

**Nova Classical Academy
Board of Directors Meeting Minutes
February 8, 2005**

Directors Present: Lisa Knudson, Simon Fung, Margaret Ryther, Jim Day, Maria Marchand, Tom Blindt

Directors Absent: Jennifer Strautman, Evon Spangler, Ted Olsen

Advisory Members Present: Bob Kreischer, Interim Director, Louise Wilson, Sponsor Liason, Jane Marie Phillips, PTO President

Others in Attendance: Sandi Horn, Bethel University, Bob Hobyan, School Accountant, Stephen Bosacker, Greg Perleberg, numerous parents and teachers.

Recording Secretary: Jeanie Anderson

Call to Order

The meeting was called to order at 6:40 p.m.

Announcements/Introductions

New Board Member, Jim Day, was introduced. Margaret Ryther and Simon Fung will not be at the next board meeting.

Approval of Agenda

Tom Blindt added the action item of approving an attorney representative for the lease.

Questions and Answers from December and January Board Meetings

Lisa Knudson spent some time answering questions that had been presented at earlier board meetings (a list of the questions is attached).

Public Comment

Question that were brought up:

Chad Long: Margaret Ryther mentioned guarding the mission and vision. From whom is it being guarded against?

Lizabeth Renken: The composition of the current board is in violation of the mediation agreement. There should be three community members and another teacher. What is being done to fix this?

Bob Holton: The departure of Dr. Nunneley and Dr. Kalnin raises questions. What changes will be made from what has gone on before? What is going to be done, and who is going to be making those changes.

Steve Silverman: It appears that teachers seem to feel that they are caught between a rock and a hard place. They should be able to express their concerns without fearing for their professional job. We haven't yet heard about Andrew Kern. That raises a broader issue of religion as a quasi-basis as a model for the school. Regarding communication; you are responding with devices. You need to be sure you are actually hearing what parents are saying.

Sponsor's Report

Sandi Horn and Louise Wilson
(See attached report.)

Louise reiterated the role of a charter school sponsor. The sponsor's responsibilities involve: 1) assisting in the preparation and approval of the contract; 2) oversight throughout the duration of the contract; and 3) evaluation of the school and renewal of the contract. The sponsor is primarily responsible for oversight in four areas. 1) Is the school adhering to and meeting its mission? 2) Is the school fiscally viable? 3) Are students achieving? 4) Is the school abiding by

State and Federal law? The board functions as a policy making body, elected by its stakeholders and does not report to the sponsor. The sponsor doesn't get directly involved in board or operational activities unless one of the four areas is violated.

Approval of Minutes

-Add that Sandi Horn attended the January board meeting.

-Correction: Simon Fung was at the December board meeting.

*Tom Blindt moved to adopt the minutes from the December 14, 2004 closed meeting.

Jim Day seconded the motion.

The motion passed unanimously.

*Tom Blindt moved to adopt the meeting minutes for January 11, 2005 board meeting with the addition that Sandi Horn of Bethel University was in attendance.

Maria Marchand seconded the motion.

The motion passed unanimously.

*Tom Blindt moved to adopt the January 11, 2005 closed meeting minutes.

Simon Fung seconded the motion.

The motion passed unanimously.

Treasurer's Report

Bob Hobyan

(See attached report.)

Director's Report

Bob Kreischer

-The third part of the federal grant, \$60,000, is in and ready to start using.

-All board members received a copy of Bob's conditions for continued employment.

-Bob acknowledged that busing and start time need to be addressed immediately and he agreed to survey Nova families to see what they desire for a start time.

PTO Report

Jane Marie Phillips

(See attached report.)

Jane Marie addressed the roles and responsibilities of the PTO. The PTO is under the umbrella of the school. Because we are a public charter school, we cannot be political. The PTO is concentrating on building community. They will do fundraising to support the curriculum and the staff.

Curriculum Committee

Margaret Ryther

(See attached report.)

Margaret stressed that when the committee talks of "safeguarding the mission" what they mean is that they do not want to drift from the mission statement.

*Margaret Ryther moved to approve Crista Murphy as the math and science subcommittee head, and Becky Lund as language arts subcommittee head in place of Cassandra Gray and Pat Bodestab who asked to be relieved of their duties.

Tom Blindt seconded the motion.

The motion passed unanimously.

*Margaret Ryther moved to rescind the approved proposal to hire Andrew Kern for board training.

Tom Blindt seconded the motion.

The motion passed unanimously.

Nominating Committee

Mary Hess

(See attached report.)

-The Nominating Committee welcomes Jim Day, new board member.

-The committee agreed to split the May meeting and the annual meeting.

-The committee has determined that the election process will be open.

*Jim Day moved to approve the proposal by Chris Porter to assist with the upcoming board election.

Tom Blindt seconded the motion.

Discussion: Bob Kreischer requested the committee be called the Governance Committee rather than the Nominating Committee.

The motion passed unanimously.

Finance Committee

(No report as written report was inadvertently omitted from board packets.)

School Operations

No report.

Communications/Marketing

Cindy Bielke of CAB Communications

-Cindy intends to survey parents in the next few weeks to assess communication needs.

-She'd like the school to consider having an official parent portal.

-At the next meeting she will have a report and recommendation prepared.

Facilities Committee

Tom Blindt

The committee has discussed extending our lease with the Highland Catholic Community. We need to give them a number of proposals. We asked for a one year lease to work out how to achieve our goals in a long term lease. HCC had asked for a 5 year lease, but committee was unable to agree to that right now. HCC will give us an offer by the end of this week, and committee is hoping for a short term lease. The committee has looked at a property at the corner of Snelling and Como Avenues, St. Paul. When the listing comes on the market, the Facilities Committee will be contacted by agent.

Policy Committee

Greg Perleberg

The Policy Committee met on Saturday, February 6 at 7:30 a.m. The committee meets the first Saturday of each month from 7:30 – 9:00 a.m.

Chemical Use and Abuse Policy – The committee reviewed this policy and recommend that it be adopted by the board.

Weapons Policy – They are reviewing the model policy. They recommend that the school director arrange to post a “No Weapons Allowed” sign at the school door.

Unpaid Leave Policy – Committee had recommended leaving discretion in the hands of the school director. They realize that they need to research the financial impact this policy will have on the school, and also the impact on students.

Human Resources Policy – Committee is reviewing this policy.

Communications Policy – Recommendations will be distributed at the next meeting.

Strategic Planning

Proposal was made by Stephen Bosacker (proposal attached). A written proposal from Project Leadership Services was also submitted (attached).

Louise Wilson requested that the Facilities Committee and Bob Kreischer meet to discuss what the school needs before a decision is made.

Bob Kreischer recommended that the staff is consulted to help determine what the middle school program will look like. The director and staff need to design this program.

Stephen Bosacker requested continued dialog and that a decision be made quickly.

Board Chair stated that both proposals will be considered, and she thanked Mr. Bosacker.

Business Manager

Bob Kreischer recommended that a Business Manager be hired, especially one who knows charter school finance. He recommends we look at 3 or 4 different firms.

He also recommended that we hire a technology person. Bob Kreischer will write a job description, and the Budget and Finance Committee will assist in the search.

Permanent Director Search

A proposal was submitted (attached) for Chris Porter to conduct a permanent director search.

*Tom Blindt moved to approve Chris Porter's proposal for a permanent director search.

Simon Fung seconded the motion.

Discussion: Louise Wilson recommended that the board not act in a panic mode; that we slow down the process and perhaps keep the interim director for a while.

Margaret Ryther recommended that we start process, but that the end result may not be to have director in place by April 2005.

*Tom Blindt amended the motion to say that the Board will appoint a two person committee to negotiate a proposal with Chris Porter with a cap of \$9,000.

Simon Fung seconded the amended motion.

The motion passed unanimously.

New Business

*Margaret Ryther moved that Evan Rice be used to negotiate the contract for Nova's facility with the provision that he step down from the Facilities Committee while the lease is negotiated.

Tom Blindt seconded the motion.

The motion passed unanimously.

Adjournment

*Margaret Ryther moved to adjourn the meeting at 10:05 p.m.

Maria Marchand seconded the motion.

The motion passed unanimously.

Respectfully submitted by Jeanie Anderson, recording secretary.