

**Nova Classical Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
October 19, 2009**

**Directors Present: Jason Belter, John Bujan, Tom Corrigan, Brandon Foat, Damon Fraser, Simon Fung, Kirsten Hornseth, Dianne Krizan, Becky Lund, Wendy Swanson-Choi**

**Directors Absent: Diane Cossairt**

**Advisors Present: Brian Bloomfield, Miranda Morton, Kate Tetmeyer (PTO representative)**

**Others in Attendance: Nova parents and staff**

**I. Call to Order**

The meeting was called to order at 6:33 PM. Dianne Krizan led the meeting.

**II. Approval of Agenda**

Mr. Fraser moved to approve the agenda. Mr. Belter seconded. The motion passed unanimously.

**III. Board Chair Comments**

Mrs. Krizan spoke about the concerns the board has been hearing about class size. The Finance Committee will be doing an analysis of what it would take to reduce class size.

**IV. Public Comment**

There was public comment.

**V. Consent Agenda**

- A. Meeting Minutes for September 21, 2009
- B. Accept Gift Donations

Mr. Belter moved to approve the consent agenda. Mr. Foat seconded. The motion passed unanimously.

**VI. Treasurer/ Finance Update**

Mr. Fraser gave a quick update about the Finance and Budget Committee. We are also currently a few students above our budgeted ADM. The board looked at the revised 2009-2010 budget. Mr. Fung said the board should keep an eye on General Ed. Benefits as it can rise quickly and recommended breaking down that line item so it is easier to oversee. (The Finance and Budget Committee has been asked to make a presentation regarding benefits at the March board meeting, but a task force may be put together to assist with this task.) There was discussion. Further comments can be sent to Mrs. Krizan.

Mr. Belter pointed out that, because of our school growth, the school has to make \$140,000 to keep our fund balance percentage. There was further discussion of the budget. There is agreement about being conservative with our ADM.

## **VII. Reports received by the Board**

### **a. Administration Report**

#### **i. Holdback Update**

We are moving forward to change our bank to be Anchor Bank instead of Park Midway Bank so that we can get a lower-interest loan. We are in the middle of paperwork that will take 2 – 3 months to complete. We still have a letter of credit at Park Midway Bank.

#### **ii. LCCC Lease Negotiations**

We have 3 issues that still need to be addressed: 1) maintenance and repair (Nova is currently responsible for all of it, so we've offered to increase our rent so that LCCC would use the extra money - \$25,000, which would be primarily covered by lease aid - to put towards repairs or reinvest in the building), 2) letter of credit (LCCC wants us to keep our \$100,000 letter of credit, backed by a \$50,000 CD in case we close because of the holdback and because of restoration costs from the modular units if IMS goes under. IMS may be willing to set the money we've given them for that restoration in a separate account.), and 3) the removal or covering of the cross on top of the building. We are waiting to hear back from LCCC on these issues.

### **b. Board Committees**

#### **i. Development Report**

#### **ii. Finance and Budget Report**

#### **iii. Governance Report**

##### **1. Recommendations for the election process**

Mr. Bujan presented the report from the Governance Committee. There was discussion. Further comments should be sent to the Governance Committee.

#### **iv. Curriculum Report**

#### **v. Operations Report**

#### **vi. Accountability Report**

##### **1. 2<sup>nd</sup> reading of Application and Enrollment Policy**

##### **2. 2<sup>nd</sup> reading of the Conflict of Interest Policy for Board Members**

##### **3. Class Size Policy Discussion**

The Accountability Committee asked for some guidance. Mrs. Krizan said we should not put a number in the policy, but should like it to reflect our current practices such as over-enrollment over the summer to handle attrition, section size, and how special education plays into class size. Mr. Fraser added that it should also allow some discretion as well, but not list very specific examples. We should give clear direction for the Administration to handle the specifics. Mr. Belter suggested saying that the board sets enrollment targets based on our financial needs and the Administration gets us there. There was

further discussion, especially about being transparent with the community and language used in the policy.

**c. Board Chair Report**

Mrs. Krizan reminded board members that they MUST attend two full days of training.

**d. Strategic Plans**

Mrs. Krizan presented the vision statement. A short synopsis was given of each section of the strategic plan. There was discussion. There was a clarification under the High School section, goal 8, action step 1 to include the focus of the modeling of excellence on science, math, and humanities, not just general education. There was also a change to the Governance section to change the updating of board committee websites deadline to Dec. 1<sup>st</sup> instead of Oct. 1<sup>st</sup>.

**e. NPTO Report**

Mrs. Krizan thanked the NPTO for pulling together the Great Gatherings and for their phenomenal ongoing support of Nova. Mrs. Tetmeyer gave an update about the Great Gatherings.

**VIII. Board Updates/Action Items**

**a. Approve Strategic Plan**

Mr. Belter, “Resolved, that given two months of input and work from directors, committees, and the Nova community, that the Board of Directors adopt the most recent strategic plans, in the areas of finance, classical education, high school, and governance, per the recommendation of the sub-committees who have developed them, including the two changes mentioned tonight” Mr. Bujan seconded. The motion passed unanimously.

**b. Approve the Revised 2009-2010 Budget**

Mr. Fraser, “Resolved, that the Board of Directors accept the final budget FY 2009/2010 as presented and instructs the Executive Director to communicate it to the Authorizer and MDE in a timely fashion.” Mr. Bujan seconded. The motion passed unanimously.

**c. Designation of Bank Depository**

Mrs. Hornseth, “Resolved, that Anchor Bank is designated as the official depository of charter school funds, subject to their furnishing collateral security and otherwise comply with the provisions of M.S. 118A.03 and:

a) The Board treasurer or Executive Director are authorized to accept and release collateral as required;

b) The Board Chair, Board Chair-elect, and the Board Treasurer, are authorized to sign checks, signature cards, and other forms and documents required from time to time by the depository; and

c) This resolution shall be valid until superseded.” Mr. Fraser seconded. There was discussion. The motion passed unanimously.

**d. Approve a Line of Credit with Anchor Bank**

Ms. Lund, “Resolved, that in light of the state’s biannual budget which holds back 27% of the formula-based funding to Nova, and given the anticipated financial need manifest as a result of that budget, that Nova Classical Academy open up a

line of Credit with Anchor Bank in the amount of \$600,000 to cover needed operating expenses.

Further resolved that the Line of Credit will remain in effect for one year and may be renewed without further board action upon review by the Executive Director of the financial needs apparent to Nova for 2010-2011.” Mr. Belter seconded. There was discussion. All in favor.

**IX. Public Comment**

There was no public comment.

**X. Next Meeting Date/Agenda Items**

Regular Board meeting, November 16, 6:30 PM, US, in the cafeteria. There are several policies on the agenda. There is no meeting in December.

**XI. Adjournment**

Mr. Belter moved to adjourn. Mr. Fraser seconded. The motion passed unanimously. The meeting adjourned at 8:47 PM.

Minutes submitted by Becky Lund.