

**Nova Classical Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
December 15, 2008**

**Directors Present: Damon Fraser, Dianne Krizan, Simon Fung, Becky Lund, Jason Belter, Diane Cossairt, Ken Silver, Brandon Foat, Tom Blindt, John Bujan**

**Directors Absent: Robert Kreischer**

**Advisors Present: Wendy Swanson-Choi, Brian Bloomfield, Nancy Baumann, Miranda Morton, Dawn Ellerd (PTO representative)**

**Others in Attendance: Nova parents and faculty**

**I. Call to Order**

The meeting was called to order at 6:04 PM. Damon Fraser led the meeting.

**II. Approval of Agenda**

Mr. Blindt arrived at 6:06 PM. The agenda was approved unanimously.

**III. Chair Comment**

Mr. Fraser said that he believes 2008 is ending on a good note with increased teamwork at the school, and that many tasks such as the high school start up, teacher observations, and policy reviews are being accomplished. Mrs. Krizan arrived at 6:09 PM.

**IV. Presentation**

The presentation was skipped for technical reasons.

**V. Public Comment**

Mr. Ellerd presented a letter to the board expressing gratitude for their service and expressing the desire that the current administrators be extended for next year. There was other public comment.

**VI. Consent Agenda**

- i. Regular Meeting Minutes for November 17, 2008
- ii. Special Meeting Minutes on November 15, 2008
- iii. Governance Report
- iv. Development Report
- v. Curriculum Report
- vi. Accountability Report
- vii. Budget and Finance Report
- viii. NPTO Report

Mr. Blindt moved to approve the consent agenda. Ms. Lund seconded. Mr. Belter, Mr. Silver, Mr. Fraser, Mr. Blindt, Ms. Lund, Mr. Foat, Mr. Bujan, and Mrs. Krizan voted for the motion. Mrs. Cossairt opposed. The motion passed.

**VII. Treasurer Finance Update**

Mr. Silver gave an overview of the finances to date. Current expenses are in line with the modified budgeted items in general (34.4% of total expenses of budget for 1/3 of the school year

and 41% of the budgetary year) and overall, ADM is running over the budgeted amount. There was some discussion of ADM fluctuations. Mr. Fraser noted that the current updated budget does not include the added items for due diligence costs. Mrs. Baumann stated that unless the state holdback percentage increased dramatically there should not be a need to tap into the line of credit. Mr. Fung arrived at 6:35PM. She also noted that Q-comp revenue is not included because it has not been approved by the board yet. Mrs. Baumann noted that the special education line items were harder to predict, but generally revenues come out close to expenses, so it is close to revenue neutral.

Mrs. Swanson-Choi noted that the bond issue is still largely on hold due to outside conditions. She noted that as a result she has been looking at the financing alternatives for Lilydale and Smyth which would not require bonding. Namely Lilydale would be funded by the building owner and leased from them, while Charter School Development Corporation would fund the purchase of the Smyth site to then be leased from them. Administration is still looking at a split campus scenario with the St. Francis site to lease for extra space with the goal of building a better fund balance for a future purchase. There was discussion about the proceeds from the silent auction and annual appeal which are not counted in the modified budget figures. Mrs. Baumann gave some clarifications on a couple of the line items particularly the food service budget. There was discussion of further improvements in details on the financial reports including project based budget.

Mrs. Krizan moved to approve the modified 2008-2009 budget. Ms. Lund seconded. Mrs. Cossairt asked about the due diligence portions that were approved previously by the Board. Mrs. Swanson-Choi noted that with the current non-bonding options we have only spent \$1300 and are not looking to make those expenditures right now (they would be covered by the other groups we are working with). Mr. Fraser noted the importance of not “missing” on this budget as we look towards next year. The motion passed unanimously.

Mr. Silver moved to accept the gifts and donations received to date (end of November 2008) of \$14,154. Mr. Blindt seconded. The motion passed unanimously.

### **VIII. Administration Update and Q&A**

Mrs. Swanson-Choi handed out a legislative update put out by MACS. There was a discussion of the importance of the upcoming legislative session and how it could impact our budget for next year. She discussed how based on possible legislative cuts some of the budget figures for previously shown additional enrollment scenarios would change. There was discussion of the issue of enrollment increase scenarios.

Mrs. Ellerd stated that the NPTO communications guidelines had come from previously existing communication policies and had been compiled into one document.

Mr. Bloomfield talked about the parent classical education night and the parent education night for homework. He noted that all of the information presented at those evenings are available on the website for parents who missed them. There will be more community education nights focusing on classical topics such as Plato’s *Myth of the Cave* and the Melian dialogue from Thucydides *History of the Peloponnesian War*. Ms. Morton gave an update on standardizing teacher-parent communication. The administration had surveyed the teachers and how they currently communicate with parents. There is a new parent update form for teachers to use in communication with students, and a plan is in place to open up the Power school parent portal soon.

Mr. Bujan gave an update on the formation of the NPTO as an appropriate separate entity. They have completed 6 of 9 needed steps so far. It should be completed by the January 1<sup>st</sup> goal.

### **IX. Action Items**

Mr. Fraser asked about the idea of whether we wanted to have public comment after each action item motion. He stated that it was a recommendation from the Governance committee to try, but Dr. Speiker had recommended against it. There was discussion about the need for that format of public comment versus the current guidelines for public comment in the compiled communications policy. Mr. Fraser opened the floor to public comment. There was public comment.

Ms. Lund gave an update on the Accountability committee's work on identifying existing policies, and those policies that had never completely made it through the acceptance process. They are currently working on trying to standardize the creation of policies and organize the existing ones into coherent form. The goal for January is to recommend a policy on policies to the board. There was discussion of how they would present this information going forward.

Mr. Fraser, "Be it resolved that the Board of Directors of Nova Classical Academy requests the Commissioner of Education of Minnesota approve a waiver of the requirement in Minn. Stat. 124D.10, subd.4c that "licensed teachers employed at the school including teachers providing instruction under a contract with a cooperative, must be a majority of members of the board of directors before the school completes its third year of operation, unless the Commissioner waives the requirement for a majority of licensed teachers on the Board" for a period of three years, beginning July 1, 2009." Mr. Silver seconded. There was discussion. The motion passed unanimously.

Mr. Belter, "Be it resolved the Board of Directors adopts the 2008/2009 Strategic Plan dated 12/08/08 for the Governance, Finance, Classical, and High school." Mrs. Krizan seconded. Mrs. Cossairt felt that we did not have an in depth enough strategic planning process. There was discussion of the process. Mr. Belter, Mr. Silver, Mr. Fraser, Mr. Blindt, Ms. Lund, Mr. Foat, Mr. Bujan, Mr. Fung, and Mrs. Krizan voted for the motion. Mrs. Cossairt opposed. The motion passed.

Mrs. Krizan, "Be it resolved the Board of Directors approves the Q-Comp application approved by the State of Minnesota Department of Education and instructs the Executive Director to implement for the 2008-09 school year." Mr. Silver seconded. Mr. Bloomfield gave an overview of the final round of changes required by MDE. Mrs. Cossairt noted that Peer leaders would be evaluating other teachers and this was a concern of hers. Mr. Bloomfield responded by saying that teachers evaluating other teachers was important for their professional development and their input would not determine hiring and firing. Mr. Belter, Mr. Silver, Mr. Fraser, Mr. Blindt, Ms. Lund, Mr. Foat, Mr. Bujan, Mr. Fung, and Mrs. Krizan voted for the motion. Mrs. Cossairt abstained. The motion passed.

Mr. Fraser "Be it resolved that the Board of Directors change the Historical Dating Policy to a recommended practice to be enforced by the administration." Mr. Foat seconded. Mr. Belter, Mr. Silver, Mr. Fraser, Mr. Blindt, Ms. Lund, Mr. Foat, Mr. Bujan, Mr. Fung, and Mrs. Krizan voted for the motion. Mrs. Cossairt abstained. The motion passed.

Mrs. Cossairt discussed her concerns about the search process. No motion was made. Mr. Fraser stated that the Executive Director performance review process would be a step in the search process.

Mr. Fraser, "Be it resolved that the Board directs the Diane Krizan (the Chair Elect), Tom Blindt (parent board member) and a Brandon Foat (teacher board member), to complete a performance review of the Executive Director and to present for approval in closed session at the January board, unless the Executive Director requests it to be open." Ms. Lund seconded. There was discussion. Ms. Cossairt wanted a discussion about the role of teachers in the review process. Ms. Ellerd said the rest of the administration deserves a review soon as well. Mr. Belter, Mr.

Silver, Mr. Fraser, Mr. Blindt, Ms. Lund, Mr. Foat, Mr. Bujan, Mr. Fung, and Mrs. Krizan voted for the motion. Mrs. Cossairt abstained. The motion passed.

There was discussion about setting of a target percentage of 12% of Gen. Ed. Salaries for next years administrative structure as part of developing a budget.

Mrs. Krizan moved to add Bill Kansas (grandparent) and Dorothy Richmond (parent) to Development Committee. Mr. Blindt seconded. The motion passed unanimously.

There was a first reading of the Reserve Balances and Fiscal management policy. Mr. Fraser noted that the change from the previously approved policy was to make it take a two-thirds majority instead of unanimous consent to deviate from the policy.

There was discussion of looking to add both a teacher and Mr. Schelzel to the Search team to replace departed members at the January meeting.

**X. Public Comment**

There was public comment.

**XI. Adjournment**

Mr. Blindt moved to adjourn. Mr. Foat seconded. The motion passed unanimously. The meeting adjourned at 9:19 PM.

Minutes submitted by Jason Belter.