

Nova Classical Academy  
Board of Directors Meeting Minutes  
Regular meeting  
August 17, 2004 at 6:30 p.m.

Directors present: Lisa Knudson, Simon Fung, Margaret Ryther, Maria Marchand, Tom Blindt, Jennifer Strautman

Directors absent: Erica Perl

Advisory Members present: Dick Nunneley, School Director, Jane Marie Phillips, PTO President

Others in attendance: Bob Hobyan, school accountant; Mary Hess and parents

Chair: Lisa Knudson

Recording secretary: Jeanie Anderson

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

New Board members were welcomed.

The agenda was amended to include two new action items by Dr. Nunneley; a playground equipment proposal and a construction bid for a new ramp for portable classrooms.

### **Announcements**

Lisa Knudson made an announcement that Board Member and Cofounder, Teresa Schulte, submitted a letter of resignation (attached) effective July 1, 2004. Ms. Knudson regretfully accepted the resignation on behalf of the Board.

Lisa Knudson announced that Margaret Ryther will finish out her own term rather than resign at the end of summer 2004 as previously stated.

### **Public Comment**

Bryan Koch was curious about nominations for new board members. It was explained that the Board Development Committee was working on this.

### **Agenda Additions/Changes**

Lisa Knudson announced that the board had met to evaluate Dr. Nunneley and adopt his employment agreement but would wait to meet with Dr. Nunneley (August 23, 2004) before making his employment agreement public.

\*Tom Blindt moved to approve the minutes of the June 24, 2004 board meeting.

Maria Marchand seconded the motion.

The motion passed unanimously.

### **Committee Reports**

#### **PTO Report**

See attached report.

The PTO is trying to decide upon structure and what type of organization they'd like to be. They want to know the needs and wants of the school. Also they are trying to determine what the advantages/disadvantages would be of having a separate 501(c)(3) designation. The board encouraged the PTO to research the benefits of such a

designation. The PTO would like to identify their relationship with the Board and school. Currently they see their function as community building, fundraising and volunteer coordination. Margaret Ryther suggested that more information regarding relationship would come to the PTO throughout the strategic planning process.

### **Treasurer's Report**

Bob Hobyan, school accountant, went over balance sheets from 06/30/04 and 07/31/04 (attached). Nova is currently \$35, 478.29 under budget (revised) at this point.

### **Director's Report**

See attached report.

### **Staff Development**

No report was available on Staff Development. Dr. Nunneley will work with Dr. Kalnin to prepare a report for the next board meeting. Board Chair asked for information as to how the classical model is being implemented at Nova as well as how we're dealing with students with special needs and high ability students, staff development, test scores, what training current teachers received, and what new teachers will receive throughout the year.

Board Chair asked if formal assessments were performed on current teachers. Dr. Nunneley said evaluations were done through observations, not formal assessments. Margaret Ryther stated that Nova needs a formal evaluation tool. Dr. Nunneley agreed and would like to involve teachers in the creation of that tool. Dr. Nunneley also asserted that Dr. Kalnin is tremendously knowledgeable about teacher evaluations.

### **Budget**

Regarding an update on the Federal Grant, Dr. Nunneley stated that the second year grant continues through November (the date the Dept. of Ed. approved the first year grant write up report).

The Physical Education grant the school sought in March 2004 was not received.

### **New Families**

18 new students have been assessed. Assessments should be completed by August 31. An orientation meeting for new families will be held on August 28. Board Chair encouraged one on one meetings with new families to be held next June to purvey mission of school and to assess the commitment level of new families, in hopes that our enrollment numbers are more firm this time next year. The possibility of forming an Admissions Committee as an extension of the Recruitment/Enrollment Committee was raised.

### **Parent Survey**

Mary Hess reported that she, Louise Wilson, Erica Perl, Dr. Julie Kalnin and Dr. Nunneley had met in June and looked at the raw data, and Louise wrote a summary report. The committee determined that they have the information they need. Louise Wilson asked that the Bethel person who was crunching data be given extra time to add in the surveys that were received after the deadline. Greta Wenzel is willing to do some analysis of the numbers. Louise Wilson is planning on doing a summary of the survey results. The data from the survey was by and large favorable. One issue that came up

was bullying in the fifth grade, and Board Chair asked Dr. Nunneley what has been done about this. Dr. Nunneley responded that he met with the students, their families and the fifth grade class. In order to verify claims, a chain of evidence is needed. No teacher saw or heard anything, which makes it one child's word against another's. Discussion ensued with parents stating that they wanted more accountability from parents and children, and they want to be sure the school/family partnership agreement is enforced.

*Action items:*

- Approval of Section 125 plan (pre-tax non-FICA health plan)

\*Maria Marchand moved to approve the Section 125 plan as proposed by Dr. Nunneley (attached).

Tom Blindt seconded the motion.

The motion passed unanimously.

-Approval of ADA restroom bid.

\*Tom Blindt moved to approve the expenditure of \$13,632 to expand the lower floor girls bathroom into an ADA approved bathroom (see attached bid by Nilles Builders, Inc.).

Margaret Ryther seconded the motion.

The motion passed unanimously.

-Approval of custodial contract for FY 05.

\*Jennifer Strautman moved to approve the Independent Contractor Contract between Nova Classical Academy and Steven Olson for custodial services (attached).

Margaret Ryther seconded the motion.

The motion passed unanimously.

**Sponsor Report**

(No sponsor report was made.)

**Committee Reports**

Nominating Committee

Mary Hess submitted a charge for the nominating committee (attached).

-Charge was adopted by all.

**Action Items**

\*Margaret Ryther moved to enter into a letter of engagement with attorney Tamara Olsen, of Gray, Plant and Mooty, immediately for possible services likely to come up with legal matters for Nova Classical Academy (biography attached).

Maria Marchand seconded the motion.

The motion passed unanimously.

Directors encouraged Board Chair to set a cap on amount of money Nova is willing to spend on legal services. Board Chair said she would do this and would also encourage Ms. Olsen to use her assistant, whose fees are lower, to do work for Nova provided that Ms. Olsen oversees her work.

\*Maria Marchand moved to approve the recommended slate of approved officers and committee chairs:

**Board Officers**

Board Chair: Lisa Knudson  
Vice Chair: To be determined  
Secretary: Jennifer Strautman  
Treasurer: Simon Fung

**Standing Committee Chairs**

Nominating: Lisa Knudson  
Budget & Finance: Simon Fung & Hans Wolters  
Curriculum: Erica Perl  
Accountability: Maria Marchand  
Development: Tom Blindt & Lisa Knudson  
School Operations: Dr. Nunneley

Tom Blindt seconded the motion.

The motion passed unanimously.

\*Tom Blindt moved to adopt the recommendation by the Policy Development Advisory Committee (attached):

Policy Development Committee: Brian Mak & Greg Perleberg, co-chairs, Lisa Knudson  
Personnel Committee: David Strautman, Lisa Knudson.

Margaret Ryther seconded the motion.

The motion passed unanimously.

Discussion was held about necessity of Personnel Committee. Question was raised about its purpose, and action was recommended to look into the need for a Personnel Committee. Lisa Knudson will appoint someone to do research regarding necessity of such a committee. Jennifer Strautman pointed out that we are hoping to add someone to the Board with expertise in the area of Human Resources. She also read from the charter school handbook which has a recommendation for a Personnel Committee.

\*Tom Blindt moved to approve the Independent Contractor contract with Jeanie Anderson for Board Administrative Aide (attached).

Margaret Ryther seconded the motion.

The motion passed unanimously.

**Bylaws/Policies**

Bylaws will be reviewed by attorney Tamara Olsen as soon as possible. Changes are to be proposed at September board meeting.

**Vacation/sick policy**

A draft of a policy was submitted by Jennifer Strautman (attached). Dr. Nunneley recommended changes; specifically that this policy should apply only to non-instructional personnel. There is no vacation for instructional personnel. It was recommended that Jennifer Strautman will further clarify the Director's sick leave and vacation policy. The policy will be up for approval at the next board meeting.

**Student/Parent Handbook (attached)**

\*Maria Marchand moved to change the uniform policy to include a burgundy turtleneck and to require skirt length be no more than 2 inches above the knee, and to remove the last sentence on p. 35 which states, "After our inaugural year there will be uniform

exchanges where families will have the opportunity to buy and sell used uniform clothing, shoes, accessories, etc.”

Tom Blindt seconded the motion.

The motion passed unanimously.

Discussion ensued as to who would enforce the skirt length policy. Ms. Marchand asserted that teachers would be the first authority to enforce the policy. Margaret Ryther pointed out that adherence of the uniform policy is ultimately the duty of the director. The question arose as to how these changes will be communicated to families. Dr. Nunneley will amend the handbook, with changes marked, and each family will be given an updated handbook.

\*Tom Blindt moved to adopt the change put forth by Lisa Kundson regarding the Class Size Policy (attached).

Maria Marchand seconded the motion.

The motion passed unanimously.

### **Strategic Planning**

Mary Hess submitted an Update on Strategic Planning (attached).

Mary pointed out that parents’ comments on the last survey were considered when board undertook strategic planning.

### **New Business**

\*Maria Marchand moved to approve the payment of \$10,850.00 to Shold Construction Services to build and install a ramp and deck to the new portable classrooms (bid attached).

Margaret Ryther seconded the motion.

The motion passed unanimously.

\*Tom Blindt moved to approve the proposal from Flanagan Sales, Inc, in the amount of \$13,912.17 to have playground equipment delivered under the condition that it be moveable when we go (bid attached)

Maria Marchand seconded the motion.

The motion passed unanimously.

Discussion ensued and the following questions were brought up:

- Can the equipment be moved when/if we leave this site?
- Is site preparation included in the cost?
- Will St. Gregory’s agree to us putting it there?
- Will St. Gregory’s agree to let us take it with us if/when we go?
- We need to clarify who picks up the liability insurance.

There was a process observation by a parent stating that he would like parents and students to be involved in the selection of playground equipment. When we say it is going to be a community effort, then we need to make sure it is a community effort.

The meeting was adjourned at 9:36 p.m.

Jeanie Anderson

Recording Secretary