

**Nova Classical Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
January 11, 2010**

**Directors Present: Jason Belter, John Bujan, Tom Corrigan, Diane Cossairt, Brandon Foat, Damon Fraser, Simon Fung, Kirsten Hornseth, Dianne Krizan, Becky Lund**

**Directors Absent: Wendy Swanson-Choi**

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

**Others in Attendance: Nova parents**

**I. Call to Order**

The meeting was called to order at 6:32 PM. Dianne Krizan led the meeting.

**II. Approval of Agenda**

Mr. Fraser moved to approve the agenda with the addition of an action item to move on the make-up of open election positions. Mr. Belter seconded. The motion passed unanimously.

**III. Board Chair Comments**

Mrs. Krizan summarized the comments submitted to the board via email today and explained that we'll take a closer look at the emails when we get to the bylaws review.

**IV. Public Comment**

There was no public comment.

**V. Consent Agenda**

- A. Meeting minutes for November 16, 2009
- B. Accept revised 2009/10 school calendar
- C. Accept gift donations

Ms. Lund moved to approve the consent agenda. Mr. Corrigan seconded. The motion passed unanimously.

**VI. Treasurer/ Finance Update**

Mr. Fraser highlighted a few points from the Treasurer's Report. Next year's budget and what is happening at the state level with funding will be the focus at the next Finance and Budget meeting on February 3<sup>rd</sup>. Mr. Bloomfield added that we are paying close attention to the lunch program.

**VII. Reports received by the Board**

**a. Administration Report**

Mr. Bloomfield reported on the Upper School discipline Merit/Demerit program and its purpose, including how the uniform code relates to it. Mrs. Krizan pointed out that we have adopted the state recommended Discipline Policy (#9506) that ensures compliance with state law. The Merit/Demerit program is more specific but is not in conflict with this policy. The goal of the program is to minimize the distractions from discipline within the classroom. The program is a work in progress, but it is becoming more uniform. There was further discussion about board oversight of discipline and the severity of infractions that constitute a demerit versus administrative action.

Mrs. Krizan responded to a letter submitted to the board, accusing Mr. Bloomfield of not following Nova board policies 103 and 605. The board found this accusation to be without merit.

**b. Board Committees**

**i. Development Report**

**ii. Governance Report**

**1. Nova Bylaw Review**

Mr. Bujan walked the board through changes made to the Bylaws. The board discussed director status (parent/ teacher/ community member) and how to handle mid-term status changes. It was decided to not make further changes in this area to the proposed bylaw changes.

The board preferred to continue to list standing board committees in the bylaws as opposed to a general statement that there are standing committees.

Ms. Lund, “Resolved that in the draft of the revised bylaws the oversight of policies be passed to the Governance Committee and the Accountability Committee no longer be a standing board committee. The other duties of the original charge to the Accountability Committee will be passed to the Administration.” Mrs. Hornseth seconded. There was discussion. Mr. Belter, Mr. Bujan, Mr. Corrigan, Mr. Foat, Mr. Fraser, Mr. Fung, Mrs. Hornseth, Mrs. Krizan, and Ms. Lund were in favor. Mrs. Cossairt abstained. The motion passed.

Ms. Lund, “Resolved that in the draft of the revised bylaws the School Operations Committee no longer be a standing board committee and that the duties of the original charge to the School Operations Committee be passed to the Administration.” Mr. Fraser seconded. There was discussion. The motion passed unanimously.

Mr. Fung proposed reinstating a Personnel Committee, possibly as an ad hoc committee. There was discussion. Instead of creating a Personnel Committee at this time, an addition will be made to the charge of the Budget and Finance committee to make long term recommendations regarding salaries and benefits.

Mrs. Krizan, “Resolved that in the draft of the revised bylaws we return the chair and chair-elect shall be the parent or legal guardian

of a student currently enrolled at Nova.” Mr. Corrigan seconded. There was discussion. The motion passed unanimously.

**iii. Finance and Budget Report**

**1. Second Reading of Expenditure Policy (#701)**

**2. Class Size Analysis**

Mr. Fraser and Mr. Corrigan presented potential class size funding projections, but mentioned that we should be preparing for a 2% funding reduction next year which is not modeled in the projections. It does not, at this time, seem likely that we will reduce section size as it now stands given state aid. We will also continue three sections at each grade level to be able to build our high school.

Mr. Fraser also reported on some recommendations from Dr. Spieker about our fund balance that the Finance and Budget Committee will be considering.

**iv. Accountability Report**

**1. 2<sup>nd</sup> reading of Class Size Policy (#305)**

An addition will be made to mention that the BoD may vote to continue over-enrolling a class beyond the first week of school, but that the Administration may over-enroll throughout the first week.

**2. Final reading of the Application and Enrollment Policy (#301)**

Mr. Belter, “Resolved, that the Board approve the revised Application and Enrollment Policy, changing the reference of the Class Size Policy to be the policy number only, and to be effective immediately.” Mr. Foat seconded. The motion passed unanimously.

**c. NPTO Report**

**d. Board Chair Report**

Mrs. Krizan reminded members of the board to get certificates of completion of training to Mr. Bloomfield.

**e. Strategic Plan Update**

This was postponed to a later date.

**VIII. Board Updates/Action Items**

**a. Over-enroll 7<sup>th</sup> Grade**

Mr. Corrigan, “Resolved, that the Administration immediately offer to fill the open slot in grade 7 and bring the section size back up to 27 in that grade, and continue to offer until the slot is filled or until the sibling preference list is exhausted, whichever comes first.” Mr. Foat seconded. There was discussion. The motion passed unanimously.

**b. Upper School Q-Comp Application**

Ms. Lund, “Resolved, that the Administration submit a new application for Q-Comp for Nova’s Upper School for the 2010-11 school year.” Mr. Belter seconded. The motion passed unanimously.

**c. Memorandum of Agreement for Nova to join The Race to the Top Grant**

Mr. Bujan, “Resolved, that the Administration submit the Memorandum of Agreement for Nova to join the Race to the Top grant.” Mr. Foat seconded. The motion passed unanimously.

**d. Bylaws Review and Circulation**

Mr. Fraser, “Resolved, that the Governance Committee finalize the revisions to the Bylaws and circulate them to the three approving bodies for review.” Mr. Belter seconded. Mr. Fung was not present for this vote. The rest of the members voted in favor. The motion passed unanimously.

**e. Board Election**

Mr. Bujan, “Resolved that the 4 seats up for election of the Nova Classical Academy Board of Directors on May 10, 2010 be designated as 2 parent seats, 1 community member seat, and 1 teacher seat, resulting in a board membership of 6 parents, 3 teachers, and 2 community members.” Mrs. Hornseth seconded. There was discussion. The board recognized that this motion did not go through the Governance Committee first due to time constraints. The motion passed unanimously.

**IX. Public Comment**

There was public comment.

**X. Next Meeting Date/Agenda Items**

Regular Board meeting, February 22<sup>nd</sup>, 6:30 PM, is at the LOWER SCHOOL in Quinn Hall. The agenda will include more bylaws, a performance review of the Executive Director (closed session), policy review, and a potential budget for the 2010/11 school year.

**XI. Adjournment**

Mr. Belter moved to adjourn. Mr. Fraser seconded. The motion passed unanimously. The meeting adjourned at 9:28 PM.

Minutes submitted by Becky Lund.