

**Board Meeting Minutes**  
**Regular Meeting**  
**November 11, 2008 – 6:30 p.m.**  
**Seven Hills Classical Academy**

**CALL TO ORDER:** Chair Sue Pearce called the meeting to order at 6:34 p.m.

**ROLL CALL:** The following board members were present: Julie Ball; Tracy Benson; Sara Eschle; Erin Day; Mike Olmstead; Sue Pearce, Board Chair; John Rimstad; Don Swetala; Executive Director Margaret O'Brien, ExOfficio

The following board member was absent; Mike Stanchfield

**OTHER ATTENDEES:** Chris Bewell, Liz Ekholm, Ann Feist, Krista Hong.

**MOTION made by E. Day and seconded by D. Swetala** to approve the Agenda with the addition of expiration date on checks issued to the Action Items. **Motion passed unanimously.**

**MOTION made by E. Day and seconded by S. Eschle** to approve the October 7, 2008 Board Meeting Minutes and the October 28, 2008 Special Board Meeting Minutes as presented. **Motion passed unanimously.**

**COMMENTS FROM COMMUNITY MEMBERS** – No comments at this time.

**MONTHLY FINANCE REPORT, John Rimstad**

The revised budget will be prepared for review at the December meeting with the cash flow of Beacon Prep funds showing also.

Leisa will do a quarterly listing of expenses and reimbursements from Beacon Prep for July/August/September.

Cash flow analysis projection was presented

Rent payment was withheld for September until we had a signed lease with Cedar Valley Church. It has now been paid.

We are 10% through the school year and 25% through the fiscal year.

Leisa will breakout line items for Beacon Prep and Seven Hills so we can see how Seven Hills is doing by itself. The bottom line fund balance will not change.

It is not unusual to have a revision of the budget after the First Quarter because programs are up and running and things look different than when the budget was created in March.

The Final Audit will be presented at the December 2<sup>nd</sup> meeting.

**BOARD ACTION ITEMS**

**A. MOTION made by M. Olmstead and seconded by S. Eschle** to approve the Specific Roles and Responsibilities of SHCA Board of Directors document as presented. **Passed unanimously.**

**B. MOTION made by S. Eschle and seconded by M. Olmstead** to approve the Key Responsibilities of a Seven Hills Classical Academy School Board Member document as presented. **Passed unanimously.**

**C. MOTION made by D. Swetala and seconded by M. Olmstead** to approve the Library/Media Selection Policy document as presented by the Curriculum Committee. **Passed unanimously.**

**D. MOTION made by M. Olmstead and seconded by S. Eschle** to approve a School Start Time ad hoc committee to investigate the feasibility of changing the school start time for the 2009-2010 school year. **Motion opposed by everyone.**

Discussion – find out what’s feasible first. Get bids from bus companies. Gather research information regarding academic impact. How does it fit with our mission and vision.

**E. MOTION made by T. Benson and seconded by S. Eschle** to approve an Interdisciplinary Research ad hoc committee to investigate community concerns and educational trends and report back to the Board at the December meeting. **Motion passed unanimously.**

Who will serve on the committee? T. Benson and J. Ball volunteered.

**F. MOTION made by M. Olmstead and seconded by S. Eschle** to approve the addition of an expiration date on Seven Hills Classical Academy checks for accounting purposes. **Motion passed unanimously.**

## **REPORTS**

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

See handout for details.

Julie Ball reported on what’s happening in the classrooms.

Administrative Office Positions document was presented.

**MOTION made by E. Day and seconded by S. Eschle** to approve the Administrative Office Positions document as presented. **Motion passed unanimously.**

### **Board Chair’s Report, Sue Pearce**

Follow up to the Town Hall Meeting comments.

- Even if just one person comes it is worth it
- Refreshments and childcare were helpful
- Use a smaller arena next time
- Child care issues – the young people who were doing the childcare were not responsible – they needed direction
- The beginning of the meeting seemed a bit heavy with the Board telling the town what they were doing. Shorten the introduction a bit and give the community a chance to speak earlier in the evening

Working to arrange Board Development training

Friends of Ascension Report

- Sponsor wants us to work at more improvement with the 19% free/reduced students
- Performance index – spending less money and getting higher results in math – we are giving more value per child
- Sponsor says we are doing a good job – now we need to do a better job.

December meeting is scheduled for December 2<sup>nd</sup> at 6:30 p.m. which is the same time as the Winter Concert. Request to change the meeting to 5:00 p.m.

### **Facilities Committee, Don Swetala**

Meetings with Cedar Valley Church. Will be in contact with Ray Miller, the CVC Building Committee representative. Don plans to meet with him soon.

Discussed different scenarios.

Talked with Concordia representative. The building has 17 classrooms. They want to sell. They have investigated the possibility and additional classrooms could be added.

**Finance Committee** – see Finance Report

**Governance Committee, Erin Day**

Committee has discussed adding an introduction to the policy manual.

**Strategic Planning Committee, Don Swetala**

Board members have received the final draft. Look through the document by next Tuesday. The document will be presented for acceptance at the December Meeting.

Correct Erin Day's last name in the document.

**MOTION made by M. Olmstead and seconded by D. Swetala to adjourn. Motion passed unanimously.** Meeting adjourned at 8:28 p.m.

**Next Regular Board Meeting, Tuesday, December 2, 2008 at 5:00 p.m**

Submitted by Chris Bewell, Administrative Assistant

Approved 12/9/08