

Nova Classical Academy
Board of Directors Meeting Minutes
Regular Meeting
November 19, 2007

Directors Present: Simon Fung, Becky Lund, Courtney Holman, Pat Mathews, Dianne Krizan, Rick Stempkovski, Lisa Knudson, Jim Day

Directors Absent: Damon Fraser

Advisors Present: John Greving, Head of School; Ken Silver, NPTO Liaison

Others in Attendance: Nancy Schultz, Business Manager; Kate Tetmeyer, PTO Chair; several parents.

Recording Secretary: Vicky Carey

I. Call to Order

The meeting was called to order at 6:05 p.m.

II. Announcements

Mike Ricci resigned last month. He wants to spend his time in other ways. The Governance Committee is actively pursuing another community member.

Courtney Holman won Latin Teacher of the Year for Minnesota.

III. Public Comment

There was no public comment.

IV. Approval of Agenda

Add to Head of School Report:

Update of Lease Agreement, Proposal for Facility Project, Criteria for Recommendation for Adding Students to Kindergarten, First and Second Grade, and some miscellaneous items regarding admission events, volunteer service, implementation of Power School and the Drama Club production.

Rick Stempkovski moved to approve the agenda as amended.

Pat Mathews seconded the motion.

The motion passed unanimously.

V. Consent Agenda

Add to October meeting minutes: Under *Treasurer's Report* add after the first sentence, "There were 15 students less than projected."

There was discussion.

Pull PTO Committee Report and Accountability.

The Committee Reports we have: Governance, Development, School Operations, Facilities.

We do not have Curriculum, Finance and Personnel Committee Reports this time.

Becky Lund moved to approve the Consent Agenda.

Simon Fung seconded the motion.

The motion passed unanimously.

VI. **Treasurer's Report**

The Budget Review as of November 15, 2007 was discussed. There is lower revenue because enrollment came in lower. Nova will revise the budget to align with the lower projections and revenue. This is a more accurate budget.

We are assuming in the budget that Lumen Christi will go on our recommendations. There was discussion.

VII. **Head of School Report**

Enrollment numbers were reviewed. We currently have 360 students enrolled at Nova.

Update on Dean of Students

As of today, we have posted announcements for two positions on thirteen websites, and paid for it to be posted in six magazines. Cindy Ripple has contacted at least 21 people in classical education or in education regarding the positions. Lisa and John reviewed 35 candidates and are taking a closer look at eight. Cindy Ripple has contacted 15 candidates for Curriculum Specialist. Phone interviews will be conducted the week of December 3rd. The week of December 10th Lisa, John and Cindy Ripple will have conference calls with the candidates.

Priority-Based Budget

There was discussion about Nancy's long-range projection model. We were short of what we forecasted. The lines of attrition/retention were looked at. What do we need to do now to ensure a certain number of students? Next year we will need another class of sixth graders. We need to market to the parents with fifth graders. The building lease aid is an important factor in our source of revenue.

Indicators: Marketing, retention, increasing students K-2, politically active, volunteer support, raising funds.

Jim Day said that this represents a huge amount of progress in short amount of time.

Revisit in the January meeting.

Faculty Development Plan

Mr. Greving talked about the Faculty Development Plan for 2007-08.

There are four basic goals the faculty is focusing on:

- 1) To implement the framework of the classical model of education as outlined and described in the *Content and Resource Curriculum Maps*.
- 2) To continue the work toward developing a Nova Classical Academy pedagogy document by stage and discipline.
- 3) To have a systematic approach to the implementation of Nova's curriculum.
- 4) To bring an order to the day.

Mr. Greving talked about the ways we will use in-service this year.

There was discussion about teachers' unit plans.

From the outcome of the faculty training: at the end of the year develop unit plans based on the *Content and Resources Map*. There needs to be more work done on developing a pedagogy document. We have spent some time on developing a systematic approach to the implementation of Nova's curriculum, and bringing an order to the day.

Update of Lease Agreement with Lumen Christi Catholic Community

The November 19, 2007 meeting with Jerry Hertel, Evan Rice, Nancy Schultz and John Greving was discussed. Mr. Greving gave a summary of the most salient points regarding the proposed Second Amendment to Amended and Restated Lease Agreement with Lumen Christi Catholic Community.

Basic Lease – No reason to change.

Term –Mr. Hertel said that their board would prefer that the fourth year would not be an option, but part of the lease. This is not acceptable to Nova.

Reimbursement for Improvements Made by Nova – Nova would like to recoup the costs for significant improvements and upgrades made to the building over time (through appropriate credits against rent).

Rent – Nova proposed new rent structure was looked at in Exhibit E.

Proposal for Facility Project

The November 16, 2007 Fieldstone Alliance Proposal to Nova Classical Academy was discussed.

We are trying to piece something together for us to take the next step for our facility plan. This was recommended by Joe Nathan. It gives the Facility Committee the ability to negotiate and okay a proposal absent of a Board Meeting. We need to take a look at it. If the proposal meets our needs, the cost has to be approved by the board. These are questions for Executive Committee to consider.

Criteria for Recommendation for Adding Students to Kindergarten, First Grade and Second Grade

We need to develop criteria – the history of kindergarten enrollment over the last four years, classroom space, comparison with other schools, advantages of starting the school year earlier, what additional costs could be incurred by adding additional students? We need to do some research and come back in January.

Miscellaneous Items

Volunteer service to Nova

The Board looked at Jan Beebe's November 19, 2007 Volunteer Board Report.

Implementation of Power School

We have begun the implementation of Power School. Many hours have been put in so far to get the program running.

Drama Club Production

Mr. Greving thanked Ms. Lund for the Drama Club production of Just-So Stories. It was a packed house.

Recommendation for Friends of Ascension Grant

Friends of Ascension offered a grant of \$100,000 to schools with best performance or most-improved performance based on the standardized testing that Friends of Ascension recommends. This is a norm referenced test done on computers. We do not have the technology or time, so we thanked them for the opportunity but declined.

VIII. Board Chair Report

Approve Business Plan

The Business Plan for Nova Classical Academy, Fiscal Year 2008 was looked at.

There was discussion

The words “working draft” should be written across the bottom of the plan.

Recommendation on Board Committee Structure

Lisa Knudson suggested that we implement dividing the committees to divvy up the work.

We are looking for more efficiency and effectiveness. How can we implement this by

January? We need to start working toward accreditation – our contract for renewal/accreditation is coming up soon.

There was discussion.

Public Relations/Marketing

A meeting has been scheduled with Mayor Chris Coleman to discuss his report about keeping schools in St. Paul.

IX. Committee Reports

The Board talked about the committee reports.

Outcome of Mr. David Yu’s visit

In the Faculty Development Plan for 2007-2008, under Nova Classical Academy Math Improvements, Mr. Yu tells us what to do in years one, two and three (recommended steps).

X. Public Comment

There was no public comment

The meeting was closed to the public

XI. Executive Session

Personnel issues were discussed.

The meeting was open to the public.

XII. Adjournment

The meeting adjourned at 10:00 p.m.

Respectfully submitted by Vicky Carey, recording secretary.