

Nova Classical Academy  
Board of Directors Meeting minutes  
Regular meeting  
June 24, 2004 at 6:30 p.m.

Directors present: Lisa Knudson, Margaret Ryther, Erica Perl, Teresa Schulte, Simon Fung  
Directors absent: None  
Advisory Members present: Dick Nunneley, School Director  
Others in attendance: Bob Hobyan, school accountant; Peter Gray, Board counsel; Mary Hess; parents and staff members  
Chair: Lisa Knudson  
Secretary: Teresa Schulte

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

Lisa closed the meeting at the request of Peter Gray (attorney-client privilege) in order to discuss final details of the mediation with the school director which hadn't yet been resolved.

Lisa re-opened the meeting at 7:04 p.m.

Peter announced that an agreement had been reached between the parties to the mediation and summarized the terms of the agreement for those present. Dr. Nunneley and the Board agreed that his summary fairly represented the terms of the agreement.

\*Erica moved to approve the document resulting from the mediation between the Board and Dr. Nunneley (see attached).  
Simon seconded the motion.  
Voting in favor: Erica, Simon, Lisa and Teresa  
Voting against: Margaret  
The motion passed.

\*Erica moved to approve payment to Lockridge Grindal Nauen P.L.L.P. of up to \$3,000.00 for attorney's fees incurred by Dr. Nunneley for legal counsel related to the mediation process.  
Simon seconded the motion.  
Voting in favor: Erica, Simon, Lisa and Teresa  
Voting against: Margaret  
The motion passed.

\*Erica moved to indemnify Teresa Schulte and to approve payment to her of \$1,393.34 for unreimbursed medical expenses incurred as a result of her medical emergency at the school on May 6, 2004.  
Margaret seconded the motion.  
Voting in favor: Erica, Margaret, Lisa and Simon  
Abstaining: Teresa  
The motion passed.

Amid many thanks from Board members for his pro bono services through the course of the mediation, Peter Gray resigned as board counsel.

The agenda was approved unanimously after being modified to reflect that staff employment agreements for FY 2005 and a Section 504 plan would be discussed in a closed session at the end of the meeting.

\*Margaret moved to approve the minutes of the May 18, 2004, special business meeting and the June 5, 2004, and June 15, 2004, special meetings.

Erica seconded the motion.

The motion passed unanimously.

#### Treasurer's Report:

See attached report.

Nova is currently \$35,000.96 under budget (revised) at this point.

#### Director's Report:

See attached report.

Action items:

- Approval of FY05 budget – held until after discussion of employment agreements.
- Approval of 2004-05 school calendar: After a discussion of options for ending the school year for students by June 10<sup>th</sup> while maintaining instructional time, it was decided that Nova will start school on September 7<sup>th</sup> (September 9<sup>th</sup> for kindergarten) and will follow the SPPS school year calendar with the following exceptions: Nova students will not be released early on the 4 early release days built into the SPPS calendar (Sept. 29<sup>th</sup>, Dec. 8<sup>th</sup>, February 9<sup>th</sup> and May 4<sup>th</sup>). The last day of school for students will be June 10<sup>th</sup>.  
Dick will check into afternoon transportation options for the 4 SPPS early release days.

\*Erica moved to approve the calendar for the 2004-05 school year as described above and as attached.

Margaret seconded the motion.

The motion passed unanimously.

- Approval of telephone system lease.

\*Erica moved to accept and approve the attached telephone system proposal from Popp Telecom and to authorize payment of up to \$7,500.00 over 2 years depending on the option chosen.

Simon seconded the motion.

The motion passed unanimously.

- Approval of retirement plan.

\*Margaret moved to approve the establishment of a retirement plan with TIAA-CREF as shown on the attached proposal.

Erica seconded the motion.

The motion passed unanimously.

Strategic Planning: (Mary Hess needed to leave the meeting early.)

See attached report and recommendation.

Mary solicited 5 or 6 proposals and recommends that the Board accept Chris Porter's proposal for strategic planning. She noted that additional assistance may be needed in the finance area.

\*Erica moved to accept Mary's recommendation and to approve and accept the attached strategic planning proposal from Chris Porter / The Governance Group.

Simon seconded the motion.

The motion passed unanimously.

Mary will work on scheduling.

(No Sponsor's Report was made.)

Board Meeting Dates:

\*Erica moved to set regular Board meetings for the 2004-05 school year on the 2<sup>nd</sup> Tuesday of every month from 6:30 p.m. to 9:30 p.m. beginning in August, 2004.

Margaret seconded the motion.

The motion passed unanimously.

(Note that there will be no regular Board meeting in July.)

Approval of Audit Proposal:

\*Margaret moved to accept and approved the attached proposal from Chuck Rinkey, Ltd. for audit services for FY 2004.

Erica seconded the motion.

The motion passed unanimously.

Board Resolution – New members of the Interim Board of Directors:

The following resolution was approved:

Whereas, Pursuant to the Bylaws the founders bring on the Interim Board; therefore be it Resolved, That the following persons have been invited on the Board by the founders:

Jennifer Strautman (parent)

Tom Blindt (parent)

Maria Marchand (teacher)

Short biographies of the new members are attached. Terms will begin July 1, 2004.

Board Assistant:

Lisa stated the need for the Board to have someone to assist the Board in taking meeting minutes and helping with clerical work.

\*Erica moved to contract with a person to perform administrative duties for the Board for up to 30 hours per month at up to \$6,000.00 per year.

Simon seconded the motion.

The motion passed unanimously.

#### Charge to Board Development Committee:

\*Erica moved to approve the attached charge to the Board Development Committee.

Margaret seconded the motion.

The motion passed unanimously.

#### Other Committees:

Lisa stated that the Board would be forming an ad hoc Personnel committee to help formulate personnel policies and hiring practices. This is still in the formative stage.

Dick stated that he would have the School Operations Advisory committee up and running by September.

#### Curriculum Committee Report:

No written report was available.

Julie Kalnin reported that the first library order will arrive August 2<sup>nd</sup> and that the library software is installed.

The committee reviewed some revised benchmarks.

She is going to focus on science rather than social studies next.

Curriculum benchmarks in core subject areas will be submitted for adoption by the end of September.

The committee will continue to work on policies for the selection of classroom and library materials.

The Iowa tests are just going in to be scored. Results will be available in about 6 weeks.

#### Accountability Committee Report:

No written report was available.

Dick reported that he, Erica, Mary Hess and Louise Wilson had met to look at the raw results of the parent survey. The raw data is very positive. Various categories will be broken out and examined in more detail and in relation to the accountability goals set for the school. We need to report on the results to Bethel College by August or September.

#### Finance Committee Report:

See attached report.

It was noted that a procedure needs to be established to solicit budgeting needs from outside the realm of school operations.

Facility Committee Report:

In addition to facility items in his report, Dick noted that he is considering getting another smaller modular unit, but would have to decide before the larger one that has been ordered is installed. This could be used as a library or a classroom.

The sanctuary at St. Gregory's will not be available for use as classroom space for the upcoming school year. Dick also stated that St. Gregory's is not interested in doing any build-out for anything less than a 3-year lease.

PTO Report:

See attached report.

There was some discussion of how the PTO would be organized next year. They will revisit the advantages and disadvantages of incorporating as a separate non-profit entity. It was clarified that the decision not to pursue incorporation and 501(c)3 status this past school year was made by the PTO itself and not by the Board.

No new business.

Lisa closed the meeting at 9:35 p.m. to discuss staff employment agreements for FY 2005 (results are public once approved) and a student's Section 504 plan which includes protected data.

Margaret left the meeting at 9:36 p.m.

Lisa re-opened the meeting at 10:36 p.m.

\*Erica moved to approve employment agreements for all returning staff and the following staff salaries for FY 2005 with the provisos noted:

<u>FTE</u>	<u>Salary</u>
Current Faculty:	
.56	\$16,850.00
.56	17,864.00
.56	18,749.00
1.0	30,400.00
1.0	31,900.00
1.0	31,900.00
1.0	31,900.00
1.0	31,900.00
1.0	32,400.00
1.0	38,000.00
1.0	39,000.00
Faculty to be hired:	
1.0	30,000.00
1.0	<u>30,000.00</u>
Subtotal	\$380,863.00
Overage (approx. 1.5%)	<u>5,887.00</u>
Total:	\$386,750.00

Non-teaching staff:

<u>FTE</u>	<u>Position</u>	<u>Salary</u>
1.0	Office Manager	\$30,000.00
.50-.60	Business Manager	30,000.00 (to be hired)
1.0	Curric. & Staff Dev. Coordinator	55,000.00

Calculated overage for teaching staff accommodates possible offers higher than entry-level and adjustments to part-time faculty load upon finalization of school schedule and enrollment.

A Spanish teacher is not included above. If one can be hired a 1.0 FTE position will be added to a budget re-forecast.

Simon seconded the motion.  
The motion passed unanimously.

(Note: The Director's FY 2005 employment agreement and salary will be considered at a later special meeting of the Board.)

\*Simon moved to approve the FY 2005 budget as recommended by the Finance Committee and submitted with the Director's Report (see attached).

Erica seconded the motion.  
The motion passed unanimously.

The meeting was adjourned at 10:45 p.m.

Teresa Schulte  
Secretary