

**Nova Classical Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
April 27, 2015**

**Directors Present: Jason Belter, Ann Brodeur, Jeff Ellerd, Dan Greenfield, Claudia Gumbiner Hungs, Annie Lewine, Tonya Johnson-Nicholie, Roxane Lehmann, Nan Waisanen, Laura Westrum**

**Directors Absent: Paul Mason**

**Advisors Present: Bruce Watkins, Mari Bergerson, Linda LaFrombois, Nancy Baumann, Beth Hawley (NPTO representative), Ben Garcia (student)**

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

**I. Call to Order**

The meeting was called to order at 6:30 PM. Dan Greenfield led the meeting.

**II. Working Meeting:**

**a. Discussion on Weighted Grades**

Ms. Bergerson presented information about how other local schools and similar charter schools approach weighting grades. Her recommendation is to begin next year to weight grades with weighting proportionate to 1.25 scale for School of Rhetoric students. There was discussion about what classes would qualify for weighting of grades. Ms. Bergerson recommends weighting only CIS, AP, and Honors Classes but not PSEO classes because the rigor of those classes can't be controlled.

**b. Continuation of Discussion of Upper School Topics**

Mr. Watkins and Ms. Bergerson gave an overview of how various areas are being addressed at the upper school.

- AP/CIS/PSEO—Developing these courses will be an ongoing process.
- Mapping/Embedding Standards/Clarifying Curriculum—This process will continue with different departments and grade levels.
- School/Life Balance—Survey results will be ready to share at June meeting.
- Grad Requirements—Adjustments were made to allow more flexibility for students to take electives.
- Transfer Policies—A plan for allowing lateral entries next year has been determined but will need to be reevaluated next year.
- Foreign Language—Students already enrolled in French/Japanese were accommodated for next year. There will need to be evaluation in the future about when to add foreign language options.
- Honors Courses/Weighted Grades—An action item will be presented at the May meeting.
- Class Size Minimums—In general a class size minimum of 10 is desired before offering a course. Administration has discretion to offer classes with smaller class sizes. There have been some adjustments in staffing for next year in art, music, languages, and math. The administration is trying to balance potential legislative decisions with staff

salary advances. They made every effort to consolidate classes rather than canceling them. There are still 12-15 classes that will be smaller than what's desirable. Ms. Brodeur asked about creating a 'futures map' to show what would need to happen in order to restart language program. Mr. Watkins will work with Ms. Bergerson and Mr. Williams to develop an idea of what that might look like. Mrs. Bergerson reiterated the many facets of the decision that was made this year. Ms. Gumbiner Hungs asked about the possibility of offering a before or after school class. Mr. Watkins spoke to some of the challenges of creating a schedule that can accommodate each student's choices. Ms. Brodeur encouraged us to consider a communication plan so parents and faculty can understand what is driving the decisions, especially in the area of music.

### **III. Business Meeting: Approval of Agenda**

Ms. Westrum moved to approve the agenda. Ms. Gumbiner Hungs seconded. The motion passed unanimously.

### **IV. Public Comment**

There was public comment.

### **V. Consent Agenda**

A. Regular Meeting Minutes from March 16, 2015

B. Accept Gift Donations

Mr. Belter moved to approve the consent agenda. Ms. Waisanen seconded. The motion passed unanimously.

### **VI. Treasurer/ Finance Update**

Current numbers shows a \$60,000 deficit in revenue and an end of year fund balance of 18.8%. The forecast is still relatively conservative. Friends of Education asks schools to aim for a fund balance of 25%. There was discussion about various line items within the budget.

### **VII. Reports received by the Board.**

#### **a. Administration Report**

Mr. Watkins gave a brief overview of an enrollment update as well as the annual calendar. He also congratulated Ms. Baumann for her work and acknowledged the receipt of the 2015 Finance Award. The Mock Trial team will be traveling to North Carolina for nationals in mid-May. Brooke Tousignant has signed an employment agreement for the lower school principal position.

#### **b. Board Chair Report**

Below are possible agenda items/items for discussion for the final two board meetings of this school year:

May: Executive Director Performance Evaluation, Parent Satisfaction Survey, Board Survey (or June)

June: Homework Survey, Staff Satisfaction Survey, Three Year Finance Model, Second Academic Metric

#### **c. Board Committees**

##### **i. Academic Excellence Report**

All homework survey data is in. Analysts will be reporting to committee in May. Three different metrics are being considered using a metric.

**ii. Finance and Budget Report**

The committee looked at some initial budget scenarios. There is progress being made and Mr. Ellerd is hopeful there will be some solid information to use in May.

**iii. Governance Report**

Voting for board positions is open. Video introductions were recorded and will be posted online. An online resource page for Board members has been started. A survey will be emailed soon to Board members.

**d. Ad Hoc Committees**

**i. Development Committee**

A great group met in mid-April. The biggest topic to address is strategy. The committee is looking for someone who might be able to give strategic guidance. Ms. Brodeur recommended that Ms. LaFrombois be encouraged to attend so charter finance and giving can be communicated to new families entering Nova.

**ii. School Climate Committee**

Playground Safety and Technology are moving toward a more maintenance mode. Teachers have given feedback on the technology policy. The SSSA compliance group is looking at how virtues might be overlaid to discuss bullying. The goal is to have a plan in place by August. The Teacher/Staff Satisfaction survey will be launched soon. The committee also hopes to create a plan for next year.

**e. NPTO Report**

Grandparent's Day, Kindergarten Round-up, and Teacher/Staff Appreciation were supported by NPTO. The Carnival and Usborne Book Fair are coming up May 16.

**VIII. Board Updates/Action Items**

**a. Renew Nova's Membership in MSHSL**

Mr. Ellerd, "Resolved, that governing Board of School District Number 4098-07, County of Ramsey, State of Minnesota delegates the control, supervision, and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

Further resolved, that the high school listed below, Nova Classical Academy, is authorized by this, the Governing Board of said school district, to renew its membership in the Minnesota State High School League; and

Further resolved, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's Official Handbook, on file at the office of the school district or as it appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration

and responsibility for determining student eligibility and for the supervision of such activities.” Ms. Westrum seconded. The motion passed unanimously.

**b. Authorize the Executive Director and Business Manager to Apply for Lease Aid**

Ms. Gumbiner Hungs, “Resolved, that the Board of Directors deems it beneficial for Nova to apply for Lease aid and authorizes the Executive Director and Business Manager to submit the application to MDE in a timely manner.” Ms. Lewine seconded. The motion passed unanimously.

**c. Board Meeting Dates for SY2016**

Ms. Westrum, “Resolved, that the Board of Directors approves the following schedule for Board meeting for SY2016.

July 27, 2015  
August 24, 2015  
September 28, 2015  
October 26, 2015  
November 23, 2015  
December 12, 2015 (Sat training)  
January 25, 2016  
February 22, 2016  
March 28, 2016  
April 25, 2016  
May 23, 2016  
June 27, 2016

Ms. Johnson-Nicholie seconded. There was discussion. The motion passed unanimously.

**d. Offer Faculty and Staff Positions**

Ms. Waisanen, “Resolved, that the Board of Directors authorizes the Executive Director to offer faculty and staff employment agreements for SY 2016 in a manner consistent with the needs and budgetary considerations of Nova Classical Academy.” Ms. Lehman seconded. The motion passed unanimously.

**e. Engage CliftonLarsonAllen as Auditor for Nova Classical Academy for FY2015**

Mr. Ellerd, “Resolved, that the Board of Directors approves CliftonLarsonAllen as the auditor for Nova Classical Academy for FY2015.” Ms. Gumbiner Hungs seconded. The motion passed unanimously.

**IX. Next Meeting Date/Agenda Items**

The next regular Board meeting will be on Monday, May 26, 2015 beginning at 6:30 PM.

**X. Adjournment**

Ms. Westrum moved to adjourn. Ms. Johnson-Nicholie seconded. The motion passed unanimously. The meeting adjourned at 8:28 PM.

Minutes submitted by Laura Westrum.