

**Nova Classical Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
September 20, 2010**

**Directors Present: Jason Belter, John Bujan, Tom Corrigan, Sarah Dumont-Brown, Brandon Foat, Damon Fraser, Kirsten Hornseth, Dianne Krizan, Becky Lund**

**Directors Absent: Wendy Swanson-Choi**

**Advisors Present: Brian Bloomfield, Miranda Morton, Nancy Baumann, Jan Beebe**

**Others in Attendance: Nova parents and a teacher**

**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 amended agenda (the minutes are from the special August meeting, not the regular meeting). Ms. Lund seconded. The motion passed unanimously.

**III. Board Chair Comments**

Mrs. Krizan publicly welcomed Ms. Dumont-Brown.

**IV. Public Comment**

There was no public comment.

**V. Consent Agenda**

- A. Meeting minutes for the Special Meeting on August 23, 2010
- B. Accept gift donations

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

**VI. Treasurer/ Finance Update**

Mr. Fraser mentioned that we'll be updating the budget next month and said that Mrs. Baumann has been hard at work on the audit. Mrs. Baumann highlighted last year's financial statement and said that there is one more level of review that the numbers need to go through. She also recapped the reclassifications that have occurred in the 2009-10 budget as a result of the audit. The bottom line is that our forecasted fund balance is \$17,000 less than projected last month; \$15,000 is because of a state retro-active reduction in Special Education funding for the 2009-2010 school year.

**VII. Reports received by the Board**

**a. Administration Report**

Mr. Bloomfield reminded the BoD that the state has paid back the August portion of the holdback/un-allotment. If they make the September and October payments as expected, we will not need to use our line of credit this year as our fund balance will cover the rest of our expenses even with the 30% holdback. We are financially in a very healthy place.

We have over 600 students, which will impact the revised budget that the Finance and Budget Committee will be presenting in October.

Mr. Bloomfield also gave an overview of the Classical Institute that occurred in August. He also updated the number of students participating in Honors courses in the SoR and reported on the 6<sup>th</sup> grade transition to the Upper School.

The Administration has been dealing with food services and bussing because of the transitions to new service providers. Another issue has been with our uniforms and our providers. We will be looking into simplifying this for next year.

Mr. Bloomfield also gave an update about the 10<sup>th</sup> grade Health curriculum and an overview of the 2009-10 Annual Report.

**b. Board Committees**

**i. Development Report**

**ii. Finance and Budget Report**

Among other highlights, Mr. Fraser gave an update about CSDC versus bonding for funding a permanent facility based on our healthy fund balance.

**iii. Governance Report**

Mr. Bujan highlighted the decisions made regarding the 2011 election process.

**c. Ad Hoc Committees**

**i. Administration Structure Committee**

Mr. Corrigan recognized the hard work of this committee in the past few months. He then gave an overview of the report from his committee. There was discussion.

**ii. Strategic Planning Committee**

Mr. Bloomfield outlined the next steps of the committee.

**iii. Executive Director Review Committee**

Mrs. Hornseth summarized the work of the committee. There was discussion about the proposed goals.

**VIII. Board Updates/Action Items**

**a. Acceptance of the 2009-2010 Annual Report**

Ms. Lund, "Be it resolved that Board of Directors accept the 2009-10 Annual Report and instruct the executive director to submit it the MDE." Mrs. Hornseth seconded. The motion passed unanimously.

**b. Adoption of the 2011 Election Dates and Milestones**

Mr. Bujan, "Be it resolved that the dates and milestones for the 2011 Nova Classical Academy Board Elections are hereby adopted as set forth in the recommended Timetable attached to the Nova Governance Committee Report

dated August 12, 2010.” Mr. Foat seconded. There was discussion. The motion passed unanimously.

**c. Executive Director**

Mrs. Krizan, “I propose that the board affirms its confidence in Mr. Bloomfield as Nova’s Executive Director and charge the Finance and Budget Committee to recommend a salary adjustment to reflect appropriate pay for the position and to determine if the Executive Director should be employed under a contracted agreement.” Mr. Fraser seconded. There was discussion. The motion passed unanimously.

**d. Additional Administrative Support**

Mr. Corrigan, “Be it resolved that the board of directors task the Executive Director with creating a plan to acquire additional administrative support to address the growing demands at Nova. The Executive Director shall work with the Finance and Budget Committee to adjust the current and future budgets to account for the new plan.” Ms. Lund seconded. There was discussion. The motion passed unanimously.

**e. Approval of the 2010-2011 Executive Director Goals**

Mr. Fraser, “Be it resolved that the Board accept the recommendations as amended for the goals for the Executive Director for the 2010-11 school year.” Mrs. Hornseth seconded. The motion passed unanimously.

**IX. Public Comment**

There was no public comment.

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

Next Board meeting is October 18, 2010 beginning at 6:30 at the Upper Campus. A major agenda item will be the revised 2010-11 budget and the Governance Committee has some recommendations based on its charges. Finally, we’re planning to have a State of the School address.

**XI. Adjournment**

Mr. Belter moved to adjourn. Mr. Fraser seconded. The motion passed unanimously. The meeting adjourned at 9:06 PM.

Minutes submitted by Becky Lund.