

**Nova Classical Academy
Board of Directors Meeting Minutes
Regular Meeting
October 17, 2005**

Directors Present: Lisa Knudson, Simon Fung, Rick Stempkovski, Maria Marchand, Megan Daoust, Chad Long, Joe Michalak, Tom Blindt, Ted Olsen

Directors Absent: Jim Day

Advisory Members Present: John Greving, Louise Wilson, Jane Marie Phillips

Recording Secretary: Jeanie Anderson

I. Call to Order

The meeting was called to order at 6:35 p.m.

II. Announcements/Introductions

The board chair welcomed sponsor liaison, Dr. Louise Wilson.

III. Approval of Agenda

Under New Business the following items were added: a) Discussion regarding board composition meetings facilitated by Chris Porter, b) Facilities expenditures, c) Sponsor's Report.

**Maria Marchand moved to approve the agenda with the three new business additions.

* Tom Blindt seconded the motion.

* The motion passed unanimously.

IV. Approval of Minutes

The board requested that all public comment questions be forwarded to all Board members so that they may review them. The board also requested that future meeting minutes are written using Roman numerals corresponding to the agenda. Some grammatical changes were made to the minutes of 09/19/05.

**Joe Michalak moved to approve the September 19, 2005 board of directors meeting minutes with the noted changes.

* Tom Blindt seconded the motion.

* The motion passed unanimously.

V. Treasurer's Report (attached)

The board would like to receive the treasurer's report from Judith Darling in a more timely fashion, specifically 10 days prior to a board meeting.

- Original budget showed net income for the year of \$16,230

- Currently budget projects a loss of \$45,283

- This is a difference of \$61,000

- The reasons for this difference are mainly, a) Salary expense is projected to be \$21,000 more than budget and b) Contracted services is projected to be \$40,000 more than budget.

- Auditors will be conducting audit on October 20, 2005.

- The week of October 24, Judith will contact Park Midway Bank about securing a line of credit.

The board requested that Judith Darling attend the November board meeting so that members may ask questions. John Greving will invite Judith to the meeting.

The board asked about the salary schedule mentioned in Judith Darling's report. It was clarified that the salary schedule was developed by Robert Kreischer and presented to the teachers and the board last spring. The information is available for all to see, and Chad Long will find and make available such information.

VI. **Head of School Report**

Mr. Greving explained that when he was first hired for this position the board asked him to set goals for himself. Mr. Greving then presented a draft of his goals (attached) and requested the board give him feedback prior to the next board meeting. John will make revisions, meet with Oversight Committee (Maria Marchand, Lisa Knudson, Jim Day and Joe Michalak), finalize document, and present to board for approval.

In-Service training will be held on October 20, 2005. Dr. Jeremiah Reedy will make presentation to staff about classical education, after which staff will work on curriculum mapping.

John has been spending time observing classes and has enjoyed doing it. He thanked the board for sending him, Lisa Knudson and Becky Lund to Colorado to visit two classical schools. They greatly enjoyed seeing the classical model in action.

Parent/Teacher Conferences will be held on November 17, 22 and 23.

Mr. Greving has created a High School Advisory Council Curriculum Committee which is made up of the following people: John Greving, Joe Michalak, Lisa Knudson, Carolyn Keller, Brandon Foat, Courtney Holman and Ina Loobeek. This committee will put together the high school curriculum and come up with graduation requirements. This information will be presented to the curriculum committee in November. When this piece has been set, the focus will shift to other issues relevant to the high school.

The board requested that Mr. Greving discuss the revised middle school schedule at the November meeting.

VII. **Action Items**

a. **Strategic Plan** – The board requested that critical timelines be prioritized; that all dates be placed on a calendar so that timelines can be viewed in graphic form. The board added dates to critical timelines, and Simon Fung developed the graphic timelines. It was determined that each committee must develop timelines for each of their committee goals.

- Jane Marie Phillips asked that the board add core values statements and community building, which were components of the original strategic plan.

b. **Lease Amendment** – Tom Blindt, Facilities Committee Chair, reported that LCCC sent a finalized version of the lease and NCA declined it, made changes and sent it back to LCCC. Nova is waiting for LCCC to get back to us.

Tom Blindt asked that Nova's real estate attorney, Evan Rice work with Rick Salmen (LCCC attorney) to get this done. The main negotiating issue is the penalty as the end of the lease.

c. **Committee Charges/Policies**

Communications Committee Charge & Policy (attached) – Board Chair directed committee chair, Chad Long, to make the policy broader. It must address not only board communications, but also school/community/faculty communications. Board Chair asked that suggestions regarding the communication policy be emailed to Chad Long. Mr. Long discussed his calendar timeline for producing the Board Report newsletter. He asked that if a board member cannot submit a blurb that they at least submit minutes or statements that can be fleshed out for the newsletter.

Development Committee Charge & Goals (attached) – It was requested that Rick Stempkovski, committee chair, add the actual raising of funds to the charge. It was also requested that the committee develop policies about fundraising, and that the PTO's smaller, on-going fundraising be added to this charge. Mr. Stempkovski stated that the committee would rely on school operations to identify needs and will rely on input from the school community as well. PTO President, Jane Marie Phillips, asserted that it is not the job of the Development Committee to review the silent auction. As the Silent Auction is a PTO fundraiser, the PTO will conduct a review and will present the review to the school.

**Joe Michalak moved to adjourn the meeting at 8:50 p.m.

*Ted Olsen seconded the motion.

*The motion was denied.

Voting for: Olsen

Voting against: Knudson, Fung, Stempkovski, Marchand, Daoust, Long, Michalak

Curriculum Committee Charge (attached)

**Tom Blindt moved to adopt the Charge to the Curriculum Committee, draft 4, dated October 13, 2005.

*Maria Marchand seconded the motion.

[John Greving noted that there will be a definition of what is required for committee membership, e.g., what must be read.]

*The motion passed unanimously.

d. **On-Time Application Period**

**Chad Long moved to approve the proposal for the application deadline of March 10, 2006 for K-8, and February 16, 2006 for high school.

*Tom Blindt seconded the motion.

*The motion passed unanimously.

VII. **Reports**

a. Curriculum Committee Report is attached.

b. PTO Report is attached.

c. HSAC – John Greving will meet with Diane Cossairt to go over future job duties of the HSAC.

IX. **New Business**

Governance Meetings: Chad Long, on behalf of constituents, expressed concern about Chris Porter's Governance presentations. Especially that people are asked their thoughts on the different governance models without being given specific definition to those models. He is also concerned that a model of an equal representation of teachers and non-teachers is not being presented.

**Joe Michalak moved to have Rick Stempkovski speak with Chris Porter to find out what she is presenting, and to determine if that is commensurate with her proposal. This must be clarified before the October 20, 2005 "Community Conversations" meeting.

*Tom Blindt seconded the motion.

*The motion passed unanimously.

Facilities expenditures: Tom Blindt noted that in order to do a proper assessment of possible facilities for the upcoming 9th grade we need to have a survey of the current facility/land done. However, there are not funds allocated for this service. The board recommended that Tom work with Mr. Greving to accomplish this.

Sponsor Report: Louise Wilson reported that Bethel University will not continue to sponsor Nova after June of 2006. She gave two reasons the University came to this decision: 1) Louise is becoming Department Chair, and cannot continue in her role of sponsor liaison, 2) Bethel has chosen to focus on partnering with the Frogtown/University area of St. Paul, and will partner with public schools there. ~Lisa Knudson thanked Bethel, and especially, Louise Wilson for their work in getting Nova off the ground.

X. **Public Comment**

Paul Sterzinger would like to know when and if a modern foreign language will be offered at Nova.

Steve Silverman-King is concerned about the budget and the increased line of credit. He urged the board to determine how they will deal with overages as they occur. He also asked that the board share with the community how they will deal with a balanced budget. He also asked that the board not lose sight between the mission and the strategic plan. There needs to be more discussion and we need to be specific about who is responsible for this.

Greta Wenzel expressed concerns about the community conversations governance meetings.

Gina Zelinka submitted a letter regarding her concerns about the board possibly seeking a waiver for board composition (letter attached).

XI. **Adjournment**

**Megan Daoust moved that the meeting be adjourned at 9:28 p.m.

*Tom Blindt seconded the motion.

*The motion passed unanimously.

Respectfully submitted by Jeanie Anderson, recording secretary.

