

Approved by Board, February 1, 2024

Seven Hills Preparatory Academy Board Minutes – December 7th, 2023

Members:

- Renson Anjere
- Lisa Barnidge
- Teron Buford
- Carolyn Farrell (Ex Officio)
- Chris Lamprecht
- Michael Meyer
- Allison Peterson
- Hadley Sayotovich
- Wes Whalberg
- Dana Banitt
- Stephanie Graczak
- Erin Bohler

Others present: Ryan Grutsch, Brent Peterson, Marcus Barrios, Kate Docken, Wayne D, Breanne Garati, Michelle Burnham, Rebecca Marshall, Amber Ehrlich, Amanda Kamnikar, Jamie Kormanik, Raena Davison, Dee Buford, Stephanie Hanuman, Erica Lehner, Eric Burnham, Kim Foss, Tracey Erickson, Molly Corrigan, Amanda Shorron

Mission

Seven Hills Preparatory Academy engages students in a rigorous Classical education, designed to prepare each one for strong citizenship and life-long learning.

1. Call to order at 6:02 p.m. was made by Wes Whalberg
2. Roll Call: See above list of members in attendance (indicates present, indicates absent).
3. Approval of the agenda
 - **Motion to approve the December 7th, 2023 SHPA Board agenda made by Lisa Barnage and seconded by Michael Meyer.** *Motion passed unanimously, Erin Bolher not present*
4. Approval of the November 2nd, 2023 Board meeting minutes --See SHPA Board meeting minutes November 2nd, 2023

- **Motion to approve the November 2nd, 2023 Board meeting minutes made by Allison Peterson and seconded by Lisa Barnidge.** *Motion passed unanimously, Erin Bolher not present*

5. *Approval of the November Working Session meeting minutes-*

- **Motion to approve the November working session minutes made by Chris Lampercht, seconded Allison Peterson,** *Motion passed unanimously, Erin Bolher not present*

6. Comments from Community Members:

PTA Update from Molly Corrigan:

Trimester Two Teacher Classroom Supplies - To keep costs of school supplies lower for our SHPA families, the PTA funds general classroom supplies for all classroom teachers at each campus. A set of supplies is purchased and delivered to each teacher at the start of each trimester, and the Trimester Two classroom supplies were delivered to RC on Friday of last week, and BC on Tuesday of this week. We're thrilled to support our teachers and families in this way! We'll re-engage with teachers about supplies in mid-February -- to round out supplies for this year, and plan for next Fall.

Give to the Max Campaign: Our annual Give to the Max campaign occurred during the week of November 13. We aimed to raise a total of \$10,000: \$5,000 to support the Richfield campus gymnasium and elementary library, and \$5,000 to support the Bloomington Campus relocation. This year, we raised a total of \$5,800. This is down 36% from last year's GTM campaign, of \$9,100, and is less than the 2021 campaign, which raised \$8,200. This year's proceeds have been divided evenly between the two campuses. \$2,900 will support our Richfield Campus elementary library, and \$2,900 will support our Bloomington campus move.

PTA Funding Requests: Our PTA Funding Request process is in full swing. The PTA meets this coming Monday, Dec. 11 to vote on four funding requests: Two related to library enhancements, one specific to the eighth grade Capstone trip, and one related to end-of-year teacher appreciation. In the last three years, more than 96% of the PTA funds raised is invested directly into support for our school, staff and families. More information about our PTA Funds Request process is available by emailing the PTA at sevenhillspta@gmail.com.

Open PTA Board Position: Our PTA Board Treasurer is departing Seven Hills in June. As such, we are actively recruiting for a PTA Board Treasurer, and we'll hold a special election for this role in February of 2024. This will allow ample time

for transition and training prior to the end of the school year. PTA Board Role descriptions are [linked here](#). If you, or anyone you know, are interested in learning more about becoming a PTA Board Member, please contact me, or email us at sevenhillsppta@gmail.com. Thank you for recruiting with us!

Upcoming Events:

PTA Meeting, December 11: Join us on Monday, December 11 at the Richfield campus in person, or log into the Zoom meeting.

We'll hold optional social time from 5-5:30pm. The meeting runs from 5:30 to 7pm, and our agenda is [linked here](#). If joining in person, come to the 5th Floor Conference Room. Child care is provided in a room nearby, and we'll have a greeter at Door 1 to let you into the school.

If joining via Zoom, follow these instructions:

Go to www.zoom.us

Click Join Meeting

Enter meeting number: 879 0938 9772

Enter passcode: 363015

All are welcome! All SHPA parents and teachers are welcome to join, whether or not you've formalized your membership. Monthly meetings are held the second Monday of each month. It's so fun to see our PTA group growing!

Coming in January! The PTA will host a used uniform sale, a Dine to Donate event, and a Winter Spirit Gear sale. We'll firm up the details of all of these events in our December meeting, and communicate via our typical PTA channels.

Thank you for your support!

Sandy, worried about the Bloomington move.

There will be more student openings at the Richfield campus?

6. Reports

a. Finance Committee Meeting -- presented by Michael Meyer - *see Seven Hills Finance Committee meeting minutes, December 5th, 2023.*

- **Motion to approve the December 5th, 2023 Finance Committee meeting minutes made by Chris Lamprecht and seconded by Teron Buford** *Motion passed unanimously.*

- Motion to approve the proceeding with the PACE loan for the RC windows as described above. Made by Lisa Barnidge, Seconded by Michael Meyer. *Motion passed unanimously*

b. Executive Director Report - presented by Carolyn Farrell - *see Executive Director's Report to the School Board, December 7th, 2023*

c. Principals' Reports

i. Principal Report – Bloomington Campus - presented by Brent Peterson - *See Principal's Report to the School Board, December 7th, 2023*

- **Motion to approve last day of school is June 5th and early release for both campuses (Richfield teachers help with BC move) as amended Made by Michael Meyer and seconded by Teron Buford. Motion passed unanimously.**

ii. Principal Report – Richfield Elementary School Campus – presented by Carolyn Farrell- *See Principal's Report to the School Board, December 7th, 2023*

iii. Principal Report – Richfield Middle School Campus – presented by Ryan Grutsch- *See Principal's Report to the School Board December 7th, 2023*

d. Board Chair – presented by Wes Whalberg

i. Executive Committee

- **Motion to approve October 3rd, 2023. Executive committee meeting minutes. Made by Lisa Barnidge and seconded by Lisa Barnidge. Motion passed unanimously.**
- **Motion to approve October 30th, 2023. Executive committee meeting minutes. Made by Lisa Barnidge and seconded by Hadley Sayotovich. Motion passed unanimously.**
- **Motion to approve December 5th, 2023 Executive committee meeting minutes. Made by Teron Buford and seconded by Allison Peterson Motion passed unanimously.**

ii. January 18th, 2024 Working Session-

iii. Strategic Plan

iv. Attendee to PTA Meeting: Erin Bolher

v. Review December Board Calendar

e. DEI Committee - *presented by Teron Buford - see Seven Hills DEI Committee meeting minutes, November 14th, 2023.*

- **Motion to approve the November 14th, 2023 DEI Committee meeting minutes made by Allison Peterson and seconded by Michael Meyer. *Motion passed unanimously.***

f. Facilities Committee - *presented by Chris Lamprecht - see Seven Hills Facilities Committee meeting minutes, November 28th, 2023.*

- **Motion to approve the November 28th, 2023 Facilities Committee meeting minutes as amended made by Teron Buford and seconded by Lisa Barnidge *Motion passed unanimously.***
- **Motion to approve the exit of the PSA with the Edina Property prior to the end of the due diligence period. Made by Allison Peterson and Seconded by Teron Buford *Motion passed unanimously.***

g. Governance Committee - *presented by Lisa Barnidge - see Seven Hills Governance Committee meeting minutes, May 1st, November 27th, 2023.*

- **Motion to approve the May 1st, 2023 Governance Committee meeting minutes made by Allison Peterson and seconded by Teron Buford. *Motion passed unanimously.***
- **Motion to approve the policy 701: Establishment and Adoption of School Budget. Made by Hadley Sayotovich and seconded by Teron Buford *Motion passed unanimously.***
- **Motion to approve the policy 516.5-Overdose Medication. Made by Hadley Sayotovich and seconded by Michael Meyer *Motion passed unanimously.***
- **Motion to approve November 27th, 2023 Governance committee meeting minutes. As Amended made by Michael Meyer and seconded by Teron Buford. *Motion passed unanimously.***

h. Human Resources Committee - *presented by Hadley Sayotovich - see Seven Hills HR Committee meeting minutes, November 21st, 2023.*

- **Motion to approve of 11/21/2023 HR committee meeting minutes Made by Chris Lamprecht and seconded by Teron Buford *Motion passed unanimously***

- **Motion to approve updated Employee Handbook. Made by Hadley Sayotovich and seconded by Michael Meyer** Motion passed unanimously.
- **Motion to approve revision of policy 306 and no updates to 310. Made by Hadley Sayotovich and seconded by Lisa Barnidge.** Motion passed unanimously.
- **Motion to approve edits to Strategic Planning Goals & Objectives. Made by Hadley Sayotovich and seconded by Teron Buford.** Motion passed unanimously.
- **Motion to approve updated HR Committee Strategic Planning Goals for 2023-2024 to be postponed until February 2024. Made by Chris Lamprecht and seconded by Michael Meyer.** Motion passed unanimously.
 - Assess/analyze staff survey and exit interview information to identify areas of improvement for staff development/retention.
 - Identify strategies to recruit and retain exceptional staff that reflects the racial, ethnic, and gender makeup of the student population.
 - Begin succession planning work on the administrative team, specifically the executive director, principals, and office manager/coordinators.

i. Public Relations Committee - *presented by Lisa Barnidge - see Seven Hills PR Committee meeting minutes December 4th, 2023.*

- **Motion to approve December 4th, 2023 PR committee meeting minutes. Made by Chris Lamprecht and seconded by Teron Buford. Motion passed unanimously.**

7. Upcoming Events

- a. PTA Meeting - December 11th at 5:30 pm @ Richfield Campus

8. Board Events:

- a. SHPA Board Meeting - January 4th, 2024 6:00 pm @ Bloomington Campus

9. Board Adjourned at 8:43 p.m. by Wes Whalberg

Interim Executive Director's/Richfield Campus Principal Report to the School Board
Date: Thursday, October 5, 2023

Mission

Seven Hills Preparatory Academy engages students in a rigorous Classical education, designed to prepare each one for strong citizenship and life-long learning.

Academics

- Bloomington Campus Assistant Principal Ms. Jeffrey will be presenting on the Minnesota Comprehensive Assessments for the 2022-23 school year

Facilities

- VIP Assembly

Finance

- Edina Facility Update
- New Bus Company 4Mativ
- Health Insurance Bids

School Culture

- VIP Assembly

Staffing (Richfield Campus)

ES SPED EA Rooba Sudharson, Lakshmi Raghbir

Enrollment Update

Richfield Elementary

Grade Level	Sept Target	Budget (Oct 1 Min.)	Current Enrollment	Seats	In Process	Wait List (current)
K	52	50	46	Open 4	0	0
1st	52	50	51	Full	1	0
2nd	52	50	49	Full*	0	8
3rd	52	50	52	Full	0	1
4th	50	50	50	Full	0	27
5th	50	50	50	Full	0	30
Totals	308	300	299	Open 4	1	66

RC ES Notes:

- Open spots now reflect post-Oct 1 budget minimums.

Bloomington Elementary

Grade Level	Sept Target	Budget (Oct 1 Min.)	Current Enrollment	Seats	In Process	Wait List (current)
K	104	100	84	Open 16	1	0
1st	104	100	97	Open 3	0	0
2nd	104	100	89	Open 11	0	0
3rd	100	95	99	Full	1	0
4th	92	92	92	Full	0	25
5th	81	81	81	Full	0	29
Totals	585	568	542	Open 30	2	57

BC ES notes:

- New/returning 3rd grader starting on Oct 4 (Gilbert) - #100

- New KGer set to start on Oct 9 (Schmitt) - #85
- BC up to 544 on Oct 9, 2023
- Open spots now reflect post-Oct 1 budget minimums.

Richfield Middle

Grade Level	Sept Target	Budget (Oct 1 Min.)	Current Enrollment	Seats	In Process	Wait List (current)
6th	110	105	110	Full+ 5	0	37
7th	100	95	101	Full+ 6	0	33
8th	85	80	91	Full+ 11	0	16
Totals	295	280	302	Full+ 22	0	86

Submitted by the Interim Executive Director and Richfield Campus Principal, Carolyn Farrell

Bloomington Campus Principal's Report to the School Board

Date: Thursday, Oct 4th, 2023

Mission: Seven Hills Preparatory Academy engages students in a rigorous Classical education, designed to prepare *each one* for strong citizenship and life-long learning.

ACADEMICS

- 5th Grade taking the CTP assessments in Reading and Math
- Staff walkthrough observations have begun with an emphasis on Amplify CKLA (Skills & Knowledge)

STAFFING

- Only open posting is Director for the Choir Club

CULTURE

- Presentation of Prairie Care check for the grant for Restorative Practices - Assembly on Sept 8th
- VIP for Cooperation on Sept 29th
- Celebrating [Hispanic Heritage Month](#) (Sept 15 - Oct 15) in classrooms



BLOOMINGTON CAMPUS: 8600 Bloomington Ave. S., Bloomington, MN 55425 | Office: (612) 885-1234

RICHFIELD CAMPUS: 1401 West 76th Street, Richfield, MN 55423 | Office: (612) 885-1234

www.sevenhillspreparatoryacademy.org



- Fall Morning Kids Club Registration (through Oct 13)
 - Young Rembrandts - After School Art Program
 - Exploring a return of the Chess Club
- National Bus Safety Week - Bus Evacuation

Submitted by Brent Peterson,
Bloomington Campus Principal

Richfield Campus Principal's Report to the School Board

Date: Thursday October 5, 2023

Mission

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Academics and Professional Development:

MS Initiatives		Update
<i>Academic Rigor</i>	<i>DDI</i>	Middle School completed its first week of interim testing for all subjects and grades. We will conduct our first analysis/data review tomorrow with MS staff.
		I will be completing my high school hours for principal licensure at Eagle Ridge. I will be working with them on their interim process and hope to gain some insight and perspective to bring back to SHPA.
<i>Equity</i>	<i>SEL</i>	Following the interim testing week we will have a celebration retreat tomorrow. This is a great way to build relationships and incorporate more SEL into the middle school schedule. This was created by Ms. Potter (counselor), Ms. Padmore (Behavior Specialist), and EAs. It will be run by them and our classroom teachers.
	<i>ADVISORY</i>	Our Advisors received a full day PD session from Origins to review the basics of Advisory and introduce them to more activities to build engagement and empowerment.
<i>Classical Education</i>	<i>OBSERVATIONS</i>	Martine Walker, Kate Docken, and I are about halfway through our first round of observations. I have the newest members of our staff on my list and I have been impressed with what I am seeing thus far.

School Culture

- 7th Grade Field Trip to Base Camp was successful. This is the earliest we have taken a group there in some time and it was beneficial to our community building efforts. 6th grade will attend 11/21 and 8th 10/30.
- Next week will be our “reteach week” based on the analysis of our interim assessments
- We look forward to Parent-Teacher Conferences and professional development during the MEA break.

Submitted by Ryan Grutsch, Middle School Principal