

Board Meeting Minutes
Regular Meeting
May 13, 2008 – 6:30 p.m.
Seven Hills Classical Academy

CALL TO ORDER: Chair Sue Pearce called the meeting to order at 6:33 p.m.

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

OTHER ATTENDEES: Chris Bewell; Liz Ekholm; Leisa Irwin

APPROVAL OF MEETING AGENDA: M. Olmstead moved and M. Nelson seconded to approve the meeting agenda with the following change – move the approval of election results to the end of the agenda. **Unanimously approved.**

REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES: Moved by D. Swetala and seconded by M. Stanchfield to approve the April 8, 2008 Board Meeting Minutes. **Motion passed unanimously.**

Moved by M. Nelson and seconded by E. Hall to approve the April 15, 2008 Special Board Meeting Minutes. **Motion passed unanimously.**

MONTHLY FINANCE REPORT, Leisa Irwin, Business Manager

March 31, 2008 & April 30, 2008 Financial Statements were distributed

FY 2008 Cash Flow Projection document was distributed

State Revenue 80% received

State has not calculated SpEd tuition billing yet

State Start-up 90% funded

Federal Grant #2 funds due any day - \$79,200

Expenses are on track

Program Development goes away next year – it is part of three year start-up funding

Purchased services – shared services with Beacon Prep will be listed next year

Cash Flow Projection – looking at approximately #120,000 fund balance

BOARD ACTION ITEMS

A. Adoption of proposed transportation boundaries. MOTION was moved by M. Olmstead and seconded by M. Stanchfield to approve the busing boundaries recommended by the Transportation Committee which include providing busing to Seven Hills' students in Richfield and Bloomington with one south of the river route "mega-stop" route. The recommended borders for Bloomington/Richfield routes would be Cedar Ave. to the east, Highway 62 (Crosstown) to the north and a mega-stop route on the western edge of Bloomington. **Motion passed unanimously.**

Questions about current Seven Hills students outside these borders. The families impacted by being outside the borders of busing should be given notification – a phone call or letter explaining the Board decision.

Also a notification letter to the Seven Hills community explaining what the transportation plans for the future will be. Margaret suggests the letter be written from both the Director and Board Chair.

- B. Adoption of Policy 104. MOTION made by M. Nelson and seconded by J. Ball** that Policy 104 be approved as submitted following the Special Board meeting on April 15, 2008. **Motion passed unanimously.**

The staff and Board are to be commended for the great work done at the special meeting.

- C. Amendment of Seven Hills Classical Academy Statement on Classical Education. MOTION made by S. Wendorf and seconded by M. Olmstead** that the Seven Hills Classical Academy Statement on Classical Education be amended as submitted following the Special Board Meeting on April 15, 2008. **Motion passed unanimously.**

- D. Amendment of Policy 206. MOTION made by D. Swetala and seconded by S. Wendorf** to amend Policy 206 as presented. **Motion passed unanimously.**

- E. Adoption of Amended Board Development Plan. MOTION by S. Wendorf and seconded by M. Stanchfield** to adopt the amended Board Development Plan as presented. **Motion passed unanimously.**

- F. Approval of independent auditor's contract for the 2008-2009 school year. MOTION made by S. Wendorf and seconded by M. Stanchfield** to approve the contract with independent auditor Larson Allen for the 2008-2009 school year. **Motion passed unanimously.**

Leisa Irwin stated that every three years the bid process needs to be implemented for vendors. Next year bids will go out for the auditor's contract for 2009-2010.

- G. Approval of insurance contract for the 2008-2009 school year. MOTION was made by S. Wendorf and seconded by D. Swetala** to approve the contract with T.C. Field insurance company for the 2008-2009 assets/liabilities insurance policy. **Motion passed unanimously.**

This policy includes liability coverage for Board of Directors and Officers as well.

- H. Approval of recommended staffing positions. MOTION was made by S. Wendorf and seconded by M. Stanchfield** that the staffing positions recommended by the Executive Director be approved as submitted. **Motion passed unanimously.**

- I. Resolution on staff hiring timelines. MOTION was made by M. Nelson and seconded by E. Hall** that the staff hiring timelines be adopted as presented at the May 13, 2008 meeting and take effect on May 14, 2008. **Motion passed unanimously.**

- J. Approval of election results** was moved to the end of the agenda.

- K. Approval of lease rider.** This item was moved to the June meeting.

REPORTS

Executive Director's Report, Margaret O'Brien

See report handout.

NWEA results will be sent home with 4th quarter report cards.

Curriculum Committee has finished the 600's policies.

Q-Comp review – Julie Ball

The Q-Comp team and individual teachers were interviewed. The review committee gave us the report that we are not yet proficient enough in some areas to pass to level 2. We will remain in level 1 for the next school year. There is no change in funding. This will give us a full school year to make the suggested improvements.

Contracts will be out by Friday.

Club Classics in it's 3rd session

Beacon Prep assets are starting to be moved over.

Friends of Ascension will be supporting another three year contract with Seven Hills.

The Humanities Commission reported that we only presented 55% of the curriculum – this was incorrect data. A letter has been sent requesting correction of this error.

Busing – changing to earlier start time needs the community input

How do we ask the community? Survey, Board discussion, Open forum at Board Meeting

Federal Grant site visit recommendation: revise Policy 307 to include staff travel.

Presented Policy 307 revision for first reading.

Parent/ Teacher Conferences – 100%

Enrollment projections for 2008-2009 – 98% returning

MOTION made by J. Ball and seconded by S. Eschle to authorize the Special Education Director contract with Cori Wahl be approved. **Motion passed unanimously.**

MOTION made by D. Swetala and seconded by M. Stanchfield to authorize the contract with Lancer Catering as our food distribution service for 2008-2009 be approved. **Motion passed unanimously.**

MOTION made by S. Pearce and seconded by E. Hall to authorize the contract with Monarch Bus Service as our transportation service for 2008-2009 be approved and determine the school start time at a later date. **Motion passed** with votes in favor by Ball, Eschle, Hall, Nelson, Pearce, Stanchfield, Swetala, Wendorf and votes opposed by Olmstead.

Board Chair Report, Sue Pearce

Request members going off the Board to return for the June meeting to go through the Board reflections. June 3rd Board meeting will begin with a 6:00 p.m. dinner. Election of new officers. Fund-Raising Committee appointment of Liz Ekholm as chair along with Sara Eschle as Board representative.

Don Swetala presented the Director Evaluation process. Director template & Staff Template. Sara Eschle will distribute to the staff.

Suggestion that in the future this process be done earlier in April

June Retreat changed to June dinner.

Recommend two separate contracts for Director – one from SHCA and one from Beacon Prep.

Erin Hall appointed to the Governance Committee.

Finance training will take place in July for new Board members and others who would like a refresher

Staff appreciation lunch on June 6th at Sue Pearce's home.

Facilities Committee, Don Swetala

Met with Cedar Valley Church today. They are having their first building committee meeting this evening. Will meet again with CVC in 3-4 weeks.

Facilities Committee charge was circulated. Bring comments to next meeting.

Finance Committee, Mike Stanchfield

Five year budget was presented.

Governance Committee, Mary Ann Nelson

Approved policies were handed out for Board handbooks

Election & Nominating Committee, Liz Ekholm

Applauded Liz Ekholm for all her efforts on the election process

Transition Committee – No report

Transportation Committee – No report

Comments from Community Members

Parent Connection

Spaghetti Dinner – 300-400 people for dinner – 500 for total event

Fundraising money will go towards the library for another year

Did not want to purchase flags for the school – they plan to support the bigger projects such as the school library. Suggest that flags (U.S. flag & MN state flag) might be purchased with contributions made from a few interested individuals

Election Results, Liz Ekholm Chair

MOTION was made by M. Stanchfield and seconded by M. Nelson to certify the election results. Motion passed unanimously.

MOTION was made by M. Olmstead and seconded by E. Hall to adjourn. Motion passed unanimously. Meeting adjourned at 9:15 p.m.

Next Regular Board Meeting, Tuesday, June 3, 2008

Submitted by Chris Bewell, Administrative Assistant

Approved June 3, 2008