grant protected revenue? Yes. Did it come through in the application that we are moving away from the traditional step salary scale? Yes.
- Staff returned August 20, 2007 for two weeks of professional development
- Pot-Luck Picnic successful
- Open House very well attended
- Busing – improvement over last year. Several parents have been involved in working out the routes.
- NWEA testing will start around Sept. 10th
- Exhibit E – current staff, Exhibit F – certifications
- Staff Employee Handbook document was created this year. Also included are building operations and financial operations.
- Meeting weekly with church on building and facilities
- Technology – 5 new laptops were acquired
- Enrollment 273 with a wait list of 30.
- Enrollment informational meeting scheduled for Sept. 15th

- Second Annual Founders Day Event scheduled for Sept. 20th at 3:00 p.m. J. Reedy will speak on classical education and the students will perform.
- Curriculum Night is being planned.
- Annual Meeting is scheduled for October
- SH Club Classics – before school clubs Oct. 2 – Dec. 6. McPhail music instructor will direct a school choir on Wednesday mornings.
- Parent Connection donated \$5500 for the traveling library.

Motion to approve teachers staffing for SHCA as represented in exhibit F. Moved – M. Nelson, seconded – D. Swetala. Discussion – motion passed unanimously.

Motion to approve academic, student and school goals for 2007-08 as they appear on the p. 4 #14. a-e of the Executive Director's report. Moved – J. Sand, seconded M. Stanchfield. Discussion – motion passed unanimously.

B. Financial Report, Leisa Irwin, Business Manager

- 2 handouts – fiscal & cash flow
- Audit Update – almost complete. The state does the tuition billing now for us. They are \$30,000 lower than what we anticipated. The state formula may have changed. We are waiting until the information is complete from the state.
- Operating procedures were not enforced and implemented from the beginning of last fiscal year. Waiting for the auditor's input.
- Cash flow – one month of data. We did draw from the line of credit. We closed the TCF bank account.
- State Aid payments – August 31, September 30, October 31
- Cash basis to accrual – waiting for final audit.
- \$205,000 projecting net income.
- Budget document – approved budget for 286 students. Budget revision will occur once we have final numbers.
- Looking at our numbers. We have some room in 4th and 2nd grades where there is no waiting list. No room in 3rd & 5th grade where we have a waiting list.
- Budget was approved on May 1st.

C. Board Chair Report, Jerry Reedy

- First 4 pages of Proposed Board Action Calendar. We should do what we're obliged to do first.
- First reading of some of the items from the Governance Committee tonight. We will vote at the next meeting.
- Annual Meeting. Thirty days before – send out information announcing and requesting nominations. Check-in for all eligible voters. Nominations from the floor. Distribute ballots. Vote. Entertainment or Town Meeting. Choose the meeting date.
- How large should the board be? J. Sand states MACS suggests adding more teachers this time so that by our third year it will be working toward a teacher majority board which will be required.
- Paid a professional fund raiser \$50 to provide list of those who might support a library. Haven't had much response.

D. Parent Connection Report, Liz Ekholm, President

- Sally Foster Fundraiser at Friday assembly – sale of wrapping paper etc.
- Selling Happenings Books

- Pancake Breakfast Fundraiser – October 17th
- Two Book Fairs (1st conferences in November & 2nd at Carnival)
- Cookie Dough Sale
- Carnival
- Pasta Dinner/Concert/Auction
- Looking for storage space

Everyone is very grateful to the P.C. for all the work and exceptional success they have had in our opening year.

E. Strategic Plan Quarterly Review Report, Don Swetala

- Academic Programming
- Instructional Strategies
- Incorporate Technology
- Create Enrichment & Remedial
- Expand Art & Music
- Community Development. Communicate – we can never have too much communication. Foster cultural respect – we lacked a culture so we created a culture and mobilized parent volunteers.
- Marketing – develop the tagline
- Facility – strategic plan said it would be a good idea to create a facilities committee.
- Develop facility master plan.
- Leadership – implement Board, articulate, develop, establish policies.
- Pursue each one by March. Dig into each one and modify or complete.
- Volunteer Coordinators – look for special skills such as technology expertise.
- Connecting school culture and values – collaborate with PC to create bulletin board.
- Publish Mission & Vision statements on all materials.

II. COMMITTEE REPORTS

A. Finance Committee

Nothing to add to L. Irwin's report.

Board Question – How do we address audit issues? We are already implementing requests for the upcoming year. Finance Committee is working on these issues.

B. Governance Committee, Mary Ann Nelson & Johana Sand

- Copies of Draft documents distributed
- Looking at policies, minutes, board documents, charter etc. to make sure we are complying. Strategic Plan will be added to list of official documents.
- Calendar Draft – what needs to happen month by month
- October Meeting – reorganizational meeting
- Looking at 3 standing committees, Finance, Governance & Fundraising. Others are adhoc committees. See handout looking at by-laws and standardized operating procedures.
- Documenting Minutes from the past. All attachments are with minutes.
- Agenda & attachments should be sent before the meeting.
- Governance Committee looking at policies and procedures to determine what items still need to be approved. Working on streamlining policies.
- The By-laws are not being followed. We need to make some changes and set Board goals.

- Fundraising 501(c)3 Federal & State requirements being met. PC members should be on this committee.
- Governance Committee looking for more members.

Motion to have a Special Board meeting to look at legal requirements for Board focus on Sept. 17, 2007 from 6:00 – 9:00 p.m. Moved – M. Nelson, Seconded – M. Olmstead. Discussion – passed unanimously. Meeting will be facilitated by M. Nelson & J. Sand. Box lunches will be provided for dinner.

NEW BUSINESS

Motion that the Board issue a charge to the Strategic Planning Committee to explore options in regards to expanding the school's charter to grades 6-8 for the 2008-2009 school year with a report delivered to the Board in October of 2007. Moved – S. Pearce. Seconded – S. Eschle. Discuss with sponsor, Eagle Ridge, Finance Committee and Facilities Committee. **Amend to change Strategic Planning Committee to School Growth Committee.** Amendment passed unanimously. Motion passed unanimously.

Appointed D. Swetala, S. Pearce & S. Wendorf to School Growth Committee. S. Wendorf will chair. Parents will be added to the committee as well.

Motion to adopt the Seven Hills Classical Academy Statement on Classical Education. Moved S. Pearce. Seconded – M. Stanchfield Discussion – passed unanimously.

Motion that the Board adopt the Charge to the Curriculum Committee. Moved – S. Pearce. Seconded – M. Stanchfield. Discussion – passed unanimously.

Motion that the Board be expanded to 11 members on October 23, 2007. Moved – D. Swetala. Seconded – S. Eschle. Discussion – Passed (7/1 – D. Swetala opposed)

Discussion of approval of contracts. Does the Board approve all individual contracts or approve the Director and that person approves the hires. The Board could approve (look at) the template of at-will agreements. Ask the school lawyer to determine what is appropriate.

Transportation agreement will be discussed in the spring. No action needed at this time.

Executive Director contract was distributed. Ask the school lawyer about item #6 on page 2, the life insurance needed and should it be a separate policy.

MOTION TO ADJOURN was made by M. Olmstead. Seconded – S. Eschle. Passed unanimously. Meeting adjourned at 9:06 p.m.

Special Board Meeting, Monday, September 17, 2007
Next Regular Board Meeting, Tuesday, October 2, 2007

Submitted by Chris Bewell, Administrative Assistant
 Approved 10/2/07