

**Nova Classical Academy
Board of Directors Meeting Minutes
Regular Meeting
September 21, 2009**

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

Directors Absent: None.

Advisors Present: Brian Bloomfield, Miranda Morton, Kate Tetmeyer (PTO representative), Beth Topoluk (Authorizer representative)

Others in Attendance: Nova parents and staff

I. State of the School Address

Mr. Bloomfield presented the State of the School Address.

II. Call to Order

The meeting was called to order at 6:58 PM. Dianne Krizan led the meeting.

III. Approval of Agenda

The agenda was modified to have a first reading of the Conflict of Interest Policy under the Accountability Committee report and to pull the Annual Report from the consent agenda and to put it as its own item. Mr. Belter moved to approve the modified agenda. Mr. Fraser seconded approval of the modified agenda. The motion passed unanimously.

IV. Board Chair Comments

Mrs. Krizan thanked Mr. Bloomfield for his address and thanked the members of the public for attending tonight.

V. Public Comment

There was public comment.

VI. Consent Agenda

- A. Meeting Minutes for August 17, 2009
- B. Accept Gift Donations

Mr. Belter moved to approve the revised consent agenda. Mr. Fraser seconded. Mr. Belter, Mr. Bujan, Mr. Corrigan, Mrs. Cossairt, Mr. Foat, Mr. Fraser, Mrs. Hornseth, Mrs. Krizan, Ms. Lund, and Mrs. Swanson-Choi voted for. Mr. Fung abstained. The motion passed.

- C. Lawyer contract: There was discussion. It was decided that no vote was needed to approve anything at this time as there wasn't a contract.

D. Annual Report (for submission to the State): The board discussed changes to the report. Mr. Fraser, "Resolved that the board of directors approve the annual report with the discussed changes." Ms. Lund seconded. All in favor.

VII. Treasurer/ Finance Update

Nancy Baumann gave a report about our audit. We have a fund balance of over 11%, but we still need to work to maintain and grow that percentage. Mr. Fraser reminded the board that we need to vote on our revised 2009-2010 budget at the October board meeting. Mr. Bloomfield gave a presentation of holdback funding options. There was discussion of the Treasure's Report.

VIII. Reports received by the Board

a. Administration Report

i. Enrollment Update/ Class Size

Nova currently has 571 enrolled students and 3 over-enrolled classes in 6th and 7th grade and one over-enrolled class in 5th grade by one student. We are under our goal for 8th grade, but have 29 students in 9th grade. Mr. Bloomfield reminded the board that enrollment numbers changed a lot in late August and the beginning of September. The board discussed class size.

ii. Dr. Moore's Report

Mr. Bloomfield reviewed Dr. Moore's report of Nova's documents, focusing on our curriculum review process, high school curriculum and discipline plan. It was noted that the usefulness of a review of documentation is fairly limited.

Mrs. Cossairt, "I move to bring Dr. Moore back for an on-site visit this school year to evaluate our classical program and to work with our teachers." The motion was not seconded. Board members commented that Dr. Moore's vision is different than Nova's and that Nova should have more confidence in our own abilities.

b. Board Committees

i. Governance Report

ii. Development Report

iii. Curriculum Report

iv. Finance and Budget Report

v. Accountability Report

1. 1st reading of Application and Enrollment Policy

There was discussion.

2. 1st reading of the Conflict of Interest Policy for Board Members

vi. Operations Report

c. Board Chair Report

d. Strategic Plan Revisions

Board members should review and give feedback to the leaders of the four areas of the strategic plan. The plan will also be made available to the community via Nova's website. Comments will be sent to the board email address and Mrs.

Krizan will forward comments to the appropriate people. A final plan will be voted on at the October board meeting. Mrs. Cossairt pointed out that Nova's strategic plan was not a 5 year plan, but a 3 year plan (2006-2009) and it has thus expired. There was discussion.

IX. Board Updates/Action Items

a. Charge Governance Committee to Begin Bylaw Reviews

Ms. Lund, "Resolved, that the governance committee is charged to provide a report to the board, no later than the November 2009 regular meeting, on the Nova Bylaws (2005 version), as follows:

1. Identify and recommend changes to the Nova Bylaws mandated by the 2009 charter school legislation;
2. Identify obsolete provisions and/or language and recommend deletions and/or improvements; and
3. Identify provisions and/or language that might benefit by clarification and/or rewording." Mr. Fung seconded. The motion passed unanimously.

b. Approve May 17, 2010 as the Closing Date for Board Elections

Mr. Bujan, "Resolved, that the board adopt the governance committee's recommendation to approve May 17, 2010 as the closing date for board elections." Mr. Foat seconded. The motion passed unanimously.

c. Approve Allocations of Finances for Administrative Structure Planning

Mr. Fraser, "Resolved that the Board adopt the Finance and Budget Committee's recommended financial plan for administrative structure for the next five years. Further resolved that these figures are placeholders for estimated financial needs, but the resolution recognizes the explicit expectation that a high school counselor will be added in 2010 and a third administrator in 2011 as per the table in the board packet." Mr. Belter seconded. There was discussion. There was a friendly amendment to strike the word explicit. Mr. Belter, Mr. Bujan, Mr. Corrigan, Mr. Foat, Mr. Fraser, Mrs. Hornseth, Mrs. Krizan, Ms. Lund, and Mrs. Swanson-Choi voted for. Mrs. Cossairt and Mr. Fung voted against. The motion passed.

d. Approve Benefit Change for Hourly Employees

Mr. Fraser, "Resolved, that the Board adopt the Finance and Budget Committee's recommendation to discontinue paying monthly benefits fees during the summer months for hourly employees who work fewer than 20 hours per week." Mrs. Hornseth seconded. The motion passed unanimously.

e. Approve Applying for Loans

Mr. Bujan, "Resolved, that the Board authorize the Treasurer and Executive Director to apply for loans/lines of credit on behalf of Nova Classical Academy for the purpose of meeting the financial need presented by the state's increase of funding holdback to 27%." Mr. Belter seconded. The motion passed unanimously.

f. Charge Finance and Budget Committee to Recommend Expenditure Authority Policy

Mr. Fraser, "Resolved, that the Finance and Budget committee is charged to provide a report with recommendations to the board, no later than the November 2009 regular meeting, on Nova Classical Academy's expenditure authority

policy.” Mr. Bujan seconded. There was discussion. The motion passed unanimously.

g. Emergency Approval of Conflict of Interest Policy for Board Members

Mr. Bujan, “Resolved, that the Board of Directors adopt the Accountability Committee’s recommendation to adopt the revised Conflict of Interest policy as of today, September 21, 2009.” Mr. Foat seconded. The motion passed unanimously.

h. Charge Accountability Committee with Reviewing Class Size Policy

Mrs. Hornseth, “Resolved, that the Accountability Committee is charged to provide a report with recommendations to the board, no later than the January 2010 regular meeting, on Nova Classical Academy’s class size policy.” Mr. Foat seconded. The motion passed unanimously.

i. Charge Operations Committee with Preparing a Discipline Review

Mr. Fraser, “Resolved, that the Operations Committee is charged to provide a report with recommendations to the board, no later than the November 2009 regular meeting, on Nova Classical Academy’s policies and procedures regarding student discipline.” Mr. Bujan seconded. There was discussion. Mr. Bujan, Mr. Corrigan, Mrs. Cossairt, Mr. Foat, Mr. Fraser, Mr. Fung, Mrs. Hornseth, Mrs. Krizan, Ms. Lund, and Mrs. Swanson-Choi voted for. Mr. Belter voted against. The motion passed.

X. Public Comment

There was public comment.

XI. Next Meeting Date/Agenda Items

Regular Board meeting, October 19, 6:30 PM, US. Approving the 2009-2010 budget and approving the strategic plan will be foci of that meeting.

XII. 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.