

**Nova Classical Academy
Board of Directors Meeting Minutes
Regular Meeting
October 20, 2008**

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

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

Others in Attendance: Nova parents and faculty

I. Call to Order

The meeting was called to order at 6:05 PM. Damon Fraser led the meeting.

II. Public Comment:

There was no public comment.

III. Consent Agenda

- i. Regular Meeting Minutes for September 8, 2008
- ii. Minutes for Special Meeting on September 24, 2008
- iii. Confirmation of Kate Tetmeyer as Chair of the NPTO

There was discussion of the consent agenda Diane C. requested that we move approval of the boards strategic plan outside the consent agenda. Tom B. moved to approve the Consent agenda as revised. Becky L. seconded. Damon F, Simon F, Becky L, Jason B, Ken S, Bob K, Brandon F, and Tom B voted for the motion. Diane C abstained. (Dianne K was not yet present).

IV. Approval of Agenda

Tom B. moved to approve the agenda. Becky L. seconded. The motion passed unanimously (Dianne K was not yet present).

V. Executive Director report

Wendy gave an update on the well attended first High school Open Forum night including some of the questions parents had. She also gave an overview of an updated budget for this year. Kindergarten, the lunch program, and busing were highlighted as areas which were an overall drag on the budget. Enrollment remained high and the budget was still conservative on projecting enrollment to account for attrition of students throughout the year. There was discussion and questions about changes to various line items in the updated budget.

Wendy discussed her search for an attorney who specialized in real estate transactions to provide expertise as Nova looks to meet its facility needs. Craig Kepler came both highly recommended with the most experience with helping charter schools negotiate purchases and also the most reasonable rate. Dianne K arrived at 6:44 PM. Ken S. moved to approve the recommendation of Craig Kepler for counsel. Becky L. seconded. Damon F, Simon F, Becky L, Jason B, Diane C, Ken S, Bob K, Brandon F, Tom B voted for the recommendation. Dianne K abstained.

Wendy also discussed a board training opportunity through Nonprofits Assistance Fund. For a modest cost (\$200) they would come in and with the board examine our finances. There was discussion of having the next board meeting be focused on finance, Wendy said she would contact the group and see if the timing would work.

VI. Director of Administrative and Student Affairs Report

Jan Beebe gave an overview of last year's volunteer statistics. Fewer than 10% of families had not done any volunteer hours for the school. Enrollment was 406 students. She also discussed the enrollment deadline for next year being February 26th at 4PM.

Miranda discussed the Assurance of Compliance forms. They are state required non-discrimination policies, and need to be renewed. She also thanked the community for their response to the break-in and discussed a couple of adjustments to the emergency response procedure to streamline the notification of parents.

VII. Director of Curriculum and Instruction Report

Brian gave an overview of his efforts to build relationships with some local universities towards a goal of finding teachers who continue to be a good fit for the school. He also highlighted the plan to update the school's website, which will first involve moving to a new platform and improving the usability of the content. The second step will be a longer range plan to take advantage of new functionality.

Brian discussed that Q-comp had undergone another round of revision and feedback from MDE, and there was a meeting scheduled for Tuesday to discuss what he believed would be a final list of revisions from MDE. There was discussion about approving the implementation of Q-comp pending the final review from MDE. There was concern over approving implementation without having seen the final changes that MDE was going to require. No motion was made. Discussion of the faculty salary scale was tabled pending more data.

VIII. Committee Reports

Simon F gave an update on the work the Head of School search team has been doing. The team requested a budget of \$5000 for advertising expenses and to hire Cindy Ripple to assist in a national search. Diane C moved to approve \$5000 to hire Cindy Ripple as a consultant and for advertising for the Head of School position. Ken S seconded. There was discussion. Concern was expressed about adding expenses to a budget that was currently only narrowly balanced. Becky L mentioned that the board had not given a lot of direction to the search team regarding the HOS job description. Concern was expressed that to maximize the success of the search we needed to begin advertising soon to hit the next hiring window for positions of this sort and that not approving the expenditure should be a deliberate decision understanding how it would affect hiring a full time HOS for next year. Ken S, Simon F, Damon F, and Diane C voted for the motion. Brandon F, Dianne K, Tom B, Jason B, and Becky L opposed the motion. Bob K abstained. The motion was defeated.

Becky L gave an update on the accountability committee's work on renewing our sponsorship agreement. They are currently trying to collect as many final versions of policies that exist to present to the board for review. Diane C commented that it is very difficult for her as a board member to not have any copies of Nova's policies, and she requested that policies be disseminated to Board members as soon as possible, as they are found.

Dianne K gave an update on upcoming development efforts namely the Annual Appeal, community auction, and the investigation of grant opportunities. The official goal will stay at \$60,000 as previously communicated, but results will be tracked against our new stretch goal of \$100,000. To assist fundraising efforts, communication from the Board on the budget challenges is critical.

Ken S started the finance committee's report on the budget. The audit should be finished by the next board meeting, which will set last year's numbers. This year's present budget still projects enrollment conservatively to hedge against any decline throughout the year, but shows a positive balance of \$638. There was discussion of Kindergarten and the lunch program which are losing money. There was also a question of why the benefits were raised by about \$200,000 from the previous version. Some of this was from redistributing expenses into that category. No revised budget was approved due to the number of questions raised.

There was discussion of the Strategic plan. Concerns were raised about approving the plan pending a better articulation of our current budget. Diane C expressed concern that for the first time an administrator wrote the Classical Education Strategic Plan without any parent involvement and without the Curriculum Committee voting on whether or not to approve it for recommendation to the board.

IX. Action Items

i. Resolution re: School Calendar Changes

Miranda noted that to meet state requirements we needed to approve the change that was made to the school calendar when school was canceled after the break in. Tom B. moved to approve the modified school calendar. Becky L seconded. The motion passed unanimously.

ii. Resolution re: TCF Account Dissolution

Tom B moved to close the currently unused TCF bank account and place the remaining money in the general fund. Becky L. seconded. The motion passed unanimously.

iii. Resolution re: Enrollment for 9th grade

There was discussion about setting an enrollment limit for 9th grade next year based on space limitations. No motion was made.

iv. Resolution re: Admissions to School of Logic

Brandon F moved to Nova Classical Academy continue to enroll for the remainder of the first trimester students in the 6th and 7th grade to a limit 26 students per section. Becky L. seconded. Bob K, Damon F, Simon F, Brandon F, Dianne K, Tom B, Ken S, and Becky L voted for the motion. Diane C opposed the motion. Jason B abstained. The motion passed.

v. Resolution re: Board Expansion

Jane Marie Phillips and John Bujan both spoke on why they were interested in serving on the board of Nova Classical Academy. There was public comment. Concern was expressed about the need to satisfy the by law requirement of parent seats. There was discussion by the board of the two candidates recommended by the Governance committee. The following board members voted for Jane Marie Phillips: Tom B, Bob K, Diane C, Ken S. The following board members voted for John Bujan: Damon F, Dianne K, Brandon F, Becky Lund, Jason B, Simon F. John Bujan was added to the board of directors.

SECRETARY’S NOTE added after the meeting: Article III of the bylaws states “... at least 6 Directors shall be parents/legal guardians of students enrolled in the Academy or Founders”. Ken S, Dianne K, Diane C, Damon F, Tom B, and Simon F are the 6 members who satisfy this section.

Assurance of Compliance. Becky L moved to approve the assurance of compliance policies. Jason B seconded. The motion passed unanimously.

X. Public Comment

There was public comment. Byron Williams submitted a letter to the board to be included in the minutes.

XI. Adjournment

Ken S. moved to adjourn. Becky L. seconded. The motion passed unanimously. The meeting adjourned at 9:54 PM.

Minutes submitted by Jason Belter.