

**Nova Classical Academy
Board of Directors Meeting Minutes
Regular Meeting
November 9, 2004, 6:30 p.m.**

Directors present: Lisa Knudson, Margaret Ryther, Maria Marchand, Tom Blindt, Jennifer Strautman, Ted Olsen, Simon Fung (arrived at 7:00 p.m.)

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

Others in attendance: Bob Hobyan, school accountant, Chris Porter, strategic planning consultant, Mary Hess, Chad Long, Greta Wenzel, Brian Make, Anne Rumsey, Dan DeBrun, Director of PACT charter school.

The meeting was called to order at 6:36 p.m.

Announcements

Ted Olsen, new board member, was introduced.

Tom Blindt, Jennifer Strautman and Jane Marie Phillips referenced corrections that need to be made to their email addresses on the board contact sheet.

Public Comment

None

Approval of Agenda

The agenda was approved as it stood.

Consent Agenda

*Tom Blindt moved to approve the October 12, 2004 board minutes.

Jennifer Strautman seconded the motion.

The motion passed unanimously.

Treasurer's Report

See attached report.

Bob Hobyan reported that we have a fund balance of \$262,703 as of 10/31/04. Our revenue was \$530,668, which was a little under budget. Net income was \$95,207, which was \$8,127 better than budget.

Lisa Knudson asked when the \$150,000 second year implementation of the federal grant would be included. Dr. Nunneley replied that when Cindy Murphy approves it, it will be added to the budget.

Margaret Ryther asked about our liquid assets which are in excess of FDIC insurance maximums. Bob Hobyan explained that schools typically put their excess monies into the MN Liquid Assets Fund, which is approved by the state. The fund is an instantly-liquid fund. There are two funds; one is a liquid fund with an interest rate of .93%, the other is not as liquid, with an interest rate of 1.35%. They also offer Certificates of

Deposit at 1.65%. The goal is to keep enough money in the checking account to cover monthly activity; rent, salaries and operating costs. The money that we're talking about is in excess, and is not earmarked. State requirements dictate that we cannot have more than \$100,000 in any one account. Margaret Ryther said that the Board should have a policy to address what should be done with excess monies.

Strategic Plan

See attached copy of the plan.

Chris Porter detailed how the board worked on strategic planning. The finalized plan was presented.

*Maria Marchand moved to approve the "Plan for Growth 2004-2006 for Nova Classical Academy."

Jennifer Strautman seconded the motion.

Discussion: Louise Wilson asked if the goal was to grow one grade per year? Lisa Knudson replied that yes, right now, that is our goal, although the charter says K-12 with two sections of each grade. Margaret Ryther inserted that Nova has committed to adding one grade per year consecutively.

Further Action: The board will present the Plan for Growth to the Nova community on December 7th from 7-9 p.m. The meeting will be held in Quinn Hall. There will be a PowerPoint presentation, Q&A, summary of the plan, and an opportunity for parents to sign up for committee work.

Chris Porter explained that this is a preview of things to come. The number one priority is communication to the school community and beyond. The information night in early December is to explain the plan to parents. This is a workable plan. We need to focus on these plans for continued success. They give us a discipline of priorities.

Further Discussion: Margaret Ryther asked if the Nominating Committee is turning into the Governance Committee. Chris explained that the Governance Committee encompasses a broad category of leadership. It will absorb the nominating committee. Their purpose will be to train new board members. The Nominating Committee will be part of the Governance Committee. We will always need committees. Some committees come together for a specific purpose, like a task force that has a job that ends. When a particular outcome is needed, then after the outcome is achieved, the task force ends. Lisa Knudson asked what would happen to the committee School Community, number 4. Chris Porter replied that the Board Chair will appoint a committee chair and will give a charge.

Jane Marie Phillips inserted that it is important that someone from the Character Education Sub-committee be involved with the School Community Committee.

Louise Wilson said that she would hope that the Education Committee will add a vision for the high school and a comprehensive plan. Look at other schools and talk to schools who have done it successfully, and also ones that have not done it successfully.

Mary Hess asked if the school has looked into project managers.

Maria Marchand replied that the school had not yet looked into that.

Margaret Ryther asked what was the next step. What happens next for the education program piece?

Lisa Knudson replied that we need to hire a project manager; someone who can work on the Building and Vision for the Education Committee Comprehensive Plan.

Mary Hess stated that it will take us 2 ½ months to find someone.
Maria Marchand said that we should get proposals from people then vote.
Simon Fung stated that we need to get an idea of what we want and need before we try to find a project manager.
The motion passed unanimously.

School Director's Report

See attached report.

CREDO Program: Dr. Nunneley talked about the CREDO program, which is tied to the Walton Family Foundation. He received information from this program and found it will take much more time than initially presented. JMC will not feed directly into their PowerSchool system. Dr. Nunneley told Devora Davis that we don't have the manpower to do it. However, Dick stated that we have money in the Federal Grant, line item for accountability so we can find someone to do the work. Dick proposes that Greta and her husband do the work. Dick referenced LPR 1.02 in Federal Grant, Implementation and monitoring of accountability plan.

Lisa Knudson asked if we need to make sure we set aside money for MACS accountability?

Louise Wilson replied that we do not, because Ken Wright will not charge us.

Simon Fung asked if participating in this program will help us to get more money from the Walton Foundation?

Dick Nunneley said that is not guaranteed.

Lease: Dr. Nunneley said that the lease amendments have been signed, giving permission for the playground with portability, and giving permission for the portable classrooms.

Assessments: Dick stated that we've gotten three assessments from HCC, street and sewer assessments totaling \$6,500. We're currently paying these items out of general education expenses. Dick wants to roll this into lease aid. John Ryberg said we can do that.

Federal Grant: Dick stated that Cindy Murphy told him that certain things will no longer be approved, such as: sponsor fees, insurance costs, contract services, accounting, software, legal costs and board expenses. These are front end costs and the school should be solvent enough to pay these expenses out of general ed. funds.

Sponsor's Report

Louise Wilson introduced Dan DeBrun, director of PACT charter school. Dan stood and greeted the Board and assembly. He stated that we shouldn't reinvent the wheel. There are people out here who have done this and we can help you.

Committee Reports

Standing Committees – no reports

Ad Hoc Committees – no reports

Advisory Committee – Jennifer Strautman said that if we want something in the board newsletter we need to get it to her ASAP. Katrina Soli is putting together a newsletter.

Draft Policies

Drafts of the following policies were distributed to board members: Communication Policy; Communications and Community Relations Policy; Policy on Complaints, Students, Employees, Parents, Other Persons; Policy on Diversity Training; Policy on Pledge of Allegiance

Brian Mak said that the Policy Committee is continuing to meet. Chris Burr is a new member. We hope to have the appropriate amount of time before the next meeting to post policies for public comment. We will be ready for public comment next month. These policies will be put in a binder in the board drawer, so people can look at them. Proposed policies will be published seven days before the board meeting for anyone to look at. The board will take comments and suggestions. They will be looking for better ways, better language. After the second meeting, the board will vote on these policies.

Action Items

Board Training: Lisa Knudson has asked Chris Porter to give a proposal for board training. Chris gave Lisa a proposal today, which will be considered.

*Simon Fung moved that to approve the Federal Grant Implementation Year 2 as presented by Dr. Nunneley.

Tom Blindt seconded the motion.

The motion passed unanimously.

The subject of PTO copying costs was raised by Jane Marie Phillips. She proposed that Nova waive the PTO's copying costs and materials as asked for in the PTO report and requested that evening. The Board previously never took action on any such item and agreed to waive charges. Dr. Nunneley agreed to waive the charges.

*Tom Blindt moved to approve the following PTO fundraisers: Creative Kidstuff, Barnes and Noble and Silent Auction.

Margaret Ryther seconded the motion.

The motion passed unanimously.

*Jennifer Strautman moved that the board approve continued participation in the fundraising activities listed in the November 9th PTO Report (attached). Namely: class pictures, individual pictures, yearbook, Target card, Kemps, Box Tops for Education, Schoopop.com, Land O'Lakes, sweatshirt sales, and used uniform sales.

Margaret Ryther seconded the motion.

The motion passed unanimously.

The PTO presented Dr. Nunneley with a check for \$4,500 payable to Nova Classical Academy, to be used as the school needed.

Modern Foreign Language: Margaret Ryther referenced minutes from the January 2004 Curriculum Committee meeting (attached) which recommended the study of a modern language should be part of the Nova schedule. She asked what we are doing to accomplish this goal.

Dr. Nunneley stated that he had placed an advertisement in the Star Tribune and the State Education Newspaper and had not gotten any applicants. This position is not even a .50 position. We will need to get a waiver if we use an unlicensed teacher.

Lisa Knudson asked if could find a teacher who teaches both Latin and Spanish.

Dr. Nunneley stated that he had talked to Liz Wynn at Twin Cities Academy about the possibility of sharing a Spanish teacher.

Lisa Knudson asserted that we need to find a creative way to solve this problem.

Dr. Nunneley explained that he and Dr. Kalnin have talked about going to the Education Department at the U of M and getting a graduate student to come in and teach. If this happens, our teachers would need to stay in the classroom. Dick will talk to the state and find out options. He will explore waiver options.

Lisa Knudson asked that Dr. Nunneley present some different options, including Latin, at the December board meeting.

Tom Blindt asked if we should shape a reponse to the bad criticism about charter schools.

Jennifer Strautman replied that we need to get some pieces in place before we toot our horn. We need to have plan for our building/location, and we need to be financially sound without relying on Federal Grant monies. She agreed that when we have these pieces in place we will tell the Nova success story.

*Margaret Ryther moved to adjourn the meeting at 8:12 p.m.

Tom Blindt seconded the motion.

The motion passed unanimously.

Respectfully submitted by Jeanie Anderson, recording secretary.