

**Nova Classical Academy
Board of Directors Meeting Minutes
Regular Meeting
August 17, 2009**

Directors Present: Jason Belter, John Bujan, Tom Corrigan, Diane Cossairt, Brandon Foat, Damon Fraser, Kirsten Hornseth, Dianne Krizan, Becky Lund, Wendy Swanson-Choi

Directors Absent: Simon Fung

Advisors Present: Brian Bloomfield, Miranda Morton, Kate Tetmeyer (PTO representative)

Others in Attendance: Nova parents

I. Call to Order

The meeting was called to order at 6:40 PM. Dianne Krizan led the meeting.

II. Approval of Agenda

Mrs. Hornseth moved to approve the agenda. Mr. Fraser seconded approval of the agenda. The motion passed unanimously.

III. Board Chair Comments

Mrs. Krizan thanked board members for attending the ninety minute governance training led by Joe Nathan earlier today. (Ms. Lund's Note: Please see attached agenda from the training.)

There are many things we'll want to reflect upon from this training. Please contact Mrs. Krizan if you have any thoughts or comments that result from your reflection

IV. Public Comment

None.

V. Consent Agenda

A. Special Meeting Minutes for August 10, 2009

B. Acceptance of gift donations (last page of Treasurer's report)

Mr. Fraser moved to approve the consent agenda. Mr. Belter seconded. The regular meeting minutes for July 20th were removed from the consent agenda. The modified consent agenda was approved unanimously.

Mrs. Hornseth moved to approve the regular meeting minutes from July 20th. Mr. Fraser seconded. Mr. Belter, Mr. Bujan, Mr. Corrigan, Mr. Foat, Mr. Fraser, Mrs. Hornseth, Mrs. Krizan, Ms. Lund, and Mrs. Swanson-Choi voted in favor of the motion. Mrs. Cossairt abstained. The motion passed.

VI. Treasurer/ Finance Update

Mr. Fraser handed out a comparison of all the schools authorized by Friends of Education which shows their academic and financial performance in 2007-08. Nova was at the top for academics, but at the bottom for finances. Mr. Fraser pointed out that we have improved since then, but that we need to continue financial diligence. A highlight of our current financial statement is that our food service for 2008-09 is in the black because our food service provider applied for a grant for us. There was discussion of the Treasure's Report.

VII. Reports received by the Board

a. Administration Report (including Marketing presentation)

Mr. Bloomfield gave an update on the staff's return and training as well as the 27% holdback.

Mary Hess gave the Marketing presentation, which was an update from last year's presentation. It focused on market research and what we should be communicating about Nova. Mrs. Hess also passed out a template of talking points that all BoD members, not to mention everyone who is representing Nova, should utilize.

b. Board Committees

- i. Development Report** Mrs. Swanson-Choi pointed out that they set their 2009-10 fundraising goal for \$100,000.
- ii. Governance Report** Mr. Bujan gave an update about the Governance report and the potential resolution under the action items.
- iii. Finance and Budget Report** Mr. Fraser gave a quick review of the Finance and Budget report and said that the committee needs a little more time to do a revised budget in light of the 27% holdback.

Mr. Bujan, "Resolved that we amend the previously approved resolution to the Finance and Budget Committee (*Resolved, that the school administration and the board budget and finance committee are directed to commence discussions to establish an agreement of understanding between the school and the PTO and the school and Friends of Nova on the subject of the providing of services between the two organizations, and present such agreement of understanding to the board for discussion and approval at the August 2009 regular board meeting.*) and extend the charge to December." Mr. Belter seconded. The motion passed unanimously.

c. Board Chair Report

Mrs. Krizan reflected on the positive outcomes of last week's strategic planning session as helping us prioritize over the coming year. She stated any input given needs to be incorporated into the four areas of the plan so that it can be presented at the September board meeting.

d. Performance Review Task Force

Mrs. Swanson-Choi and Mr. Bloomfield presented the work done by the charged group in setting the goals for the Executive Director for 2009-2010. There was discussion.

e. Update on Administrative Growth Plan

Mr. Fraser presented this update for review. It will be proposed for formal resolution at the September meeting. There was discussion.

VIII. Board Updates/Action Items

a. Approve Executive Director Goals for 2009-10

Mr. Fraser, "Resolved, that the Board accept the recommendations for the goals for the Executive Director for the 2009-10 school year with the addition of 'improving relations with the authorizer' under goal number 5." Mr. Bujan seconded. The motion passed unanimously.

b. Charge Governance Committee to Review Election

Ms. Lund, "Resolved, that the Governance Committee is charged with the following responsibilities pursuant to section III.C of Board Policy 202:

1. Provide to the board no later than the September 2009 regular board meeting a recommended date for the 2010 board election;
2. Provide to the board no later than the October 2009 regular board meeting a report summarizing the 2009 board election, including without limitation the participation percentage recommendations for increasing voter education and participation, a summary of the Nova community response(s) to the election, and recommendations for improvements in the Nova board election process.

3. Provide to the board no later than the November 2009 regular board meeting a recommended timetable of significant milestones necessary to comply with the Nova bylaws as amended, and any recommendations adopted by the board regarding the 2010 board election.

Resolved, further, that the Administration shall post on the school web site, and in at least one edition of the Nova News, that the Governance Committee, John Bujan, Chair, is designated as the repository for any public comment, response and/or suggestions regarding the 2009 board election, and that any such public comment, etc. must be received prior to September 18, 2009.” Mr. Foat seconded. There was discussion. The motion was amended so that the public comment must be received **by** Sept. 18, 2009. The motion passed unanimously.

IX. Public Comment

None.

X. Next Meeting Date/Agenda Items

Regular Board meeting, September 21, 6:30 PM, US, but will be up in the gym rather than in the cafeteria.

XI. Adjournment

Ms. Lund moved to adjourn. Mr. Fraser seconded. The motion passed unanimously. The meeting adjourned at 8:55 PM.

Minutes submitted by Becky Lund.

ATTACHMENT

Nova Classical Board of Directors Training August 17, 2009 (5:00 – 6:30 PM)

Goals for this evening

1. Identify 1-2 valuable resources for the board
2. Continue discussion of Nova’s strengths and priorities for the 2009-2010 school year
3. Examine & discuss board and director responsibilities

Agenda

1. Review agenda and MDE expectations
2. Each board member describes strengths and priorities
3. Review and discuss responsibilities of board and director
4. Review and discuss current environment in which MN charters find themselves