

Board Meeting Minutes
Regular Meeting
May 5, 2009 – 6:30 p.m.
Seven Hills Classical Academy

CALL TO ORDER: Chair Sue Pearce called the meeting to order at 6:40 p.m.

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

ABSENT: Mike Stanchfield

OTHER ATTENDEES: Chris Bewell, Nicole Peterson, Mark Strandberg

MOTION made by M. Olmstead and seconded by J. Ball to approve the Agenda with the addition of Action Item G: Approval of the auditor, LarsonAllen. **Motion passed unanimously.**

MOTION made by M. Olmstead and seconded by E. Day to approve the April 7, 2009 Board Meeting Minutes with the addition under Financial Report – Budget approval discussed and a recommendation that Leisa Irwin look at a budget compromise with a smaller fund balance and a smaller consumable fee of \$30. **Motion passed unanimously.**

COMMENTS FROM COMMUNITY MEMBERS

No comments at this time.

MONTHLY FINANCE REPORT, John Rimstad

Cash flow analysis reviewing March items. We have received some Special Education funds so we are catching up. Looking back at February transportation fees – they seemed too low so Leisa will review them to make sure things are coded correctly. We anticipate no need to take out a loan to end the school year.

Year to Date Income/Expense

Revenues are on track. We are 75% through the school year.

Leisa was asked to check to see if we are behind in billing our contract with Beacon Prep because we have only received 50% in collections.

Our sponsor has billed \$9900 and we only budgeted \$8000 so we are over in this expense.

Leisa will be reclassifying some Special Education state and federal expenses to the categories they will most likely get reimbursed.

School nurse may be over budget. Leisa will check to make sure Special Education coding is happening in this category.

Fund IV will be checked to make sure the formula for kindergarten teachers is accurate.

The net income is higher than the budget.

Question – How can we take action ahead of time for a line of credit if the government plans a 20% holdback of funds for 2009-2010? Leisa recommends that John Rimstad, Margaret O'Brien and Leisa Irwin meet with Bremer Bank to find out if they are willing to set up a line of credit.

BOARD ACTION ITEMS

- A. Approval of the 2009-2010 Budget was cancelled.**
- B. MOTION made by S. Eschle and seconded by E. Day** to ratify the updated list of staff names and positions for 2009-2010 with salaries remaining the same as indicated in column two of the document presented. **Motion passed unanimously.**
- C. MOTION made by M. Olmstead and seconded by S. Eschle** to approve the lease with Cedar Valley Church.
Discussion: Margaret O'Brien says the lease is not ready for approval yet. Leisa Irwin has been talking with Mark Quistad, CVC Business Manager, regarding a few provisions that need more work, typographic errors in the contract that need to be cleaned up along with some old language in the lease. There needs to be an automatic termination/renegotiation contingency if the building is not completed in a timely manner or a penalty per diem.
Motion failed (0 in favor – 6 opposed).
- D. MOTION made by M. Olmstead and seconded by J. Ball** to approve the requested out-of-state travel by Q Comp team members as presented. **Motion passed unanimously.**
- E. MOTION made by S. Eschle and seconded by E. Day** to approve the results of the May 5, 2009 election of Heather Compton, Clare Emery, and John Thomson to the Seven Hills Classical Academy Board of Directors. **Motion passed unanimously.**
- F. MOTION made by E. Day and seconded by S. Eschle** to approve the contract with Monarch Bus Service Inc. for the 2009-2010 school year. **Motion passed unanimously.**
- G. MOTION made by M. Olmstead and seconded by E. Day** to approve the contract with LarsonAllen as auditor for the 2009-2010 school year.
Discussion: Leisa put out bids to four firms. She scored the in seven categories and all the firms scored equally. LarsonAllen came in as the lowest cost so she supports remaining with them for another year.
Motion passed unanimously.

REPORTS

Executive Director's Report, Margaret O'Brien

Julie Ball reported on MCA testing and curriculum
3rd-5th grade students take the MCA tests – all went smoothly

Erin Day reported on Q Comp
Evaluation of the leadership team will happen this month. Staff are finishing their PDPs. Professional Development is being planned for the fall.

Friday, May 8th we will be doing our fixed asset inventory.
We are beginning to pack classrooms. Target date of May 20th for storage truck availability.
Enrollment remains at 339. Wait list for next year at 146.

MOTION made by M. Olmstead and seconded by J. Rimstad to authorize Margaret O'Brien to contract services with Lancer Catering, O'Neal Language and Lee Murphy insurance. **Motion passed unanimously.**

Board Chair's Report, Sue Pearce.

End of year gathering with staff will be at Seven Hills.

Contract with Scott Flemming on Board Training and arrange to e-mail him questions we would like addressed.

Board donation to PC Silent Auction – Basket of Books – donate your favorite classical book by May 11th.

Facilities Committee

No report.

Finance Committee

No report.

Governance Committee, Erin Day

Reviewed policies on Harassment, Bullying, Out-of-State Travel.

Board evaluation will be finished by June meeting.

We have received no response from community members for an appointment to the board to fill the vacancy. Nicole Peterson would be interested in the position. Sue Pearce and Erin Day will meet with her to recommend the appointment.

Public Relations Committee, Sara Eschle

Participating in the U of M Human Resources survey. Survey may be done on paper or on-line.

School will receive a \$100 gift card for our efforts. Link to the survey will be sent to Board members.

MOTION made by M. Olmstead and seconded by J. Rimstad to adjourn. Motion passed unanimously. Meeting adjourned at 8:27 p.m.

Next Regular Board Meeting, Tuesday, June 2, 2009 at 6:30 p.m

Submitted by Chris Bewell, Administrative Assistant

Approved 6/2/09