

**Nova Classical Academy
Board of Directors Meeting Minutes
Regular meeting
September 18, 2004, 12:30 p.m.**

Directors present: Lisa Knudson, Simon Fung, Margaret Ryther, Tom Blindt, Jennifer Strautman

Directors absent: Maria Marchand

Advisory Members present: Dick Nunneley, School Director; Jane Marie Phillips, PTO President

Others in attendance: Dr. Julie Kalnin, Curriculum & Staff Development Specialist; Bob Hobyman, school accountant; Mary Hess, Cassandra Gray, PTO Secretary, Jodi Gallagher, PTO Treasurer, Chad Long, Nova teacher, Jeanie Anderson, Greta Wenzel

Chair: Lisa Knudson

Recording secretaries: Jeanie Anderson and Cassandra Gray

The meeting was called to order at 12:36 p.m.

Approval of Agenda

The agenda was approved as it stood; nothing was added.

Public Comment

Chad Long, third grade teacher at Nova, wanted more information about persons who are interested in being added to the board. He wanted to know specifically, "Who can vote? How is it recorded? Will we know who votes for a candidate and who votes against? Is it released as to who is being considered for the board?" It was explained that Board members vote, and the way they voted is recorded in the board minutes. The nominating committee would reveal the names of candidates later in the board meeting.

Greta Wenzel, Nova parent, wanted to know if a copy of Dr. Nunneley's review was included in the board minutes from August. Lisa Knudson explained that his salary and benefits would be considered public information, but the rest of the review would be held private. Lisa will check on whether it is admissible to publish Dick's review. Greta also asked who could serve as a board committee head, and how is the committee chair appointed? It was explained that the committee chair must be a board member, also that the committee chair is appointed by the board chair and approved by the board. The board looks at a person's skills and background to determine who should be appointed as committee chair. Greta also asked what is the job of the committee head? Margaret Ryther explained that the job of the committee head is to facilitate the committee's work; the working out of issues to bring an action plan to the board.

Announcements

Lisa Knudson announced that Erica Perl submitted her letter of resignation (attached) from the board effective September 1, 2004. On behalf of the board, Ms. Knudson regrettably accepts Erica's resignation.

Lisa Knudson also announced that all chairs of standing committees need to give a copy of their working files to be kept in the board drawer at school. Action: Lisa Knudson and Jeanie Anderson will determine what items should be kept in the drawer.

Consent Agenda

*Tom Blindt moved to approve the board minutes of the August 17, 2004 meeting as amended by Mary Hess.

Margaret Ryther seconded the motion.

The motion passed unanimously.

*Jennifer Strautman moved to approve the board minutes of the July 21, 2004 special board meeting.

Margaret Ryther seconded the motion.

The motion passed unanimously.

Treasurer's Report

Bob Hobyan presented a revised balance sheet from June 30, 2004 and one from August 31, 2004 (both attached). It was reported that the next meeting of the Budget and Finance Committee is scheduled for October 5th at 6:30 p.m. Action: Lisa Knudson requested that this committee set meeting dates for the entire year and post it on the bulleting board. Simon Fung said that they would try to do this.

Director's Report

See attached report.

Dr. Nunneley reported that Nova will participate in a Stanford Study group for the next 3 years. The survey is being conducted by the Center for Research on Education Outcomes (CREDO).

He recommended that we have a contract with Designs for Learning, because our needs are too great to be handled by our parent volunteers alone. Lisa Knudson asked if this was a recommendation from Dick alone or from the Technology Committee. Simon Fung stated that the recommendation was from the Technology Committee.

Federal Grant

Dr. Nunneley pointed out revisions in the Grant Budget (attached):

1.02 – MACS membership

4.01 – Recruiting (recommended that we hire someone to do our marketing/recruitment/PR).

5.11 – Board legal fees

Dr. Nunneley explained that we will have to send a copy of the revised budget to Cindy Murphy since money was being moved into categories where originally money was not designated. He then asked if anyone had questions about the Grant.

Lisa Knudson expressed the need for an individual meeting and welcoming and assessment of all new students, as is stated in all of Nova's literature.

Dr. Nunneley explained that there is money set aside for this in the new budget, not the Federal Grant money.

Staff Development

Dr. Nunneley submitted a plan to the board (attached). He explained that Dr. Kalnin is a most excellent resource for Nova teachers. Teachers daily discuss with her how their activities fit in with the classical model. He said it is difficult to know if things are working because there is no data, therefore we must take into account “what is going on here.” Teachers meet with Dr. Nunneley and Dr. Kalnin the second and fourth Tuesday’s of the month to discuss work issues. Dr. Kalnin and Dr. Nunneley bring resources and suggest course corrections. He explained it is very important to listen to the “voice of the teacher.” He named some goals: 1) Writing was identified as a need, 2) Differentiated instruction

Procedures:

In-service week: First year teachers, formative, second year teachers, summative.

New teachers met with Dr. Kalnin for a half a day and received individual training.

Dr. Kalnin explained that teachers were intentional about training over the summer, taking classes that targeted areas where we needed training. She also stated that over MEA break the teachers will receive differentiation instruction.

Margaret Ryther suggested that the school purchase a copy of “The Well-Trained Mind” for each staff member.

There was discussion of student test scores and how to ascertain the validity of the tests; tease out subgroups, test items. The effectiveness of Nova curriculum will show up in 3-5 years. Julie performed assessments in reading and math to all new and returning students (as needed).

Enrollment

An enrollment report was presented (attached).

Re-enrollment: It was reported that parents do not want to take open spots if their other kids do not have a spot. Also, the closer to the beginning of school year, the more likely that people on the waiting list will not take an opening. It was suggested that moving assessments to early June would shake out people who are not seriously interested in enrolling at Nova.

Sponsor’s Report

The Annual Charter School Report is due to Bethel University on September 30, 2004.

PTO Report

(Report attached)

The “Coffee and Donuts” gatherings held the two first days of school were very successful. More small gatherings will be planned to help build community. The PTO surveys are in. Meetings will be held the third Thursday evening of the month, except October which will be the second Thursday. Class photos and individual photos are scheduled (September 29 and October 19 respectively).

Jane Marie Phillips expressed the need for parents to access the faculty and staff. She stated that parents are asking for curriculum, procedures, etc. Dr. Kalnin said that it sounds like parents want daily schedules and curriculum scope and sequence. Dr. Nunneley is opposed to holding an Open House, especially early in the year.

Committee Reports

Standing Committees

Finance Committee: Next meeting will be held on October 5th, 2004 at 6:30 p.m. at Nova. They will try to set meetings for the entire year.

Curriculum Committee: (Report attached.) Margaret Ryther is taking over as committee head due to Erica Perl's resignation. Margaret created a Job Description, Committee Interest Form and an Organization Chart (attached). The Curriculum Committee has provisionally adopted curriculum, a formal review of the system needs to be created. Dr. Kalnin is fine tuning K-8 curriculum and is working to evaluate its effectiveness. Curriculum Committee interest: 25 people have submitted an interest form.

Nominating Committee: Openings on Board – 1 parent, 2 community members
Nominated parents: Mary Hess, Ted Olsen, Paul Sterzinger. Mary has declined. Ted and Paul will be interviewed. Nominated community members: Dennis Morrow, Evon Spangler, Gilbert Wenzel and Cherie Pierson Yecke. Community members will be interviewed between Sept. 20 – 28. The board will vote at the next meeting on October 12.

Accountability Committee: Maria Marchand is chairing this committee, and the committee is formulating a three-year plan.

School Operations Committee: Brandon Foat and Anne Parker are on this committee. There is an overlap, and they are looking for a specific charge.

Development Committee: Lisa Knudson and Shari Blindt will meet on September 25, 2004, to work on identifying needs. They will apply for a grant from the Walton Foundation, and identify individual and corporate donors.

Ad Hoc Committees

Facility Committee: This committee will be meeting in October with the Highland Catholic Community to get a commitment for the existing building for the 05-06 school year. Tentatively they say they are planning to de-sanctify the sanctuary this spring so that we can build out. This would work through the next year (05-06). Two other buildings have been identified as possibilities.

Marketing Committee: Mary Hess is no longer in charge of information meetings, and the school fair. New volunteers are needed. A marketing plan needs to be updated.

Strategic Plan: The second formal session was this morning. The plan is in the process of revision. Formal final form should be ready for the November 2004 meeting.

Parent Survey: Mary Hess will put in about two more hours of work creating a cover letter to send out to parents along with a survey summary. Greta Wenzel, along with Dick, may crunch the numbers to send out a summary to go with letters, and they will track data long term, and explore the data further, etc.

Advisory Committees

Policy Committee: Revisions will be made to the bylaws pursuant to suggestions from board attorney (attached).

Action Items

*Jennifer Strautman moved that the board pay the Holiday Inn Express Hotel for room charges and miscellaneous expenses (facility was used for Strategic Planning Session and Board Meeting).

Margaret Ryther seconded the motion.

The motion passed unanimously.

*Margaret Ryther moved that the board approve the Designs for Learning Support Systems Plan B (attached) as included in the minutes.

Tom Blindt seconded the motion.

The motion passed unanimously.

*Tom Blindt moved that the board adopt revision Year 2 of the Federal Charter School Program Grant Budget.

Jennifer Strautman seconded the motion.

The motion passed unanimously.

Business Manager Position

No applications have been received.

Adjournment

*Margaret Ryther moved that the board adjourn at 3:23 p.m.

Tom Blindt seconded the motion.

The motion passed unanimously.

Respectfully submitted by Jeanie Anderson, recording secretary.