

**Board Meeting Minutes**  
**Regular Meeting**  
**December 9, 2008 – 6:30 p.m.**  
**Seven Hills Classical Academy**

**CALL TO ORDER:** Chair Sue Pearce called the meeting to order at 6:35 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; Mike Stanchfield; Don Swetala; Executive Director Margaret O'Brien, ExOfficio

**OTHER ATTENDEES:** Chris Bewell, Kevin Busko, Liz Ekholm, Nicole Peterson

**MOTION made by M. Olmstead and seconded by D. Swetala** to approve the Agenda with the addition of Kevin Busko's contract approval under Action Items. **Motion passed unanimously.**

**MOTION made by M. Olmstead and seconded by J. Rimstad** to approve the November 11, 2008 Board Meeting Minutes as presented. **Motion passed unanimously.**

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

**MONTHLY FINANCE REPORT, Leisa Irwin**

The following items were distributed:

- Cash Flow Analysis/Projection FY 2009
- Income/Expense Statement
- Assumptions that drive the budget

The Revised Budget was presented

- New revenue item of shared services with Beacon Prep
- SpEd budget has grown because of increased enrollment
- Board expenses increased
- Projected Fund Balance - \$231,000 approximately 7.4%
- Expenses on a per student basis look similar to last year and this is without the Start-up Federal Funds

The Finance Committee recommends that the Board review the budget and vote to approve it at the next meeting.

Draft Audit Summary presented. Final Audit will be presented at the January 6, 2009 meeting.

**BOARD ACTION ITEMS**

**A. MOTION made by S. Eschle and seconded by M. Stanchfield** to approve the Strategic Plan 2009-2012 as presented with the correction of Erin (Hall) Day's name. **Passed unanimously.**

**B.** It is not necessary to approve an audit so this action item was eliminated.

**C.** Approval of the revised 2008-2009 budget was tabled until the January 6, 2009 meeting.

**D. MOTION made by M. Olmstead and seconded by S. Eschle** to approve the amended Policy 210 as requested by the Minnesota Department of Education. **Passed unanimously.**

**E. MOTION made by M. Olmstead and seconded by S. Eschle** to approve the out-of-state travel by the Executive Director to the National Charter School Conference in June 2009. **Motion passed unanimously.**

**F. MOTION made by M. Stanchfield and seconded by M. Olmstead** that the Executive Director be authorized to enter into a contract agreement with Kevin Busko for the position of Programs Manager. **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. The growth of our music program has been a very good thing for the students and the community.

Friends of Ascension Award. We are looking for extraordinary things that happened in our second year of operations.

We will be hiring a short-term Educational Assistant position for Kindergarten for 6 weeks. Mr. Becker will be taking over the teaching position while Mrs. Wiederholt is on maternity leave.

Succession Plan presented for a first reading. It will be an action item for approval at the January 6, 2009 meeting.

Formal Evaluations will be completed before winter break.

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

- Board Training will be scheduled for January 31, 2009.
- Reminder to bring hardcopies of handout materials to meetings and updated manuals.
- Kindergarten Policy has a number now – Policy 616
- Materials were handed out for the policy manual
- Requested the Board write thank yous to staff
- Ad hoc Election Committee is being developed. Begin thinking about potential board members from the teaching staff and the community. Expertise areas might include human relations, facilities and governance.

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

Meeting with Ray Miller and Cedar Valley Church on Thursday regarding facilities expansion. The objective is to communicate our needs. CVC will submit the plan to go ahead for a congregational vote in January. If the determination is not to build we will need to look for another facility. The Board message to CVC is we expect an answer by the end of January, otherwise we will need to consider other options.

**Finance Committee** – see Financial Report

**Governance Committee, Erin Day**

- Sue Pearce, Erin Day and Margaret O'Brien met to look at the Director's evaluation process.
- The Board Officers, Chair, Vice Chair, Secretary & Treasurer, would deliver the evaluation to the Director.
- The Chair of the Finance Committee should be a non-teacher and therefore the Treasurer would also be a non-teacher.
- Policy 304 amendment was presented for a first reading

**Interdisciplinary Research Ad Hoc Committee**

Research on school start time and year round school was presented. The Board is looking at this information and will not be taking action at this time.

**Public Relations Committee, Sara Eschle**

- Brochure. We will be part of a brochure with other charter schools being mailed out.
- School Tours are being conducted by committee volunteers – very successful.
- Advertising in local papers

**Strategic Planning Committee, Don Swetala**

The committee has completed the Strategic Plan for 2009-2012.

**MOTION made by J. Ball and seconded by M. Olmstead to adjourn. Motion passed unanimously.** Meeting adjourned at 8:35 p.m.

**Next Regular Board Meeting, Tuesday, January 6, 2009 at 6:30 p.m**

Submitted by Chris Bewell, Administrative Assistant  
Approved 1/6/2009