

**Nova Classical Academy
Board of Directors Meeting Minutes Submitted for Review 3/26/09 and Approval
Regular Meeting
March 16th, 2009**

Directors Present: Damon Fraser, Simon Fung, Dianne Krizan, Becky Lund, Jason Belter, Diane Cossairt, Ken Silver, Brandon Foat, , John Bujan, Tom Blindt

Directors Absent: Robert Kreischer,

Advisors Present: Wendy Swanson-Choi, Brian Bloomfield, Miranda Morton, Dawn Ellerd (PTO representative)

Others in Attendance: Nova parents and faculty

I. Call to Order

The meeting was called to order at 6:03 PM. Damon Fraser led the meeting.

Mr. Fung arrived at 6:04 PM.

II. Approval of Agenda

Ms. Lund moved to approve the amended agenda removing the fundraising policy. Mr. Bujan seconded approval of the amended agenda. The motion passed unanimously.

III. Board Chair Comment

Mr. Fraser gave a brief overview of upcoming board items.

Mr. Blindt arrived at 6:05 PM.

IV. Public Comment

There was no public comment.

V. Consent Agenda

i. Regular Meeting Minutes for February 23, 2009

ii. Development Report

iii. Governance Report

iv. Curriculum Report

v. Accountability Report

vi. Budget and Finance Report

vii. NPTO Report

viii. Add Kate Tetmeyer to the Development Committee

ix. Accept the gifts recorded in the Treasurer's report and from the NPTO in the amount of \$12,000.

Ms. Lund moved to approve the Consent Agenda. Mr. Foat seconded. The motion passed unanimously.

VI. Treasurer Finance Update

Mr. Silver gave an update on the treasurer's report, there were some small modifications to expense and revenue projections from the previous treasurer's report. Current projections for the year end surplus would be about \$82,000 instead of the originally budgeted \$16,000. Q-comp funds and exceeding enrollment projections were the largest factors in the changes.

Mrs. Krizan arrived at 6:08 PM.

Mrs. Cossairt inquired about busing revenues and expenses. Currently we are losing about \$21,475 over revenues on busing. There was discussion over the Pennies for Patients effort. The donations to Pennies for Patients were collected at school and passed through to the Lymphoma and Leukemia Society.

VII. Administration Update

Mr. Bloomfield gave an update on teacher observations including areas of emphasis for staff development. He also discussed conversations with Dr. Moore. It would cost about \$3000 for him to do a site visit. Mr. Bloomfield recommended a less expensive distance review of current documents. There was discussion.

Mrs. Swanson-Choi gave an update on the Howe and Cooper sites, per the Minneapolis school board those sites are not available to us at this time. There was discussion of future approaches to facility planning.

Mrs. Swanson-Choi highlighted the reserve policy setting a goal of 10-15% fund balance in 3 years and setting a goal for positive fund balance budgets in all funds. She also discussed the letter from the sponsor regarding site expansion. She also discussed the 3 year budget projections required by the sponsor. There was discussion of the different budget projections.

Mrs. Swanson-Choi gave an overview of the site expansion application. There was discussion.

Mr. Fung asked for clarification on future healthcare expenses related to a traditional plan versus HSA plans. He requested that finance and budget examine this issue for the next board meeting.

VIII. Board Updates/Action Items

Mr. Fraser asked board members or the public to give him or Mrs. Swanson-Choi any ideas for a 2009-10 board training and planning session.

Mr. Belter "Be it resolved that Nova Classical Academy adopt the site expansion plan pending final MDE and sponsor approval of the site expansion plan:

- Continue grades K-5 at 1668 Montreal Ave, St. Paul.
- Continue grades 6-8 and begin grade 9 at 426 Osceola Ave, St Paul.
- Expand to 3 sections of Kindergarten, maximum of 20 students per section for 2009-10.
- Expand to 3 sections of grades 1-3, maximum of 26 students per section for 2009-10.
- Have class size of up to 26 in grades 4-9
- Approve additional faculty positions and assignments to accommodate the increase in Enrollment"

Mrs. Krizan proposed an amendment of "class size of up to 26 in grades 4-9". The amendment was accepted. Mrs. Krizan seconded. There was discussion. Mr. Fraser, Mr. Silver, Mrs. Krizan, Mr. Fung,

Ms. Lund, Mr. Bujan, Mr. Blindt, Mr. Foat, and Mr. Belter voted for the motion. Mrs. Cossairt opposed. The motion passed.

Mr. Belter, "Be it resolved that Nova Classical Academy execute the lease agreement commencing July 1, 2009, with St Francis de Sales for the 426 Osceola Ave. site in St. Paul. And authorize the Board Chair or Executive Director to sign the lease". Mr. Foat seconded. The motion passed unanimously.

There was discussion of the proposed lease extension with IMS. Ms. Lund, "Be it resolved that Nova Classical Academy execute the lease agreement commencing July 1, 2009, with Innovative Modular Solutions for lease of the modular units at 1668 Montreal Ave in St. Paul, and authorize the Board Chair or Executive Director to sign the lease." Mr. Blindt seconded. The motion passed unanimously.

Mr. Bloomfield discussed an overview of some of the changes to the employee handbook from the last version.

Mrs. Krizan, "Be it resolved that the Nova Classical Academy Board of Directors, after reviewing the content of the "Nova Classical Academy Employee Handbook", approves the Employee Handbook for 2009-10. Mr. Silver seconded. There was discussion. Mrs. Cossairt expressed concern over the consequences for staff tardiness. Mr. Fraser, Mr. Silver, Mrs. Krizan, Mr. Fung, Ms. Lund, Mr. Bujan, Mr. Blindt, Mr. Foat, and Mr. Belter voted for the motion. Mrs. Cossairt opposed. The motion passed.

Mrs. Cossairt presented the document captioned "Renewed Waiver Request 2009" which was distributed in advance of the meeting in the board packet. There was discussion of the waiver requirements, the procedure and the proposed document before the Board upon recommendation of the Governance Committee.

Mrs. Cossairt (via the Governance Committee recommendation), "Be it resolved that the Nova Classical Academy Board of Directors, after reviewing the content of the "Renewed Waiver Request 2009" documents, approves these waiver documents and their submission to the Minnesota Department of Education requesting a waiver from M.S. 124D.10 Subd. 4c." Mr. Silver seconded. There was discussion. The motion passed unanimously.

Mr. Fraser, "Be it resolved that Nova Classical Academy Board of Directors, approve the Resolution on Reserve Balances and Fiscal Management Practices." Mrs. Krizan seconded. The motion passed unanimously.

There was a second reading of Nova policy 605 the Uniform policy
There was a second reading of Nova policy 305 the Class Size policy
There was a second reading of Nova policy 102 the Definitions policy

There was a second reading of Nova policy 101 the Legal Authority of the Board of Directors policy.

There was a first reading of Nova policy 304 the Gifted and Talented policy.

Mrs. Cossairt asked for clarification on the language in the Class Size and Enrollment policies to ensure there was no contradiction.

IX. Public Comment

There was no public comment.

X. Adjournment

Mr. Fraser moved to adjourn. Mr. Belter seconded. The motion passed unanimously. The meeting adjourned at 8:08 PM.

Minutes submitted by Jason Belter.