

Board Meeting Minutes
Regular Meeting
July 1, 2008 – 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; Sara Eschle; Erin (Hall) Day; Mike Olmstead; Susan Pearce; John Rimstad; Executive Director Margaret O'Brien, ExOfficio

The following board members were absent: Don Swetala; Steve Wendorf

OTHER ATTENDEES: Chris Bewell, Leisa Irwin

APPROVAL OF MEETING AGENDA: J. Rimstad moved and M. Olmstead seconded to approve the meeting agenda with the following addition – add the Q Comp Annual Report as Action Item E. **Unanimously approved.**

REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES: Moved by M. Olmstead and seconded by J. Rimstad to approve the June 3, 2008 Board Meeting Minutes. **Motion passed unanimously.**

MONTHLY FINANCE REPORT, Leisa Irwin, Business Manager

Audit will take place the week of July 28-August 1 – Larson Allen

Teachers summer salaries – accounts payable

\$7,000 expenses for language program will be moved to Federal Grant money

Special Education psychologist invoice was finally submitted for the year – was paid out in June

Program Development (Federal Grant) is over as of this year

Fund I, II, IV

- Fund I – on track
- Fund II – will break even
- Fund IV – may be adjusted a bit because of the kindergarten staff salaries – need to balance between regular day and enrichment program

Cash Flow – State revenue is divided into 23 equal payments – two each month except for June when we receive only one payment

Not expecting a need for the line of credit

Board requests more training on UFARS codes and reading financial documents – this will take place at the Board Retreat.

BOARD ACTION ITEMS

A. MOTION made by J.Ball and seconded by S. Eschle to TABLE the approval of lease rider with Cedar Valley Church. Motion passed unanimously.

B. MOTION made by S. Wendorf and seconded by M. Olmstead to designate Bremer Bank as the official bank depository for Seven Hills Classical Academy. Motion passed unanimously.

- C. MOTION made by M. Olmstead and seconded by S. Wendorf** to designate the Bloomington Sun Current as the official newspaper for Seven Hills Classical Academy. **Motion passed unanimously.**
- D. MOTION made by S. Wendorf and seconded by J. Ball** to designate Michael Walspurger as the official school attorney for Seven Hills Classical Academy. **Motion passed unanimously.**
- E. MOTION made by S. Wendorf and seconded by M. Olmstead** to approve the Q Comp Annual Report Board Summary Findings. **Motion passed unanimously.**

Julie Ball presented the document to be submitted to Q Comp which were signed by Board Chair Sue Pearce.

REPORTS

Executive Director's Report, Margaret O'Brien

See handout

NWEA test results handout – presented

MCA scores reported

Staffing update

- A new language program will be used this year
- More music with a new staff person hired as ½ time music - ½ classroom EA

Board Chair Report, Sue Pearce

Look at the Board Calendar – e-mail Chair with changes/suggestions

Strategic Plan

- Need to review and update for Friends of Ascension (sponsor)
- Everyone will review document and next month will discuss and update

Board Development Goals

- Mission, vision, strategic plan, director

Board Retreat needs to be planned

- Saturday, July 19th – 8:00 a.m. – 12:00 noon
- Agenda

- Strategic Plan

- Board Goals – measurable with action steps & who is responsible for implementation

- Finance Training

Will look at returning Mike Stanchfield to the Board in August – waiting to hear if he will be available
Quarterly Report from each committee – will be mailed to all families by mid-July

Facilities Committee

New business manager at Cedar Valley Church

Don Swetala is waiting to hear from CVC expansion committee.

Margaret O'Brien will talk to Pastor Jerry Strandquist

Committee should meet to have an alternative plan

Finance Committee, John Rimstad

Meeting today for basic school finance training with Leisa Irwin

Transition Committee

Transition has taken place – a few things are being wrapped up for the audit.

Transportation Committee, Mike Olmstead

Committee is working with the bus company to complete the bus routes.

Plans to notify students of their bus stops by mid-July.

Executive Director's Contract Discussion

MOTION made by E. Day and seconded by S. Eschle to make a final contract offer to the Executive Director for the 2008-2009 school year of a 3% raise in salary with a bonus of \$2000 for each goal exceeded and \$1000 for each goal met on the 2007-2008 annual review. **Motion passed. In Favor – E. Day, S. Eschle, J. Ball, S. Wendorf. Opposed – M. Olmstead, J. Rimstad, T. Benson.**

MOTION was made by T. Benson and seconded by M. Olmstead to adjourn. Motion passed unanimously. Meeting adjourned at 10:08 p.m.

Next Regular Board Meeting, Tuesday, August 5, 2008

Submitted by Chris Bewell, Administrative Assistant

Approved August 5, 2008