

**Nova Classical Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
July 20, 2009**

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

**Directors Absent: Jason Belter, Diane Cossairt**

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

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

**I. Call to Order**

The meeting was called to order at 6:30 PM. Dianne Krizan led the meeting.

**II. Approval of Agenda**

Mr. Fraser moved to approve the agenda. Mr. Foat seconded approval of the agenda. The motion passed unanimously.

**III. Board Chair Comments**

Mrs. Krizan welcomed new and returning board members. She also stated that the most important change initiatives the board needs to focus on this year are financial management, starting the School of Rhetoric and responding to the changes in charter school laws, especially in the areas of board training and governance.

**IV. Public Comment**

Board members were welcomed.

**V. Consent Agenda**

A. Regular Meeting Minutes for June 15, 2009

B. Authorization of Electronic Transfers – Resolved that the Executive Director or Board Treasurer be authorized to enter into agreements to make electronic fund transfers (wire transfers) as permitted by M.S.471.38. The Business Manager is to initiate the authorized electronic fund transfers and will submit a list of such transfers at the next regular school board meeting after the transfers take place, as presented.

C. Designation of Depositories – Resolved that Park Midway 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c. This resolution shall be valid until superseded.

D. Standing Board Committee Membership - Resolved that the Board standing committees be comprised of the following memberships:

a. **Accountability:** Becky Lund, Miranda Morton; Maria Marchand; Dawn Ellerd

b. **Budget and Finance:** Damon S. Fraser, Chair; Tom Corrigan; Brian Bloomfield; Miranda Morton; Tom Blindt; Jeff Ellerd; Ken Silver

- c. **Curriculum:** Jason Belter, Chair; Brian Bloomfield; Miranda Morton; Kirsten Hornseth; Patty Mathews; Sarah Taylor; Byron Williams; Nick Zinos; Tasha Irving; Kate Burke; Chad Long; Karen Groppe
- d. **Development;** Wendy Swanson-Choi, Chair; Brian Hess; Kim LaPlante; Miranda Morton; Kate Norlander; Pete Palmer; Dorothy Richmond; Ken Silver; Kate Tetmeyer
- e. **Governance:** John Bujan, Chair; Tom Corrigan; Diane Cossairt; Rick Stempkovski; Gina Zelinka; Pat Matthews
- f. **Operations:** Brian Bloomfield, Chair; Miranda Morton

The Consent Agenda was amended to include Brian Bloomfield as a member of the Accountability Committee and Michelle Steingraeber, Brandon Foat, and Nancy Broen as members of the Operations Committee.

Ms. Lund moved to approve the amended consent agenda. Mr. Foat seconded. The motion passed unanimously.

#### **VI. Treasurer Finance Update**

Mr. Fraser gave an overview of the Treasurer's report and passed out the report on gifts and donations. He also reminded board directors that they needed to sign the conflict of interest form for our auditors. Mr. Fraser pointed out that reviewing our budget in light of the 27% holdback is crucial for the Finance and Budget Committee. Mrs. Krizan reminded directors to ask questions if there is anything they don't understand in the budget and financial reports. There was discussion about remembering to include interest in the budget. Our approved budget did not account for that, but the board has until October to approve a revised budget. Overall, it is the cash flow that will need to be watched closely over the next year. Potential solutions are being researched.

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

Mr. Bloomfield gave an update on the School of Rhetoric. He also gave an update about getting a report from Dr. Moore, which should be ready to be presented at the next board meeting. Finally, he reviewed Nova's MCA II results. Nova is still above Minnesota state averages, even with 34% of Nova's students who took the test being new to Nova last year. The data will continue to be broken down to be utilized at a classroom level.

Mr. Fung asked about Mr. Sims. Mr. Bloomfield said that he is an engineer and entrepreneur who has chosen to start a second career teaching mathematics.

Mr. Fraser asked about the Classical Institute. Mr. Bloomfield said that it will focus on Aristotelian logic and rhetoric (public speaking) in each stage of the Trivium.

Mr. Fraser repeated that this will be a big year for the Budget and Finance Committee.

Mrs. Krizan reminded committee chairs to let her know about openings on committees.

Mrs. Krizan reminded the board that there will be a strategic planning session on August 10<sup>th</sup>. It will be comprised of four sub groups to review the different foci before presenting information to the larger groups.

Mr. Bujan said that the board approved policies are up on Nova's website. He also explained the board meeting evaluation form, which is required by policy #206. Evaluations are due within

three days of the meeting. Mr. Bujan will review them and report at the next meeting. Mr. Bloomfield offered to turn the form into an online form.

**VIII. Board Updates/Action Items**

Mr. Fraser, “Resolved that an Executive Director Task force be created for the purpose of establishing performance goals for the Executive Director for the 2009-10 year.” Mrs. Hornseth seconded. There was discussion. The motion passed unanimously.

Mr. Fraser, “Resolved that the task force be led by chair-elect Wendy Swanson-Choi and be comprised of \_\_\_\_\_ (parent) and \_\_\_\_\_ (teacher).” Mrs. Hornseth seconded. There was discussion. The motion was amended to include Mrs. Hornseth as the parent and Mr. Foat as the teacher. The amended motion passed unanimously.

Mr. Fraser, “Resolved that the Executive Director Task Force report back to the Board at the regular August Board meeting (August 17, 2009) with recommendations on the Executive Director’s goals for the 2009-10 year.” Mrs. Hornseth seconded. There was discussion. The motion passed unanimously.

Ms. Lund, “Resolved the Board approve the 2009-10 Student Handbook and delegate the authority to make further changes to the Executive Director.” Mrs. Hornseth seconded. There was discussion. Ms. Morton was applauded for an excellent job on the handbook and its compliance with state laws and Nova’s policies. The motion passed unanimously.

**IX. Public Comment**

There was public comment.

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

Strategic Planning Session, August 10, 6:30 PM, US  
Financial Training, August 15, 5:00 PM, US  
Regular Board meeting, August 17, 6:30 PM, US

**XI. Adjournment**

Ms. Lund moved to adjourn. Mr. Foat seconded. The motion passed unanimously. The meeting adjourned at 7:21 PM.

Minutes submitted by Becky Lund.