

**Nova Classical Academy
Board of Directors Meeting Minutes
Regular Meeting
March 8, 2005**

Directors Present: Lisa Knudson, Ted Olsen, Maria Marchand, Margaret Ryther, Tom Blindt, Jim Day (arrived at 7:00), Evon Spangler (arrived at 7:40).

Directors Absent: Simon Fung

Advisors Present: Bob Kreischer, Interim School Director; Louise Wilson, Sponsor Liason; Jane Marie Phillips, PTO President

Others in Attendance: Bob Hobyan, School Accountant; Chris Porter, Consultant; Brian Mak, Policy Committee; Stephen Bosacker, consultant; numerous parents.

Record Secretary: Jeanie Anderson

The meeting was called to order at 6:40 p.m.

Announcements

Board Chair summarized the board training meeting with Sarah Duniway that had taken place on March 7.

Approval of Agenda

- Search Committee report was placed before the Q & A from February's public comment.
- Approval of February board meeting minutes was added.

**Tom Blindt moved to accept the February 2005 Board of Director meeting minutes into the record.

Margaret Ryther seconded the motion.

Discussion: Lisa Knudson asked that we add a dollar amount for the services of Evan Rice.

The motion passed unanimously.

Search Committee

Chris Porter, consultant, reported that a search committee for a school director had been formed and is as follows: Susan McDonough (parent), Walter Anastazievsky (parent), Maria Marchand (teacher), Megan Daoust (teacher), Jim Day (Board) and Lisa Knudson (Board). A scope and timeline for the search is attached.

**Maria Marchand moved to approve the charge to the search committee.

Jim Day seconded the motion.

The motion passed unanimously.

Q & A from February Public Comment

It was announced that the following people had submitted questions to the board from February 9 to March 4, 2005: Pat & Patty Mathews, Eric Swanson, Greta Wenzel, Tom & Sue Peterson, Valerie Jardin-Sterzinger, Paul Sterzinger, Sandi Horn, Barbara Yonekawa, Bryan Koch, Joan Mellor, Paul Purman, Sharla Scullen, Amy Thelen, Rick Stempkovski.

Discussion ensued regarding the best way to communicate responses to inquiries posed to the board. It was determined that the Board chair would direct correspondences to specific board members or committee heads to formulate a response. That response would go back to the board

chair and would then be made available to the person who made the inquiry and the public. It was suggested that both the inquiry and response be posted on the Nova website.

Treasurer's Report

Bob Hobyan presented February's accounting summary (attached).

School Director's Report

Bob Kreischer commended staff and office manager for their hard work.

Sponsor's Report

Louise Wilson, Sponsor Liason, summarized a letter dated March 1, 2005, (attached) that Bethel had distributed to the Nova community.

-Louise fielded questions regarding the letter.

PTO Report

(Report attached.) Jane Marie Phillips gave a report on volunteer hours served to date, and asked School Director to send out reminders to families who have not yet served the required 20 volunteer hours. School Director and staff will do so.

Governance Committee

Lisa Knudson reported the committee determined that the board election held this spring will be an open election. The committee had approved a resolution by Sarah Duniway with some amendments. The committee had determined that the board needs to expand from a 9 to a 10 member board.

Bob Kreischer explained that the committee wanted to add one teacher position to the board. Three positions were going off the board, 3 parents. The Director and lawyer, as directed by the committee, examined the bylaws which state, "The Board shall fix the number of directors at 9 unless there is further board action." (The bylaws allow between 5-11 members.) The committee determined it would ask the board to add four new members; 2 parents and 2 teachers. Mr. Kreischer admits he jumped the gun by assuming that the board would approve an additional seat. The committee proposes a 10 member Board of Directors: 3 teachers; 1 community member; and 6 parents.

**Jim Day moved to expand the board from nine to ten members.

Margaret Ryther seconded the motion.

Discussion: Concern was expressed that a ten member board may result in a tie vote.

The motion passed unanimously.

Curriculum Committee

Bob Kreischer asked the board to adopt his Curriculum Process Suggestion dated 02/17/05 (attached). The final outcome desired is to have for the Board in June 2005 benchmarks and a curriculum review process. The Policy and Networking Subcommittee will meet on March 15 to define the essential elements of a classical education. They will do this by looking at other schools and at Nova's grant proposals and previously written materials. This process will be guided by Bob Kreischer.

****Margaret Ryther** moved that the curriculum process as outlined in Bob Kreischer's curriculum process suggestion document be approved as listed and we engage Bob Kreischer as leader in the process of working with the curriculum committee to get said tasks done.

Jim Day seconded the motion.

The motion passed unanimously.

School Operations

Special Education

Bob Kreischer recommends that the board approve the proposed contract with NE Metro 916.

****Jim Day** moved to continue our contract with NE Metro 916 for the period of time from July 1, 2005 to June 30, 2006.

Tom Blindt seconded the motion.

Discussion: Evon Spangler asked how NE Metro 916 arrived at the fee and pointed out a contradictory provision in the contract.

***Jim Day** amended the motion to state that Bob Kreischer should sign the NE Metro 916 contract for the period of time from July 1, 2005 – June 30, 2006 once his questions are answered.

Evon Spangler seconded the motion.

The motion passed unanimously.

Busing

Bob Kreischer reported that St. Paul Public Schools declined our request for an earlier start time.

He has written to 8 other busing companies to determine if we can do business with them. He will contact other area schools to see if we can coop. with them. He will try every avenue to see if we can achieve an earlier schedule.

Spanish

Bob Kreischer reported that the issue of offering Spanish had arisen at the middle school meeting. He referred the question to the board. Is Nova Classical Academy to have Spanish and if so, how do we fit it in? He asked the board what they intended.

Lisa Knudson reported that the board had intended to offer it K-8 or 1-8.

Jim Day recommended that the faculty, with Bob Kreischer directing, be consulted to see if there is a practical way to fit Spanish into the school day.

Action: This issue was delegated to Maria Marchand for further action.

Policy Committee Report

Brian Mak gave a report (attached).

Facility

Tom Blindt reported that we have received a draft proposal from Lumen Christi, and the committee responded with a counter proposal. What we are working on achieving is a five year lease with the ability to get out after three years. This gives us time to review the current facility plans and make proposals. The lease is to include tenant improvement monies of \$150,000. The final lease would need to be reviewed and approved by the State. We should have the lease in a week; the lease writing will take another 2-3 weeks.

****Jim Day** moved to authorized Bob Kreischer to oversee the contract with Evan Rice (attorney working on the lease) to a cap of \$2,500.

Evon Spangler seconded the motion.

The motion passed unanimously.

Strategic Planning

Tom Blindt recommended we hire a project manager to oversee build-out. The recommendation included hiring Steve Bosacker on a contract basis with specific outlines of what we want to accomplish.

**Jim Day moved to authorize the expenditure of \$2,500 to have Bob Kreischer get planning assistance from Steve Bosacker, and to formulate a contract to present at the next board meeting.

Maria Marchand seconded the motion.

The motion passed unanimously.

Personnel

Business Manager

Bob Kreischer recommended the board approve hiring Beltz, Kes and Associates, LLC (proposal attached) to do business management for Nova, with the provision that we get Judith Darling as our assigned associate.

**Evon Spangler moved that we accept the proposal by Beltz, Kes and Associate, LLC with two addendums: 1) That Nova work with Judith Darling exclusively.

2) That Nova could cancel the agreement with a 30 day notice to
to the other party.

Tom Blindt seconded the motion.

The motion passed unanimously.

Curriculum Specialist

Bob Kreischer will place an ad in the Star Tribune and Pioneer Press newspapers for a curriculum specialist for the next two Sundays (March 13 and 30, 2005). He will also place an ad in Education Weekly.

**Tom Blindt moved to approve Bob Kreischer's employment agreement.

Margaret Ryther seconded the motion.

The motion passed unanimously.

Public Comment

Board clerk reminded those in attendance that questions to the board need be presented in writing as was published in the Nova News. No questions were submitted, a few comments were offered.

**Lisa Knudson moved to adjourn the meeting at 9:43 p.m.

Evon Spangler so moved.

The meeting was adjourned.

Minutes respectfully submitted by Jeanie Anderson, recording secretary.