

**Nova Classical Academy
Board of Directors Meeting Minutes
Regular Meeting
August 18, 2008**

Directors Present: Damon Fraser, Dianne Krizan, Simon Fung (present by speakerphone), Becky Lund, Jason Belter, Diane Cossairt, Ken Silver

**Advisors Present: 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 5:40 PM. Damon Fraser led the meeting

II. Approval of Agenda

Discussion of budget, public comment, Q-comp, and board communication were added to the agenda. Dianne K moved to approve changes, Jason B seconded. The motion passed unanimously (Ken Silver not yet present).

III. Public Comment

Public comment was given.

IV. Board Comments

No comments were given.

V. Director of Operations/Dean of Students Update

- Jan Beebe gave an update on enrollment. Currently, we are at 410 students with a wait list in all grades except 8th.

VI. Director of Curriculum and Instruction Update

- Brian Bloomfield gave an overview of the Classical Education Summer Institute for staff development. The first day of the institute was led by Joe Michalak and Sarah DuMont Brown.
- Ken Silver arrived at 5:56 PM.
- Becky Lund stated that we have not yet received a response from the state on our Q-comp application.

VII. Consent Agenda

- Becky Lund moved to go through the consent agenda items sequentially and add the minutes from the strategic planning sessions to the agenda. Jason B seconded. The motion passed unanimously.
- Regular meeting minutes of 7/21/08-- Diane C moved to change wording in Resolution of bank signers to "was made and to remove". Under administrative job descriptions change to "Diane C suggested reviving the board newsletter and Jane Marie offered". Finally under Q-comp the wording be changed to "Diane C brought up a list of questions that will be answered". Becky L. seconded. The motion passed unanimously.

- Special meeting minutes of 7/15/08—Diane C asked to correct the date to 7/14, adding submitted by (Secretary's name), and note that the meeting was in the AM. Dianne K asked to strike "to permanent Head of School". Becky L moved to approve changes, Diane C second the motion. Damon F, Dianne K, Becky L, Jason B, Diane C, Ken S voted yes, Simon F abstained. The motion passed.
- Special meeting minutes of 7/28/08 Diane C moved to add AM to the time. Becky L seconded. Damon F, Dianne K, Becky L, Jason B, Diane C, and Ken S voted yes, Simon F abstained. The motion passed.
- August 1- Diane C requested that the spelling of her name be corrected and AM added to the time. Diane C moved, Ken S seconded. Jason B, Dianne K, Ken Silver, Simon F, Damon F, and Diane C voted for the motion. Becky L abstained. The motion passed.
- August 11- Diane C moved to amended the minutes to include PM with the times and Ken Silver seconded. Jason B, Diane C, Dianne K, Ken Silver, Damon F, and Becky L voted for the motion. Simon F Abstained. The motion passed.
- August 13th- Diane C moved to amended the minutes as follows: add PM to times, in section VI change to "Nova graduate", in section VII change to "Follow up to include", correct the spelling of Brian's name, and change the verbs in the final paragraph to "will", Becky L seconded. Jason B, Diane C, Dianne K, Ken Silver, Damon F, and Becky L voted for the motion. Simon F abstained. The motion passed.
- Becky moved to approve the following members to the accountability committee: Becky Lund, Maria Marchand, Mary Lutz, Dawn Ellerd, and Miranda Morton. Jason B seconded. The motion passed unanimously.

Discussion of public comment

- Diane C. asked to make it policy to allow public comment before the board votes on action items. There was discussion of the proposal. Simon suggested having the option only for certain action items chosen at the meeting. It was suggested that governance draft a formal policy at the next meeting. There was discussion about the documentation of public comments. By request, written comments may be submitted to be added to minutes.

VIII. Action Items

- Resolution to add Board members—Damon introduced the attached board expansion resolution. Diane C stated we should follow previous practice of the governance committee deciding vacancies and needs. Dianne K and Damon stated that the resolution follows the bylaws by making suggestions for board needs to guide the governance committee in their nomination process. Diane C. expressed concern over filling the board to capacity at 11 and adding an extra teacher to the board. Becky L moved to increase the board size to 11, Ken seconded. Jason B, Dianne K, Simon F, Ken Silver, Damon F, and Becky L voted for the motion. Diane C opposed. The motion passed.
- Simon F. moved to derive a set of criteria to recommend to the governance committee. Dianne K seconded. Jason B, Dianne K, Simon F, Ken Silver, Damon F, and Becky L voted for the motion. Diane C. opposed. The motion passed.

- Simon F. moved to approve the criteria for new board candidates provided in the board expansion resolution (see attached). Diane C asked to amend “a commitment to Nova’s mission” to the recommendation. Dianne K asked to add “preferably in a charter high school environment” to the recommendation. Simon agreed to the amendments. Becky L. seconded. Jason B, Simon F, Dianne K, Ken Silver, Damon F, and Becky L voted for the motion. Diane C opposed. The motion passed.
- Dianne K made the following motion "I move that the Board approve that the Director of Operations may hire two business management personnel before the start of the coming school year. These two individuals together, under the supervision of the Director of Operations, will be responsible for helping the school meet financial compliance with the state and sponsor, providing adequate dual controls for the school’s finances, maintaining the daily financial operations of the school, creating long-term strategic financial plans and projections, and preparing monthly financial statements and revised budgets.
“Secondly, I move that the Board approve up to \$55,000 in compensation monies to hire these two positions for the 2008-2009 school year. The hourly rate and work schedule of the two business staff members will be determined and managed by the Director of Operations and then reported to the Board of Directors.” Becky L seconded. Damon commented that this was an increase of \$4000 from previous budget. The motion passed unanimously.
- It was noted that Karen Cronin had resigned as treasurer. Jason B moved to approve Ken Silver as Treasurer, and Dianne K. seconded. The motion passed unanimously.
- Simon noted his support for Wendy Swanson-Choi. Simon left the meeting at 7:33 PM.
- Executive Director— Damon commented that the references were highly consistent and incredibly enthusiastic about Wendy Swanson-Choi. Diane C. wanted to make sure a fair salary was offered. Dianne K gave a summary of the search including a comparison of executive salaries. For compensation comparison there was the MACS statewide survey, and also info from IRS 990 forms. Based on the IRS 990 form information for 5 comparable charter schools a range of salaries (adjusted to account for part time status) from \$37,200-\$57,600 was found. The proposed salary for the executive director was 45,000 for a full year at 60% FTE. Jason B. moved to authorize the board chair to offer Wendy Swanson-Choi the contract for executive director at \$45,000 Ken S. seconded. Jason B, Diane C, Dianne K, Ken Silver, Damon F, and Becky L voted for the motion. The motion passed.
- Head of School Search Team charge and creation—Damon introduced the resolution to form the HOS Search Team based largely on the 2005 process. Diane C. suggested the following changes: “Two parents recommended by the PTO” and “subject to board of directors approval”, Dianne K. suggested the formal name should be Search Team. Jason B. moved to approve the Search Team charge as amended (see attached document). Becky L seconded. The motion passed unanimously.
- Becky L. moved to approve the Search Team members as recommended in the document. Ken Silver seconded. There was discussion of the NPTO’s recommendations. Jason B,

Dianne K, Ken Silver, Damon F, and Becky L voted for the motion. Diane C opposed. The motion passed.

- Marketing Positioning Statement—Dianne K moved to approve the position statement, “Great Thought Inspiring Great Thinkers: Intellect, Character, and Ideals in the Classical Tradition”. Becky L. seconded. The motion passed unanimously.
- There was discussion of the 2008-2009 budget. Dianne K moved to approve the June 16 version of the budget, Becky seconded. Diane C, Ken Silver, Dianne K, Damon F, and Becky L voted for the motion. Jason B. abstained. The motion passed.
- Teacher contract adjustments—Brian Bloomfield informed the board that upon review of enrollment and teaching loads there were some adjustments to teacher contracts that were still within budget.
- Ken Silver left at 8:25 PM.

- Miranda M. presented a set of changes and updates to the parent handbook and the faculty handbook. Dianne K. made the following motion “I move that the Board of Directors Revise the Student/Parent Handbook to address the following two areas:
 1. Change Head of School wording to say Administration as appropriate.
 2. Change Uniform Guideline Suggestions to strengthen the purpose of the policy, make the policy easier for families to comply with, address change in economic status of families, and reduce instructional time to enforce.
 - a. **Add** “Navy Blue” as an option for student socks, tights, and sweatshirts and white socks as an option for boys
 - b. **Add** Kindergarten gym shoe exception to allow Kindergarten students the opportunity to wear the approved gym footwear all day on physical education days (to prevent excess time tying shoes due to age/skill limitations)
 - c. **Adopt** more generalized language in Hair Accessories and Nail Color sections. (E.g. “Only clear polish” to change to “Nail polish must not draw unnecessary attention to itself nor serve as a distraction.”)
 - d. **Revisit** vendor choice as we look to adding the School of Rhetoric and to address the issue of logos required in a select group of grades rather than all to help ease cost and allow for increased sharing/lifespan of uniform items.”

Becky seconded. There was discussion. Dianne K amended to remove the change in drop off time from Miranda’s original proposal (only the amended version is included). Diane C. asked if any members of the old uniform committee had been consulted. Miranda said that neither, Patty Mathews or Jo Burr had expressed any concerns to her. The motion passed unanimously

- Dianne K made the following motion: “I move that the following changes be made to the faculty handbook:

1. Faculty dress code for men and women specify “professional attire,” but not specify necktie for men to address seasonal and temperature issues.

2. The clause forbidding Nova faculty from working as tutors for Nova students be removed.”

Becky L. seconded the motion. Jason B, Dianne K, Damon F, and Becky L voted for the motion. Diane C abstained. The motion passed.

- The changes to the parent and faculty handbooks were passed based on the existing emergency policy change rule, which states that they are in effect for up to one year unless affirmed again by the board.
- Diane C gave an update on the board communication newsletter. They were unable to locate the old template and had no current draft to be sent out. There was discussion about the necessity of a separate board newsletter versus putting updates in the Nova News. Becky L offered to be the communication liaison to the Nova News.

IX. Committee Reports

- Budget and Finance (Treasurer Report)—Need to hire business manager. Becky moved to affirm the June 12 contract with Nancy Schultz up to a maximum of \$5000. Dianne K. seconded. Jason B, Diane C, Dianne K, and Damon F voted for the motion. The motion passed.
- There was discussion of May and June minutes with different versions on website and board packet.
- Curriculum-- Jason B gave an update on curriculum maps.

X. Committee Reports with Action Items

- Dianne K moved to add Kim LaPlante to the development committee membership. Diane C seconded. The motion passed unanimously.
- Dianne K moved to approve the request for \$2000 for fundraising brochure. Becky L seconded. Jason B, Diane C, Dianne K, and Damon F voted for the motion. The motion passed.

XI. Public Comments

There was public comment.

XII. Adjournment

- Damon moved to adjourn. Becky seconded. The motion passed unanimously. The meeting adjourned at 9:10 PM.

Respectfully submitted by Jason Belter, Secretary