

**Nova Classical Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
December 14, 2004**

**Directors present:** Lisa Knudson, Simon Fung, Margaret Ryther, Maria Marchand, Tom Blindt, Jennifer Strautman, Ted Olsen

**Advisory Members present:** Dick Nunneley, School Director, Jane Marie Phillips, PTO President, Louise Wilson, sponsor liaison

**Others in attendance:** Bob Hobyan, school accountant, Mary Hess, Brian Mak, and numerous parents

**Recording Secretary:** Jeanie Anderson

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

**Announcements**

Lisa Knudson announced that the discussion of “The Well-Trained Mind” has been postponed until later this winter.

**Approval of Agenda**

Simon Fung asked to bring forward a technology support contract for Designs for Learning.

**Public Comment:**

Lisa Knudson stated that comments will be noted and taken under advisement, but not discussed.

-Bryan Koch said that although he did not attend the strategic plan walk through, he had some questions. He noted that we have several new board members. He was wondering how many of them have read the mediation agreement. Board chair stated that the board will take note and look into that. He also asked how many board seats are up for election in the spring. Board chair said that three, or one-third of the board are up for election.

-Greta Wenzel had looked through the minutes from September and October 2004. She wanted to know if questions were asked in committee meetings, but not answered, how do we go about getting answers? She also requested a copy of Dr. Nunneley’s employment agreement.

**Treasurer’s Report**

Bob Hobyan’s report is attached.

-Louise Wilson asked when the audit will take place.

-Bob Hobyan replied that the audit is finished. Reports were submitted to the state on November 30, 2004. The auditor is in the process of submitting financial statements.

-Simon Fung asked when we will get the final report.

-Bob Hobyan replied that we will receive it in the next few weeks.

**Director’s Report**

Dr. Nunneley’s report is attached.

-Margaret Ryther asked what progress has been made in finding Latin and Spanish instructors.

-Louise Wilson stated that she was unable to find a mid-year graduate who would be interested in a position.

-Dick Nunneley said that he had played phone tag with a native Spanish speaker who teaches at Adams, but it does not sound promising. He has an interview set up with a Latin teacher for December 28. He has the name of a teacher who had a MA in Latin and he will follow up with that.

-Ted Olson asked if we had contacted the Classical Association of Minnesota.

-Dick Nunneley replied that St. Thomas doesn't yet offer licensure in Latin. St. Olaf does have a program and will offer classes through St. Thomas; students will get licensure through St. Olaf.

-Tom Blindt asked if we could get a waiver.

-Dick Nunneley replied that we will definitely get a waiver. However the State needs to see that we have exhausted every avenue. People that are hired with a waiver have 3 years to get certified. He explained that we'll have a .4 teaching assignment. He will fill that out to 1.0 with E.A. work and will give benefits. It will turn into a full time language job.

-Louise Wilson asked how much time is the Spanish job.

-Dick Nunneley replied that it is between .3 and .4.

-Louise Wilson asked if we are only considering Spanish, maybe we should consider other modern languages.

### **Sponsor's Report**

Louise Wilson reported that three Bethel students did their practicum here and had great experiences. They were awed by the quality of Nova students and loved working with our students. Bethel may place students in the primary grades spring semester.

### **PTO Report**

See attached report.

Thursday night is the first Parent Education Night. Joe Michalak and Dr. Kalnin will give a presentation explaining the classical and model and the implementation of that model at Nova. This will be followed by the December PTO meeting. On January 6, 2005, there will be a PEN night to cover language and math instruction. Family Fun day is scheduled for January 29, time to be determined. The PTO officers will be meeting to start working on bylaws and governance.

### **Strategic Plan Update**

A meeting was held on December 7 to present the strategic plan to the Nova community. Mary Hess said there was nothing to report beyond that unless there were questions. It was mentioned that some of the dates in the plan had passed. Would we try to catch up now? Mary replied that dates are a best "guesstimate." The Board is working on what they are supposed to be working on.

### **Committee Reports**

#### **Technology Committee – Simon Fung**

See attached report.

Simon stated that the committee is trying to catch up and begin to work with Designs for Learning to get work going. They are requesting an increase in the number of hours to a minimum of 100 hours not to exceed \$7,500.

\*Simon Fung moved to accept the technology support contract with Designs for Learning for a minimum of 100 hours and a maximum of \$7,500 for the 2004-2005 school year.  
Jennifer Strautman seconded the motion.

**Discussion:**

- Lisa Knudson suggested that the board should approve things that are put on the website. Simon answered that this is not feasible.
- Dick Nunneley stated that if Chris Rovn is designated webmaster, and is to be paid, the committee needs to put together a proposal. Chris needs to give us a rough estimate. The Technology Committee should be asked for proposals to run that; Dick needs more detail.
- Tom Blindt asked if Chris could be compensated out of the teacher salary budget?
- Dick Nunneley replied that he could be, and that he will look into that.
- Simon said the Bill Oyler ( of Designs for Learning) is trying to get our website changed by Friday, December 17. Our new account is with Visi.
- Louise Wilson asked if is time to look at having a technology support position.
- Simon answered that we are not quite ready for that yet. Chris Rovn will act as liason or coordinator for technology requests.
- Dick Nunneley said that this is the last year we will do it this way. In the future we may need a science/technology teacher.
- Louise Wilson stated that technology will need to be integrated into the classrooms eventually. Will Designs for Learning do an audit and make a technology recommendation? They should come to the Board with a proposal.
- Simon replied that Designs for Learning is conducting a survey. They are doing an assessment and will tell us what we need to do.

The motion passed unanimously.

**Bylaws**

Bylaws are attached.

Lisa Knudson stated that she and Louise Wilson will get together to talk about board composition. All changes to the bylaws were based on Department of Education recommendations. She gave a brief update, explaining that the bylaws were redone; the founders no longer sit in perpetuity, and that the open meeting law is embedded. There were other housekeeping changes. She recommended that discussion of the bylaws be postponed until next meeting. Everyone said they were amenable to that suggestion.

**Action Items**

Lisa Knudson brought up the leadership conference (brochure attached; MSBA Leadership Conference) and asked if any board members were interested in attending.

A marketing proposal by CAB Communications (attached) was discussed. Jennifer Strautman stated that she could do much of that work, such as press releases, etc.

- Tom Blindt asked with whom would Cindy work?
- Lisa Knudson replied that she could work with Jennifer Strautman.
- Jennifer said that we need to see how much we want to do now, as far as getting information meetings publicized.
- Lisa said that Jennifer should figure out how to best use Cindy.
- Lisa Knudson suggested that the board approve a portion of the money so that we could at least get started.

\*Tom Blindt moved that we allocate up to \$3,000 to CAB Communications to be put under Jennifer Strautman's supervision.

Ted Olsen seconded the motion.

The motion passed unanimously.

### **Board Training**

A proposal from Chris Porter is attached.

-Tom Blindt asked if this should be filtered through the Governance Committee?

-Lisa Knudson replied that we are behind schedule and want to make sure to get some board training.

-Louise Wilson asked if anyone has asked for a proposal from MACS?

-Dick Nunneley said that Jan Rohde from MSBA does training for one-half of a day. Also, Joe Nathan will start doing board training in February.

-Lisa stated that we can call around and get proposals.

-Margaret Ryther said that the benefit to using Chris Porter is that she has already worked with and knows our board.

### **Draft Policies**

Proposed policies are attached.

Brian Mak, of the policy committee, stated that it is the responsibility of the Board to draft policies that will govern the school. The committee does the leg work, then presents proposed policies to the Board. The board then opens it up for discussion. Then the board goes back to the drawing board, amends policy and then a vote is taken.

Brian suggested that 5 minutes be spent giving an overview the policies, 5-10 minutes of public comment, 10 minutes for the board to discuss and give instructions to the policy committee. Brian explained that some policies are required by the State of Minnesota, and some the board developed in compliance with the mediation agreement with Dr. Nunneley.

**Bidding** – not required. It was developed by Dr. Nunneley and the attorney, Tamara Olsen.

**Board Training** – not required. It was developed as part of the mediation agreement.

**Communication** – not required. Board desired to have a policy.

**Complaints** – not required. Board desired to have a policy.

**Conflict Resolution** – not required. Board desired to have a policy.

**Disability/Non-Discrimination** – required.

**Diversity Training** – not required. Board desired to have a policy.

**Employee Right to Know/Hazardous Substances** – required.

**Equal Education Opportunity** – required.

**Equal Employment Opportunity** – required.

**Family Medical Leave** – required.

**Personnel Policy** – not required. This was drafted with help from the attorney, T. Olsen.

**Pledge of Allegiance** – required.

**Public & Personnel Data** – required.

**Student Surveys** – required.

**Weapons** – required. The board is looking at modifying the state's version as it is lengthy. The Director can make exceptions.

Brian Mak stated that more policies need to be made (state requirements):

**Search of Student Lockers**

**Student Discipline**

**Student Medications**

**Internet Acceptable Use**

**Crisis Management**

**Comments:**

- It was suggested that the more simple and minimalistic we can make policies the better.
- It was suggested that we show a pedigree for each policy, show where it came from. New work needs more review, if existing policy we need not spend so much time on it.
- Question was raised asking how often students will say the "Pledge of Allegiance."
- Board chair responded that the policy requires once per week.
- It was suggested that the Bidding and Purchasing policy seemed onerous, as it takes human resource time to collect bids.
- School Director stated that this policy protects the Director. As school is using public money, the public needs to see we have acted prudently.
- Margaret Ryther said she was overwhelmed by the amount of material to review. She'd like to study them because the implications down the pike are serious. Could we come to the committee and ask for more explanation?
- Brian Mak responded that further meetings will be posted and people may come and ask questions. The committee is open for ongoing flow of feedback until next meeting.
- Board chair suggested that questions be written down.
- Dr. Nunneley said that we need to sign off to Federal Government saying we have the 23 required policies in place.
- Brian Mak asked that since some are from the mediation agreement, do you have a timeline? Do you have concerns that the committee should be moving faster?
- Dr. Nunneley replied that has no concerns at all. The committee should work on the federal requirements first.
- Louise Wilson asked if the other required policies could be added and voted on in January?
- Brian Mak replied that this could happen if the Board and the public doesn't object.

Lisa Knudson then said the Board needed legal counsel and was closing the meeting.

The public meeting was adjourned at 8:50.

Respectfully submitted by Jeanie Anderson, recording secretary.