

**Nova Classical Academy
Board of Directors Meeting Minutes
Regular Meeting
September 8, 2008**

Directors Present: Damon Fraser, Dianne Krizan, Simon Fung, Becky Lund, Jason Belter, Diane Cossairt, Ken Silver

Advisors Present: Wendy Swanson-Choi, Brian Bloomfield, Miranda Morton, Dawn Ellerd (PTO representative)

Others in Attendance: Robert Kreischer, Tom Blindt, other Nova parents and faculty

I. Call to Order

The meeting was called to order at 6:04. Damon Fraser led the meeting.

II. Public Comment:

There was public comment requesting that there be further clarification to the Nova community on a number of issues regarding the operation of the school.

III. Consent Agenda

- Regular Meeting Minutes for August 18, 2008
- Search Committee Membership Change: Jeanie Anderson removed; add Claudia Crifasi as teacher replacement.
- Finance and Budget Committee membership: Karen Cronin, Ken Silver (Chair), Wendy Swanson-Choi, Damon Fraser, Tom Blindt, Jeff Ellerd, Miranda Morton.

Jason B, Damon F, Becky L, Dianne K., Simon F, and Ken S voted to approve. Diane C. abstained. The Consent Agenda was approved.

IV. Approval of Agenda

There was clarification of some agenda items, and discussion of upcoming meetings. Jason B. moved to approve the agenda. Becky L. seconded. The motion passed unanimously.

V. Executive Director Report

a. Administrative Team Job Descriptions Update: Wendy noted that she had updated the language to Executive Director and Director of Administrative and Student Affairs from their old titles. She discussed that staff feedback was positive on the Classical Summer Institute. Wendy indicated that many of the tasks included in the job descriptions had grown organically out of the work that Brian and Miranda had been doing over the course of the summer. There was some discussion of the descriptions. Wendy stated that the descriptions would be revisited as needs arose.

b. High School Open Forum (9/25/08): Wendy gave a presentation on some of the key issues that are being examined right now. She anticipates other issues coming up before and during the September 25th Open Forum. She summarized the rationale for the School of Rhetoric based on completing the trivium, last year's marketing research, and our mission statement. She discussed the feasibility of starting the school of Rhetoric by addressing financing and facility questions that have been researched by the facilities committee. She also highlighted that no final decisions have been made and a many key decisions remain to be made. Wendy commented on the leadership strength that Nova has from a combination of committee expertise and administrative staff. She briefly touched on scholastic and non-scholastic areas that will be further developed. Wendy noted that there needs to be work done on the 2009-2010 contingency plan to ensure sufficient space for 2009-2010 prior to new facility in 2010-2011.

c. Facilities Update (Tom Blindt, Jeff Ellerd): Tom gave an overview of the priorities the Facilities Committee had used to make recommendations. He outlined 3 different enrollment scenarios in relation

to available bonding funds. Three different building timelines were shown. The committee had looked at 32 sites and gave an overview of the 3 primary site options. Damon raised a few other tasks, such as budgeting, that would have to happen before signing a purchase agreement. Jeff said that it would be beneficial to have an architect on board beforehand to help do fit planning of the building during the due diligence period. There was discussion of some of the tasks that will go into due diligence: architect, bonding, environmental, and contracting. Damon suggested setting up a special meeting to view the site as a board. Jason B. moved to authorize the administration to negotiate the purchase and sale agreement of the Smythe Building site for approval at the October board meeting and authorized funds up to \$5000 for legal fees and other due diligence expenses. Ken S. seconded the motion. There was encouragement from the public. The motion passed unanimously.

VI. Director of Operations Report

- a. Enrollment Levels: Miranda gave an update on enrollment which is currently at 409 students.
- b. Business Manager Update: Miranda stated that our new business manager is Nancy Baumann who is contracted for 32 hours/ week. She has both profit and non-profit experience. They are still looking for a part time accounting assistant for 8-10 hours if possible.
- c. Contract Approval Policy: Based on auditor feedback, Miranda stated that there needs to be some clarification on policies and procedures. Examples included: administrative ability to make emergency expenditures over the budget, procedure for handling in kind and stock donations, and conduct of independent audits and clarification of roles.
- d. Treasurer Update: Miranda said there will be an updated budget at the next board meeting.

VII. Director of Curriculum and Instruction Report

- a. Faculty Update: Brian said we are almost fully staffed; they have added a full time EA and have interviewed 4 candidates for the 0.4 FTE math position, which is one 8th grade class and one elementary Singapore Math class.
- b. Supervision and Evaluation Model: Brian gave an overview of the evaluation model. It incorporates the virtues identified from the Principles Document into the model as well as other areas of teaching practice. Faculty new to Nova are evaluated a minimum of 3 times per year while successful experienced faculty will be evaluated 2 or 1 times per year, depending on prior evaluations.
- c. Q-Comp Update, Q-Comp Q&A (Becky Lund): The state has asked for clarification so Becky and Gina made changes and have submitted them to the state. We have not heard back from the state again. Brian stated they would resend the questions and answers document.
- d. Technology Update—Website: Brian said that the website team will be meeting next week to look at key functionality improvements for the redesign. The goal is to have it ready by November.

VIII. Action Items

- Approving New Board Director Membership: The Governance committee is recommending three people to the board: Tom Blindt, Brandon Foat, and Robert Kreischer. Becky L. moved to approve Robert Kreischer as a community member for 1 year, and Diane C. seconded. The motion passed unanimously.
Becky L. moved to approve Tom Blindt for a 1 year parent term, and Ken S. seconded. There was discussion about Tom Blindt being on the Friends of Nova board as well. The motion passed unanimously.
Becky L. moved to approve Brandon Foat for a 1 year term, and Simon F. seconded. There was discussion. The motion passed unanimously. Damon stated that they were still looking for the fourth member to recommend who also had finance experience preferably a Nova parent.
- Approval of the Annual report: Wendy reviewed the annual report as a part of state reporting. It will meet state requirements if the enrollment figures are updated. Becky L. indicated that conducting a parent

survey was part of the Accountability Committee's goals for the year and that information could be included in future annual reports. Dianne K. moved to approve the annual report on student achievement with the enrollment updated. Becky L. seconded. The motion passed unanimously.

- Facilities and Personnel committee: Ken S. moved to disband the Facilities Committee immediately. Becky L. seconded. The motion passed unanimously. Jane Marie Philips stated that to move to a more strategic board these issues should come from the administration.

Simon said that there are still some outstanding issues that the Personnel Committee could work on. Dianne K. moved to immediately disband the Personnel Committee. Ken S seconded. The motion passed unanimously.

Simon F. moved to appoint Bob Kriescher to help update policies related to administration. Brian suggested not setting a precedent of setting specific tasks to individual directors. Simon F. withdrew the motion.

- Approve 2008/2009 Strategic Plan: Damon F gave a status update on the strategic issues. They are being worked on and will be ready for a more formal presentation in October. Diane C. was concerned that not enough time was spent reviewing the old strategic goals at the August strategic planning session. Damon F. indicated we were still building on those past efforts.

IX. Committee Reports

Damon F. gave an update on Governance goals. The focus is on policy reviews, securing the waiver from the state to have a parent majority board, and formalizing the training of future board members. Simon F asked about updated committee membership lists. Brian B. asked the committee chairs to make sure they forward information to Jason B. and himself so it can be posted.

Dianne K. gave an update on the Development Committee. They have set the goal of raising \$60,000. To achieve that goal they have targeted building a bigger capacity to fund raise, and expanding fund raising base with an emphasis on Nova grandparents. They also want to work with the finance and budget committee to identify needs for capital fund raising as we expand into the School of Rhetoric.

Dawn E. gave a brief summary from the PTO. They are focused on raising funds for non educational activities. They run many different activities during the year and are trying to begin an online component for the SCRIP fund raiser. Organizing the community auction in November is a big focus of their current efforts. They are handling a number of social events during the summer and school year as well. They also want to increase NPTO involvement. Ken S said Finance and budget will be working on formalizing policies and working with the NPTO.

Becky L. said Accountability is collecting existing policies as part of renewing the sponsorship agreement and so they can be easily reviewed for consistency with the mission and with themselves. They are also reviewing key reporting deadlines to make sure they are being met. Completion of a parent survey will also be part of the sponsorship review. Lastly they are helping to assess new students.

Jason B stated that the Curriculum Committee was meeting to set formal goals on September 9th. Miranda M discussed that the Operations Committee met twice before the school year. They have updated the crisis binder and they are working on extracurricular activities and vendor contracts.

X. Public Comment

Karen Cronin stated that the enrollment was great, but the extra money could get used very fast for due diligence costs and we should be cautious about approving new expenditures. Miranda M. said that a uniform update is coming out this week. Jane Marie Phillips continued to reiterate the need to improve governance. Patty Mathews wanted to know more about the direction of the

uniform policy and felt the old approved minutes did not reflected her concerns on the uniform policy changes.

XI. Adjournment

Damon F. moved to adjourn. Diane C. seconded. The motion passed unanimously. The meeting adjourned at 9:04.

Minutes submitted by Jason Belter.