

**Nova Classical Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
February 23<sup>rd</sup>, 2009**

**Directors Present: Damon Fraser, Dianne Krizan, Simon Fung, Becky Lund, Jason Belter, Diane Cossairt, Ken Silver, Brandon Foat, Tom Blindt, John Bujan**

**Directors Absent: Robert Kreischer**

**Advisors Present: Wendy Swanson-Choi, 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 6:05 PM. Damon Fraser led the meeting.

**II. Approval of Agenda**

Mr. Belter moved to approve the agenda. Ms. Lund seconded approval of the agenda. Mr. Fraser, Ms. Lund, Mr. Bujan, Mrs. Cossairt, Mr. Foat, and Mr. Belter and voted for the motion. The motion passed.

**III. Board Chair Comment**

Mr. Fraser gave a brief overview of upcoming items for the Board to discuss this year.

Mr. Silver arrived at 6:07 PM.

**IV. Public Comment**

There was public comment.

**V. Consent Agenda**

- i. Special Meeting Minutes for February 9, 2009
- ii. Curriculum Committee Report
- iii. Governance Committee Report
- iv. Approve adding Mary Beth King, Nova parent, to the Governance Committee to replace David Schelzel, parent, who recently resigned from the committee.
- v. Accountability Committee Report
- vi. NPTO report

Mr. Fraser moved to approve the Consent agenda. Ms. Lund seconded. The motion passed unanimously.

**VI. Treasurer Finance Update**

Mr. Silver gave an overview of the treasurer's report.

Mr. Fung arrived at 6:13 PM. Mr. Blindt arrived at 6:14 PM.

There was discussion of current year end projections for fund balance and cash flow projections in June. Mrs. Baumann gave an update on implementation of new internal controls procedures. In response to a request Mrs. Baumann said she would note what checks for over \$1000 were in the Treasurer's Report.

## **VII. Administration Update**

Mrs. Swanson-Choi gave an update on facilities that included investigating two buildings in Minneapolis the Howe and Cooper schools. The administration said they would continue to investigate these sites with Charter School Development Corporation.

Mrs. Krizan arrived at 6:35 PM.

There was discussion of this potential option. In response to a question from Mr. Blindt, Ms. Morton and Mr. Bloomfield felt that the option was a viable option based on their visit to the sites today.

Mrs. Swanson-Choi gave an overview of the updated budget projections for next year. There was discussion of when we need to act on enrollment numbers for next year.

Mrs. Swanson-Choi discussed the administrative structure recommendation for next year. She recommended Brian Bloomfield as Interim Executive Director and Upper School Director, with Miranda Morton as Lower School Director. Additionally, there would be two receptionist positions, a project manager, and a full time business manager position. There was discussion of the recommendation.

Mr. Bloomfield gave an overview of the teacher evaluation process. Mr. Fung asked how this might change in a split campus scenario. Mrs. Swanson-Choi explained the 3% cost of living adjustment for teacher salaries recommendation highlighting that the current budget projections for next year already have this built in. Given the unpredictability of the legislature she did recommend that the adjustment be contingent on legislative action to maintain flexibility should the unexpected occur.

Mrs. Swanson-Choi gave an update on public comment submitted by Mrs. Mathews. There was discussion of the different methods the Board and administration have used for communication this year.

## **VIII. Board Updates/Action Items**

Mr. Belter, "Be it resolved that the Executive Director is authorized to offer employment agreements per the Administration's February Board Meeting recommendations." Ms. Lund seconded. There was discussion. Mrs. Cossairt asked for the Administration to present a report to the Board on teacher observations and on how the classical model is being implemented in the classrooms, and Mr. Bloomfield

indicated that he could do that. Mr. Fraser, **Mr. Fung**, Mr. Silver, Mrs. Krizan, Ms. Lund, Mr. Bujan, Mr. Blindt, Mr. Foat, and Mr. Belter voted for the motion. Mrs. Cossairt opposed. The motion passed.

There was discussion on when to have an enrollment numbers for next year finalized

Mr. Belter, "Be it resolved that the Executive Director is authorized to raise the Nova Classical Academy Salary Scale for the 2009-10 academic year by up to 3%. Further, be it recommended that the primary factor that the Executive Director takes in making this determination is any action taken by the Minnesota legislation and its affect on 2009-10 student funding." Mr. Blindt seconded. There was discussion. The motion passed unanimously.

Ms. Lund moved to approve Nova Policy 103 the Policy on the Development, Adoption, and Implementation of Policies effective immediately. Mr. Belter seconded. There was discussion. The motion passed unanimously.

Ms. Lund moved to approve Nova Policy 301 the Application and Enrollment policy effective today. Mrs. Krizan seconded. There was discussion. The motion passed unanimously.

Ms. Lund moved to approve Nova Policy 528 the Student Parental, Family, and Marital Status Nondiscrimination policy effective immediately. Mr. Blindt seconded. There was discussion. The motion passed unanimously.

There was a first reading of Nova policy 605 the Uniform policy

There was a first reading of Nova policy 305 the Class Size policy

There was a first reading of Nova policy 102 the Definitions policy

There was a first reading of Nova policy 101 the Legal Authority of the Board of Directors policy. There was discussion of the need for the policy.

There was discussion of the Employee handbook for 2009-2010.

The session was closed at 8:50 PM to discuss the performance of Brian Bloomfield and Miranda Morton. They declined to open the session.

**IX. Closed Session—Executive Director to review performance of Brian Bloomfield and Miranda Morton**

Mrs. Swanson-Choi presented the performance review of Brian Bloomfield. There was discussion.

Mrs. Swanson-Choi presented the performance review of Miranda Morton. There was discussion.

**X. Action Items**

The meeting was opened at 9:26 PM.

Ms. Lund stated that Mrs. Swanson-Choi had reviewed both Miranda Morton and Brian Bloomfield and that both had exceeded expectations, and the board agreed.

There was discussion of the administrative structure recommendation from Mrs. Swanson-Choi. Mrs. Krizan moved to authorize the Executive Director to offer employment agreements per the Administrative recommendations of February 16, 2009. Ms. Lund seconded. There was discussion. Mrs. Krizan accepted the amendment setting the Interim Executive Director salary at \$85,000 for 2009-2010 school year, this figure took into account that it was not a raise and it was in line with the numbers that had been generated this summer for Charter school executive directors. The motion passed unanimously.

Mr. Fung gave a HOS search update. There was discussion of updating the charge to the search team. Mr. Fung moved that the Board charge the HOS search team with creating two alternative administrative structure plans for the next 5 year period. Mr. Silver seconded. The motion passed unanimously.

**XI. Public Comment**

There was public comment.

**XII. Adjournment**

Mr. Fraser moved to adjourn. Mr. Belter seconded. The motion passed unanimously. The meeting adjourned at 9:56 PM.

Minutes submitted by Jason Belter.