

**Nova Classical Academy
Board of Directors Meeting Minutes
Regular Meeting
January 23, 2006**

Draft

Directors Present: Lisa Knudson, Maria Marchand, Megan Daoust, Chad Long, Tom Blindt, Simon Fung, Rick Stempkowski

Directors Absent: Jim Day, Ted Olsen, Joe Michalak

Advisors Present: John Greving, Louise Wilson, Jane Marie Phillips came at 7:30 p.m.

Recording Secretary: Maria Marchand

I. Call to Order

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

II. Announcements

Jeanie Anderson has resigned her board clerk position.

We have received a \$150-\$170,000 grant from the Walton Foundation.

III. Approval of Agenda

Under New Business add "Preferential admission for children of teachers and founders"

Move the Governance proposal (under Committee Reports) to the February 13th Special meeting at 6:30 p.m.

*Rick Stempkowski moved that we approve the amended Agenda with changes above.

Tom Blindt seconded the motion.

The motion passed unanimously.

IV. Approval of Minutes

*Tom Blindt moved that we approve the Regular Board meeting minutes dated December 15, 2005.

Chad Long seconded the motion.

Discussion – the Governance Committee report was on the December agenda but was not discussed.

The motion passed unanimously.

V. Treasurer's Report (attached)

Jim Eichten, MMKR, was contracted to audit Nova Classical Academy. Mr. Eichten provided an overview of the Management Report and the Financial Report (both are attached). Items reviewed included: segregation of duties; deposits; designated depositories, financial results, budget to results relationship, that the NPTO, and parent teacher organizations generally, should be excluded from the corporation's profit and loss statement, as per Jim Eichten of MMKR who spoke in connection to the auditor's report. Such organizations have their own profit and loss statement and tax payer identification.

Questions: What does unrestricted/restricted mean on page 2 of Management Report? Capital assets – equipment, food service received is required to be used in food service are restricted, the general fund is unrestricted. Setting up a separate extra curricular activities account was discussed. The PTO account was discussed.

VI. Head of School Report

- a. Grades K-4 have sent grade reports home with students this week, 5-8 will be mailed home this week.
- b. 264 students currently, 1st grade spot filled today, one spot in 2nd grade (3 apps), 21 students in 8th grade currently.
- c. There have been two information nights to date; there will be one more on February 9th. 40-60 families have been in attendance at each event so far. Current 8th grade families will get a phone call from John Greving about intent to return for 9th grade.
- d. The school fair was last Saturday. John recognized Melody Boberg for all her hard work. There was a discussion about how best to market Nova.
- e. John Greving is putting together a bus task force to look at scenarios for next year.
- f. The high school curriculum task force is working on draft for board approval in February.
- g. The project plan shows committee goals/deadlines.
- h. There is an all school field trip on Thursday, February 2nd to Circus Juventas.
- i. Congratulations on the trophy for Math League (4th place in St. Paul West division).
- j.

VII. Sponsor Report
Nothing to report.

VIII. Action Items (see committee reports)

IX. Committee Reports

a. Development

Rick Stempkovski highlighted items in the report (attached). If Nova participates in a student information system program we receive an additional \$20,000 from the Walton Grant (CREDO system). Board members will contact charter schools currently using CREDO to understand how much work will be involved in implementing it. It was noted Theresa Schulte also helped with original \$80,000 grant. Thank you to John Greving for all your work on the grant.

** Megan Daoust moved to adopt the Development Committee charge as presented January 23, 2006.

The motion was seconded by Simon Fung.

The motion passed unanimously.

b. Curriculum

Proposal to adopt Nova Algebra textbook (attached). John Greving made the recommendation that we adopt the Foerster textbook.

** Tom Blindt moved to adopt the Foerster algebra textbook.

The motion was seconded by Megan Daoust.

Jennifer Pierson publicly acknowledged the standard of work provided by Ina Loobeeck. Grade-level use of the algebra text was discussed. Currently there is no official textbook-adoption policy.

The motion passed unanimously.

c. Communications

Discussion included changing “two-way communication” to “effective communication” and starting the charge from paragraph three - “The Communications Committee is committed to establishing.....” The first two paragraphs would be part of the policy framework rather than the charge.

** Maria Marchand moved to approve the Communication Committee Charge changing “two-way communication” to “effective communication” and starting the charge with paragraph three.

The motion was seconded by Tom Blindt.

The motion passed unanimously.

d. Finance (budget attached)

John Greving commented about future continuity of budget and improvements that can be made for 06-07. Judith Darling presented amended budget – asking board to amend budget with an \$80,000 deficit due to transportation costs, legal fees and project management fees (one time things that will not happen again). Items discussed included fund balance, the Walton Grant, special education revenue, and a list of actions needed to be taken by the board based on the audit, added transportation costs. The budget will be amended again once we receive the Walton Grant.

** Simon Fung moved to approve budget with total revenue of \$2,025,800 and total expenditure of \$2,105,800 and a projected ending fund balance of \$153,742.

The motion was seconded by Tom Blindt.

Public comment – it was discussed that perhaps the fund balance in food service could be used to hire staff rather than rely on volunteers, however, the \$7000 may be a one-time surplus.

The motion passed unanimously.

e. Governance – on February 13, 2006 special meeting agenda.

f. Accountability

The parent survey is to be sent out early February.

g. New sponsor update

Friends of Ascension has approved sponsoring transition schools in addition to start-up schools. Because they typically sponsor Core Knowledge schools, Nova is comparing our curriculum with Core Knowledge curriculum. Nova will make a presentation to their board in February. Other potential sponsors include Augsburg, and University of St. Thomas.

Head of School John Greving and chair woman Lisa Knudsen continue to identify sponsorship options as a result of Bethel's stated intent of not renewing their sponsorship at the end of the present contract period (i.e.,

June 30, 2006). No ad hoc nor advisory committee has been established in connection to sponsorship.

h. Facility Committee

Tom and John are working on a survey of the sight for short- and long-term planning. A design charette to create proposals for Lumen Christi is upcoming. The Facilities Committee is looking at other possible sites form Nova. Jane Marie Phillips suggested getting a gift for Lumen Christi when they complete construction on their building. The security audit for the Nova building has been completed.

i. Policy Development Committee

The committee will be meeting on 01/28/06.

j. NPTO – Sharla Scullen has resigned as vice-president. Two of the four officer seats are currently vacant.

k. HSAC

Nothing to report.

X. New Business

a. Classical model as it applies to Nova Classical Academy. Joe Michalak has suggested a special board meeting on February 13, 2006 – curriculum committee and high school curriculum task force would be invited.

b. Agenda items for February 27, 2006 board meeting: high school curriculum, action required by board as recommended by audit, draft of accountability report, discussion of adding third kindergarten and/or second seventh grade (to coincide with St. Paul middle school model) for long term enrollment.

c. Agenda items for February 13, 2006 special meeting – classical model as it applies it Nova, governance proposal, recommendation on student information system through Walton.

d. Preferential admission for children of teachers and founders– members of the board will check with the Department of Education to see if we can add something to our bylaws. Chad Long will write up what he learned from Attorney General, call MACS and review old meeting minutes, Maria Marchand will talk to Morgan Brown about how the state is interpreting issue.

XI. Public Comment

It was noted that the kindergarten numbers on budget are not accurate (especially projection). John Greving will look into it.

XII. Adjournment

**Tom Blindt moved that we adjourn at 9:20 p.m.

Rick Stempkovski seconded the motion.

The motion passed unanimously.