

**Board Meeting Minutes**  
**Regular Meeting**  
**September 15, 2009 – 6:30 p.m.**  
**Seven Hills Classical Academy**

**CALL TO ORDER:** Chair John Rimstad 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; John Rimstad; John Thomson, Heather Burfeind, Nicole Peterson, Claire Emery; Executive Director Margaret O'Brien, ExOfficio

**OTHER ATTENDEES:** Leisa Irwin, Liz Ekholm

**MOTION made by John Thomson and seconded by Nicole Peterson to approve the agenda passed unanimously with an added conference call meeting to approve the Annual Report and Q-Comp Report.**

**MOTION made by S. Eschle and seconded by N. Peterson to approve minutes of the August 2009 meeting passed unanimously.**

**MONTHLY FINANCE REPORT, Leisa Irwin, Business Manager**

The finance report is not very detailed at the moment because the expenditures don't match revenues due to accruing entries.

Leisa will have much more information for us at the end of September.

Audit was well underway.

Leisa has been hard at work with a company from California to find money to help charter schools with the hold back. Money will be available for all charter schools in Minnesota.

The board thanked Leisa for all of her hard work.

**BOARD ACTION ITEMS**

**A. MOTION to approve Executive Director goals did not pass.** The board would like to have three (3) incentive based goals for the Executive Director. The goals would be from a financial, academic, and operational standpoint. The board would like J. Thomson and L. Irwin to meet and discuss goals that would be maintainable, but also worthwhile for our school and Director.

**REPORTS**

**Executive Director's Report, Margaret O'Brien**

NWEA testing will start on Sept. 21.

The first day went well.

There have been a few transportation issues/questions, but it can be handled at an administrative level instead of board level. The board did their work when they planned routes.

**Board Chair, John Rimstad**

Finance training needs to happen based on new legislation. Training from L. Irwin isn't MDE approved, but it was decided that we need to go through with training.

Training is scheduled for Oct. 10. from 10-12 and 1-4.

Executive group will be looking at the Director's job description and performance review template and timeline.

The board would like to have a conference call meeting on September 24<sup>th</sup> to approve the Annual Report and Q-Comp Update that are due on October 1<sup>st</sup> (before our next scheduled meeting).

We need to review our Strategic Report and make adjustments for this year.

Academic Programming- S. Eschle, E. Day, J. Ball

Operations- J. Rimstad, J. Thomson

Facilities- H. Burfeind, M. O'Brien

Community Development- C. Emery, N. Peterson

Leadership- T. Benson, J. Rimstad

Send revised sections to Margaret by the end of October.

**Facilities Committee, Julie Ball**

Inspection passed on September 8<sup>th</sup>.

**Finance Committee, John Rimstad**

Reminder of training.

**Governance Committee, Erin Day**

The Committee will be looking for another member to join Erin and Liz Ekholm

**Public Relations, Sara Eschle**

Channel 5 was here filming for the first day of school. Margaret has a video that anyone could view if they are interested.

Discussion about being listed in a mailing from the Center for School Change and board members should be on the lookout for information about Seven Hills and that we are listed as a public school.

As a follow-up to the finance letter from the beginning of the year we will put a table at the Open Forum to answer any questions.

Town Hall meeting is at 6:00 on Monday, September 28<sup>th</sup>.

**MOTION made by S. Eschle and seconded by J. Thomson to adjourn. Motion passed unanimously.** Meeting adjourned at 8:10 p.m.

**Next Regular Board Meeting, Tuesday, October 6, 2009**

Submitted by Erin Day, Board Secretary

Approved 10-6-09