

**Nova Classical Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
May 19, 2008**

**Directors Present:** Lisa Knudson, Damon Fraser, Dianne Krizan, Courtney Holman, Simon Fung, Rick Stempkovski, Rebecca Lund, Patrick Mathews

**Advisors Present:** John Greving, Head of School; Ken Silver, NPTO Liaison

**Others in Attendance:** Nancy Schultz, Business Manager; some parents.

**Recording Secretary:** Vicky Carey

**I. Call to Order**

The meeting was called to order at 6:10 p.m. Rick Stempkovski led the meeting.

**II. Election Results**

Pat Mathews gave the board election results. Parent seats: Dianne Krizan – three-year term, Diane Cossairt – three-year term, Ken Silver – one year term. Faculty seats: Becky Lund – three-year term, Jason Belter – one-year term.

**III. Public Comment**

There was no public comment.

**IV. Approval of Agenda**

Dianne Krizan moved to approve the agenda.

Lisa Knudson seconded the motion.

There was discussion.

Add approval of Karen Cronin as interim board member to take Jim Day's place. Jim Day has resigned from the board.

The Development Committee report should be pulled from the Consent Agenda and put under Committee Reports because there are two action items.

Strike the marketing presentation from the agenda. It will be postponed until June.

Courtney Holman will give an update on the committee reports.

Strike from the agenda the Finance and Budget Policy and table until next month.

Anything listed present in June are not part of the Consent Agenda.

The health care benefit plan needs to be approved rather than proposed.

The motion carries.

**V. Consent Agenda**

Move special education and school calendar to the Head of School Report. Move Q-Comp to Head of School report. The regular meeting minutes and the busing contract are the only items left under the Consent Agenda.

Becky Lund moved to approve the Consent Agenda.

Dianne Krizan seconded the motion.

The motion passed unanimously.

## **VI. Treasurer's Report**

The faculty salary increase and the health care benefits need to be decided on today. Transportation costs were discussed.

We do not need to approve the budget until June.

We need to approve the cost for the Kindergarten Enrichment Program for 2008-2009. It was recommended that the cost next year be \$2,625.00 per student, a 5% increase from this year. The increase will just cover the costs of the program.

Becky Lund moved to increase the Kindergarten Enrichment Program to 5% from what we had last year.

Lisa Knudson seconded the motion.

The motion passed unanimously.

The 2008-2009 Budget Highlights was discussed. In order to approve a budget that is balanced in May, we had to go with a 2% increase of teacher salaries. The Finance Committee recommends a 2% increase in teacher salaries.

Lisa Knudson moved to approve a 2% increase in faculty salaries as a floor for 2008-2009, in that the board will review a salary increase as part of the revised budget in November 2008 to decide if an additional salary increase should be considered.

Dianne Krizan seconded the motion.

There was discussion.

The motion passed unanimously.

## **VII. Board Chair Report**

The Bylaws allow for appointment of a treasurer that is not a member.

Lisa Knudson proposed that Karen Cronin be our interim treasurer until June.

Simon Fung moved to appoint Karen Cronin to be interim treasurer for Nova.

Pat Mathews seconded the motion.

The motion passed unanimously.

## **VIII. Head of School Report**

### **Q-Comp**

John Greving discussed his report regarding the implementation of Q-Comp at four local charter schools. He talked about the two main questions to be addressed:

(1) How does the structure of the Q-Comp program, the five component parts, support a school's mission and goals? (2) How much administrative time does it take to implement and manage the program?

Of the four schools, Q-Comp helped them to continue practice of what was already in place. Mr. Greving's recommendation is that we come back in June with the answers to some of the questions and make a decision. We would need to put this together in the

summer. This is an action item for June. The board will be given possible actions, items and programs we would do if we had Q-Comp.

Simon Fung recommends that the board approve that the administration along with the faculty submit a Q-comp application to the Minnesota Department of Education by August 1, 2008.

The recommendation was unanimously approved.

#### Special Education

The number has increased for students requiring special education. The percentage is stable, but the number has gone from 11 to 29 now. The revenue for special education comes from the Minnesota Department of Education. Mr. Greving discussed two special education services: Cori Wahl and Innovative Special Education Services of Minnesota (ISES of MN).

Mr. Greving recommends ISES of Minnesota because there is more support staff, greater networking among other charter schools, more training, and they are more responsive. The advantage of ISES over Cori Wahl is that they have a broader network. We would contract with them to hire everyone, with the exception of Marsha Bunge.

Simon Fung moved that we approve ISES of Minnesota to conduct our special education services.

Pat Mathews seconded the motion.

The motion passes unanimously.

#### 2008-2009 School Calendar

We have 191 faculty days. There is more faculty training going on than what is shown on the calendar.

Simon Fung moved that we approve the 2008-2009 school calendar.

Rick Stempkovski seconded the motion.

There was discussion.

Should we amend the calendar and move spring break up one week, to be consistent with St. Paul?

Simon Fung withdrew his motion.

Pat Mathews moved to move spring break week up from April 6 to March 30, and to approve the rest of the calendar as is.

Dianne Krizan seconded the motion.

The motion passed unanimously.

#### Enrollment

Jan Beebe discussed numbers, the enrollment plan, and talked about the assessments for new students (33 so far).

John Greving suggested over-enrolling by two per section in grades six and seven, anticipating meltdown. It makes sense to let them enroll now, and if students drop out we

won't enroll more, but just let it go down to the 48. We might have to purchase a few more textbooks for grades six and seven to make it work.

Mr. Greving gave an end-of-year update. There is work being done on hiring for seven to eight different positions, faculty letters of agreement, the budget, work on Q-Comp, special education, and curriculum maps. It is a very active time of the year for us.

## **IX. Committee Reports**

Included are action items with Development and Personnel.

### Facility

Rick Stempkovski gave an update on the facility front.

He talked about three timelines: new construction, existing building renovation, and split campus/renovation.

There was discussion.

### Personnel

Simon Fung discussed the different health plans available.

The Personnel Committee recommends that:

Nova adopts the HealthPartners Empower Plan funded 100% by Nova. There will be full funding of the HSA account in the amount of \$1,100 in 2008-09, 75% funding of the HSA account in 2009-10 and 50% funding in 2010-11. During the same period a Choice Plan \$500-\$15 will also be offered with a possible employee-paid premium to be determined at a later time. The HSA funding will remain the same regardless of what plan the employee has selected during the previous year.

Damon Fraser moved to approve the recommendation as stated by the Personnel Committee regarding the employee health benefit plan submitted on May 19, 2008.

Pat Mathews seconded the motion.

The motion passed unanimously.

### Governance

Pat Mathews discussed the committee report and the election. Next time around we will try not to send out a questionnaire. People can go online or get one from the office. Also, we should eliminate the meet and greet.

### Development

The Development Committee "recommends modification of section 4.3 of Nova's Fundraising policy to focus the Board of Directors on approving projects (as opposed to each proposal) and give the Head of School or Board Chair authority to approve individual proposals in accordance with approved projects."

Becky Lund moved to approve the modification of section 4.3 of Nova's Fundraising Policy as recommended.

Damon Fraser seconded the motion.

The motion passed unanimously.

The Development Committee recommends approval to seek grant funding for the Singapore Math Training Program.

Rick Stempkovski moved to adopt the Development Committee's recommendation to receive grant support for the Singapore Math Training Program.

Damon Fraser seconded the motion.

The motion passed unanimously.

#### NPTO

Ken Silver gave an update on the NPTO.

The carnival was successful. It was a good way to raise the spirit of the school and give the students some fun activities.

Courtney Holman said that she will have a Board newsletter out by end of school year. She would like a brief paragraph from each committee by Wednesday at the latest.

### **X. Policy Development**

#### Extracurricular Activities

The Board took a look at the extra-curricular activities form and discussed. Add "and faculty and/or parent resources required" to the end of sentence number three on the Extra-Curricular Application Form. There was discussion about having an extracurricular handbook, and about trying to formalize our extracurricular activities.

This will be sent to the Operations Committee to work on, and we will come back with a report in June or August.

### **XI. Public Comment**

There was public comment.

**The meeting was closed to the public.**

### **XII. Executive Session**

**The meeting was open to the public.**

### **XIII. Adjournment**

The meeting was adjourned at 10:45 p.m.

Respectfully submitted by Vicky Carey, recording secretary.