

**Nova Classical Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
July 21, 2008**

**Directors Present: Damon Fraser, Dianne Krizan, Simon Fung, Becky Lund, Jason Belter, Diane Cossairt, Ken Silver**

**Advisors Present: Beth Topoluk, Friends of Ascension representative, Brian Bloomfield, Miranda Morton, Dawn Ellerdt PTO representative, Karen Cronin Treasurer**

**Others in Attendance: Nova parents and faculty**

**I. Call to Order**

The meeting was called to order at 6:04 PM. Damon Fraser led the meeting.

**II. Approval of Agenda:**

Under action items a discussion of the HOS job description, administrative job descriptions and facilities committee update were added. The changes were approved unanimously.

**III. Board Comments:**

- Beth Topoluk made comments about sponsor's role and responsibilities.
- Our New Director of Curriculum and Instruction, Brian Bloomfield, and New Dean of Students, Miranda Morton, were introduced by Damon Fraser. Both introduced themselves as well and talked about current goals.
- Becky Lund gave an update on the interim Head of School search. She mentioned the possibility that the interim HOS would be hired part time because they would not be a good fit for fundraising which is a large part of the full time HOS responsibility.
- Dianne Krizan described the plan for the August strategic planning session. Simon commented on need for simple planning goals at the meeting. He suggested standardizing some parts of new board member training for future years.
- Karen Cronin provided an update on the roles of our new business manager. We are trying to decide between one or two possible positions. Nancy Schultz is staying on for the audit and helping temporarily with payroll.
- Jan Beebe provided our current enrollment figures for the upcoming school year total students enrolled 414. A vote on a cut-off date for over-enrollment was added to the agenda.

**IV. Public Comment**

- Jane Marie Phillips commented that a lot of effort was spent over the years reinventing the wheel on the board.

**V. Consent Agenda**

- Appoint Curriculum Committee Co-chairs: Jason Belter and Diane Cossairt
- Appoint Governance Committee Chair: Damon Fraser
- Appoint Operations Committee Chair: Miranda Morton
- Dianne Krizan moved to approve consent agenda, Becky seconded. Diane Cossairt asked to remove the approval of minutes from the consent agenda. Dianne Krizan amended her motion to removed the minutes from the consent agenda, Becky seconded again. Motion passed unanimously.

**VI. Action Items**

- Regular meeting minutes 6/16/2008. Diane Cossairt asked about clarifying consent agenda changes at last meeting. Dianne Krizan moved to approve the amended minutes adding Karen

Cronin and Ken Silver as advisors who were present. Becky seconded the motion. Diane C, Jason B, and Ken S abstained. Damon F, Dianne K, Simon F, and Becky L voted for the minutes. The motion passed.

- Brian Bloomfield commented on goals to update Nova's website to be more dynamic. Jason B. moved to approve Tech Shield contract for \$1350 to migrate the website. Seconded by Ken Silver. The motion passed unanimously.
- Tom Blindt said they currently have 3-4 different sites that they are going to begin negotiating with in the next few weeks. They are planning a full report in September to the board.
- Dianne K. Moved to appoint Jeff Ellerd, Tom Blindt and Taylor Burr to the Facilities Committee. Jeff Ellerd and Tom Blindt will be the committee Co-Chairs. The Facilities committee is charged with and has the authority for finding possible real estate sites, negotiating non-binding Letters of Intent and determining possible financing scenarios for those sites for a move in by September of 2010. This committee will present its findings and recommendations for next steps at the September board meeting. Ken Silver seconded. The motion passed unanimously.
- Becky moved to have the NPTO sell (via pre-order), an environmentally friendly, washable, reusable, and self-closing dry snack or sandwich container that also serves as its own place mat. The NPTO would purchase this item from wrapmat.com for \$3.15 and resell it for \$5. Jason B. seconded. The motion passed unanimously.
- Board Executive positions were nominated: Damon- Chair, Dianne K - Chair Elect, Jason B - Secretary, and Karen Cronin - Treasurer. A motion to approve was made by Becky L. and seconded by Ken S. The motion passed unanimously.
- Resolution of bank signers. A motion was made to authorize Miranda Morton and Simon Fung as signers and to remove Lisa Knudson and John Greving as signers by Diane C. Seconded by Becky Lund. The motion passed unanimously.
- New copier lease. A motion to approve Ikon contract for 2 machines as 25,000 and 50,000 copies each for 2008-2009 was made by Jason B. and seconded by Simon. The motion passed unanimously.
- Nancy Schultz agreement. Simon made a motion to authorize Miranda to negotiate for up to \$3,000 for services from Nancy Schulz. Jason B. seconded. The motion passed unanimously.
- Teacher contract approvals. A status update on new hires was given by Brian Bloomfield all positions have been filled pending final renewal of licenses.
- Stipend for curriculum work. Brian Bloomfield described a need for some work on school wide writing and logic curriculum. Dianne K asked if these stipends would be a new type of policy. Becky replied that it would be. Dianne K commented on the need for a more comprehensive compensation policy. Dianne K moved to approve up to \$2400 for stipends to be decided by Miranda and Brian for the 2008-2009 school year. Seconded by Ken. Motion approved unanimously.
- Questions were asked about costs relating to strategic planning session (legal etc.). It was noted that there was already money in the budget for legal counsel.
- Governance Committee members. Dianne K moved to approve Damon Fraser, Diane Cossairt, Ken Silver, Gina Zelinka, Jane Marie Phillips, Rick Stempkovski, Pat Mathews, Dave Schelzel to the governance committee. Becky Lund seconded and the motion passed unanimously.
- HOS job Positions. There was discussion about description of interim HOS position. The floor was opened for public comment. Jane Marie said that there is a danger to the board in getting involved with day to day without an Interim. Gina Zelinka assented to those ideas. Dianne K stated that she would have a more concise description as a draft available for our next special meeting for interviewing. Discussion of a final description of the interim Head of School position was tabled.

- HOS search contract. Jason B. made a motion to approve the contract for Educational Innovators to assist in the interim HOS search for up to \$1100. Damon seconded and it was approved unanimously.
- Administrative job descriptions. Diane C wanted to know if there had been a substantial amount of tasks taken on by Brian and Miranda without a HOS in place. Becky had suggested having Brian and Miranda have an informal list of tasks that would go to the HOS. Becky had suggested that on a temporary basis any mass communication from the school should be approved by Miranda. Diane C suggested that someone be responsible for Board communication and suggested reviving the Board Newsletter. Jane Marie offered to help put together a board communication to the Nova community. Damon asked Diane C if she would help as well.
- Enrollment date. Jason B moved to cap enrollment at 48 per grade after the end of the first day of school, seconded by Becky Lund. Motion passed unanimously.

## **VII. Committee Reports**

- The Q-comp proposal was reviewed. A short overview was given by Becky highlighting the setting and achievement of continued high standards through additional training and supervision. Diane C brought a list of questions about Q-Comp that will be answered in writing by Becky. Simon F moved to approve the Q-comp application be submitted to the Minnesota Department of Education. Jason B seconded the motion. It passed unanimously.
- Meeting schedule: There was a discussion of possible special meeting times: Saturday the 26<sup>th</sup> at 8AM or Monday the 28<sup>th</sup> 7AM or 6PM.\

## **VIII. Public Comment**

Jane Marie commented on usefulness of using existing policies to streamline decisions and we should have public comment after the action items going to the future.

## **IX. Adjournment**

Ken S moved to adjourn and Becky L seconded. The meeting was adjourned at 9:24 PM by unanimous vote.

Minutes respectfully submitted by Jason Belter