

**Nova Classical Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
March 20, 2006**

**Directors Present:** Lisa Knudson, Maria Marchand, Chad Long, Tom Blindt, Jim Day, Ted Olsen, Joe Michalak, Megan Daoust, Rick Stempkovski

**Directors Absent:** Simon Fung

**Advisors Present:** John Greving, Louise Wilson, Jane Marie Philips

**Recording Secretary:** Maria Marchand

I. Call to Order

The meeting was called to order at 6:35 p.m.

II. Announcements

We have secured a sponsor – contract is being drafted and will be done by May 1<sup>st</sup>.

Please fill out the Board Committee members list and return to Chad Long.

III. Approval of Agenda

Under Head of School Report – move Health Curriculum and High School Curriculum to this heading.

\* Joe Michalak moved that we approve the amended Agenda

Jim Day seconded the motion.

The motion passed unanimously.

IV. Approval of Minutes

Review all consultant contracts at bottom of last page is something we would like to do. Recommendations should come to board re: change in contracts.

\*Joe Michalak moved that we approve the regular board minutes dated February 27, 2006.

Tom Blindt seconded the motion.

The motion passed unanimously.

Megan Daoust abstained.

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V. Treasurer's Report

- A. Financial Presentation: Due to additional revenue, net loss has decreased. We may also receive additional kindergarten revenue in March/April. Rick Stempkovski has called for update on transportation costs from St. Paul Public School. We will receive

a check but are unsure of the amount (\$15,000- \$30,000). Security system will come out of building budget. Overspending is a one-time deal due to transportation issue.

- B. Line of credit: our better financial situation and cash flow situation will help secure line of credit.
- C. Required actions from audit: two attached
  - Item #1: accountant should have authority from board to make electronic transfers.
  - Item #2: specific types of electronic fund transfers.
  - Jim Day pointed out that we may want to limit authority – segregation of duties. Is oversight part of finance committee or change motion? This creates more segregation of duties than existed prior. #2 should say “electronic fund transfers on behalf of Nova”- move “to Belz...” to after “authority” for #1 and #2.
- Rick Stempkowski moved that we approve the Electronic Fund Transfer in relation to Belz, Kes, Darling and Associates.
- Joe Michalak seconded the motion.
- Motion passed unanimously.
- Tom Blindt moved that we approve depository of public funds for 2005-2006 school year to Park Midway Bank and TCF.
- Jim Day seconded the motion.
- Motion passed unanimously.

## VI. Head of School Report

- A. Enrollment numbers – see attached table. Will we discuss increasing K, 1, 2 class sizes at board retreat? John will contact 8<sup>th</sup> graders next week re: intent to return for 9<sup>th</sup> grade.
- B. Parent information evenings in March – turnout not as good as John would like. Parent conferences last week – K-4 had excellent turnout (90-95%); 5-8 had 40-50 parents (50%).
- C. Curriculum Mapping: as curriculum has been mapped out, we’ve found there are a lot of questions which need to be addressed. There are about 13 additional meetings which must take place. John asked board to consider allowing one day of faculty in-service to meet on some of these. Character education also needs to be addressed. Louise Wilson suggested that a full day for staff with give depth and coherence of thinking. Board is supportive of scheduling 1-2 teacher in-service day – John Greiving will schedule this and give families advance notice.
- D. Nova Classical Academy has their first athletic team – volleyball. Two parents have volunteered to coach.
- E. Parent grade level meeting – 4<sup>th</sup> grade was last week. 5<sup>th</sup> grade is tomorrow.

- F. School calendar – we will discuss at retreat. Lengthen school day? Lengthen school year?
- G. Compensation committee did meet – looking at budget scenarios.
- H. 9-12 High School Curriculum comes as an approved recommendation from the curriculum committee. Discussion of AP versus Nova-designed advanced classes. AP for classes that are well-defined, classes with variability such as English, Literature directed Nova-advance curriculum. AP provides minimum level standards only, we can add extensions.  
 \*Rick Stempkovski moved that we adopt the Nova Classical Academy High school draft of substantive curriculum.  
 \*Tom Blindt seconded the motion.  
 Louise Wilson suggested an in-depth project for J-term, not just “fun” courses.  
 Public comment: None  
 \*Motion passed unanimously.
- I. Grade 8 Health Curriculum – what 8<sup>th</sup> grade is studying this year. Not based on any state standards. ONLY FOR THIS YEAR. Committee is still discussing how these topics will be implemented in future years.

## VII. Sponsor Update

- A. Bethel - nothing to report.
- B. Friends of Ascension – board/staff met with a subcommittee of Friends of Ascension earlier in March. Contracting is being re-drafted by Beth Topulok. She will attend a future board meeting to talk to board and parents.

## VIII. Reports

- A. Standing Committees
  - 1. Development – Walton Family Foundation may allow us to have the \$20,000 without adopting CREDO system. Five people have expressed interest in serving on committee – Rick will have list for April 17<sup>th</sup> board meeting. Four people are doing work in development currently.
  - 2. Governance – call for nominations has gone out, needs for certain skills on board has been outlined. Support will be needed when we count ballots. Voting guide will be for all six seats (including 1 year term).
  - 3. Accountability – written report will be available to board and site committee on April 17<sup>th</sup>. Site visit team will come to school one day the first week in May.
  - 4. Finance and Budget – will look at business manager when we review contracts.
  - 5. Curriculum –Curriculum Development Policy and Material Selection Policy are in process. Next curriculum meeting will be re-scheduled due to spring break.

6. School Operations – Nothing to report.

B. Ad Hoc; Advisory

1. Facility – John and Tom are working with two facility management firms (McGough and DLR). Committee will make a recommendation in April. New security system will be in place by spring break.
2. Communications – see attached policy with discussion/changes. This policy is focusing on internal communication. We would need a separate policy for external communication. Clarify bullet points 1 and 2 under “Board of Directors.” Separate policy objectives versus itemized communications objectives.
3. Policy Development – policies in packet need to be adopted prior to Accountability Report being completed.  
Policies to be approved:  
Policy #214: Need to fill in schedule for reimbursement.  
Policy #406: VIII – ok as is  
Policy #410: need to re-approve (approved was less comprehensive)  
Policy #419: ok as is (in student handbook)  
Policy #501: We need to re-adopt.  
Policy #514: Review language prior to adoption.  
How do we re-visit policies if we would like to change them? Do we want to review policies every so often? Do we need a personnel committee? Board needs to be pro-active about addressing personnel issues. Policy Development Committee needs to look at Family and Medical Leave Policy. Have Finance Committee look at benefits package.

IX. New Business

- A. Should we schedule a special meeting to approve policies in April?
- B. March 29, 2006 at 5:00 – 9:00 p.m. board retreat. Two other possible dates are Friday, March 31<sup>st</sup> 1-5 OR Saturday, April 1st 8:30 – 12:30. Possibly add public portion of meeting with policies after retreat.

X. Public Comment

Ms. Lund has no public comment.

- XI. Adjournment-the meeting was adjourned at  
Tom Blindt moved that we adjourn at 9:05.  
Joe Michalak seconded the motion.  
The motion passed unanimously.