

**Nova Classical Academy
Board of Directors Meeting Minutes
Regular Meeting
October 28, 2013**

Directors Present: Jason Belter, John Bujan, Jeff Ellerd, Damon Fraser, Dan Greenfield, Karen Groppel, Andrea Johnson, Dianne Krizan, Roxane Lehmann, Annie Lewine, Becky Lund

Directors Absent: None

Advisors Present: Brian Bloomfield, Nancy Baumann, Jane Lagerquist (NPTO Representative)

Others in Attendance: Nova parents and faculty

I. Call to Order

The meeting was called to order at 6:34 PM. Dianne Krizan led the meeting. She acknowledged that this is Mr. Bujan's last meeting as a Board member, though he will continue to serve on the Governance Committee. She spoke about his legacy and work with the NPTO as well as on the Board and as chair of the Governance Committee.

II. Approval of Agenda

Ms. Lund moved to approve the agenda. Mr. Fraser seconded. The motion passed unanimously.

III. Public Comment

There was public comment.

IV. Consent Agenda

- A. Regular Meeting Minutes from September 30, 2013
- B. Accept Gift Donations
- C. Approve Membership of the Academic Excellence Committee (from their report)

Mr. Greenfield moved to approve the consent agenda. Mr. Fraser seconded. The motion passed unanimously.

V. Presentation of Audit Report

Dennis Hoogeveen from CliftonLarsonAllen presented a summary of the audit report. They have no findings to report for 2013. There was discussion. There are some areas in the report (other items noted during the audit) that will be looked at further by the Finance and Budget committee to make sure that our budget and policies reflect current practices. There was further discussion.

VI. Strategic Discussion: Parent Partnership & Extra-curriculars

Mrs. Krizan spoke about the actions that have come from last month's discussion. There was discussion, especially regarding the section on decision making and on communication

between the Board and families. Mrs. Krizan will take the discussion into account and continue to work on the report.

Mrs. Krizan passed out some further information regarding extra-curriculars. There was discussion about the purpose of extra-curriculars. There also was discussion of SoL extra-curricular purposes compared to SoR purposes and purposefully building through the stages. There also was discussion of priorities and resources. There was general agreement that there is a need for a framework of extra-curriculars to look at things seasonally, financially, as high/ low priorities (e.g. tier 1 or 2...), etc. There was continued discussion. Mrs. Krizan and Dr. Bloomfield will continue to work on this.

VII. Treasurer/ Finance Update

Mr. Ellerd highlighted that our cash flow projections still show that we will not go into our line of credit and Mrs. Baumann stated that the state changed their payment flow from 16 payments to 24 payments for the current year. The YTD amount is being trued up in October, resulting in Nova not receiving any current year state funding in October. We will receive the balance of last year's holdback in a lump sum in October, consistent with previous years. There was discussion regarding the presentation of the line-item budget and percentages of each line already spent. There was further discussion.

VIII. Reports received by the Board.

a. Administration Report

Dr. Bloomfield spoke about Give to the Max Day. He then presented the standardized assessment data and spoke about the drop in test scores. He said that the drop in math scores is the most concerning to him, but spoke about possible reasons for this and current work to improve these scores. There was discussion. Dr. Bloomfield will provide some further data for comparison in November and we'll look at the AP data at that time.

Dr. Bloomfield shared the potential 2014-15 calendar. There was discussion.

b. Board Chair Report

Mrs. Krizan skipped reviewing it at this time.

c. Board Committees

i. Academic Excellence Report

Ms. Lehmann spoke about the virtues document. There is also a virtue subcommittee and feedback would be appreciated.

ii. Finance and Budget Report

Mr. Ellerd spoke about the proposed SY 2013-14 budget and how it is getting more difficult to do because our state-funding is flat-lining (as we are no longer growing), but our expenses continue to grow. He also spoke about a few other items in the budget. There was discussion and clarification regarding a few line items. There was also general discussion about financial decisions being made at the Board level.

Mr. Ellerd also spoke about the creation of a sub-committee to look at the development of the green space.

iii. Governance Report

Ms. Lund presented the 2013 Election Report and the calendar and recommendations for the 2014 Board election.

There was a 1st reading of the following policies: 206 (revised)

There was a 2nd reading of the following policies: 210 (new, but tentatively replacing policy 207, our current conflict of interest policy), and 405 (new).

There was a 3rd reading of the following policies: 102 (revised), 104 (new), 208 (new), 209 (new), 211 (new), 401 (new), 402 (new), 421 (new), 423 (new), 424 (new), 510 (new), 530 (new).

d. Ad Hoc Committees

i. Social/ Emotional Committee

Ms. Johnson spoke about coming to the Board next month regarding a formal policy and the work in developing her committee.

ii. ED Review Committee

e. NPTO Report

Mrs. Lagerquist gave a brief update about the Upper School parent advisory sub-committee that has been created. She also highlighted the upcoming Great Gathering Kick-Off and Parent Education Nights.

IX. Board Updates/Action Items

a. SY 2013-2014 Budget

Mr. Fraser, “Resolved, that the Board adopts the SY2013-14 budget as recommended by the Finance & Budget committee.” Ms. Lund seconded. There was discussion. The motion passed unanimously.

b. Board Seat Appointment

Ms. Lund, “Resolved, that Tonya Johnson Nicholie be appointed to fill the vacant community member chair on Nova’s Board of Directors. This appointment will begin on October 29, 2013 and last through June 30, 2014.” Mr. Bujan seconded. There was discussion. The motion passed unanimously.

c. Election Report

Ms. Lund, “Resolved, that the Board accept the 2013 Election Report, including the proposed election timetable and staggered term seats for the 2014 election.” Mr. Greenfield seconded. There was discussion. The motion passed unanimously.

d. Approval of Policies

Ms. Lund, “Resolved, that the following policies having had a first reading in August and a second reading in September, that the Board adopt the following policies, effective immediately:

- 102 (revised)
- 104 (new)
- 208 (new)
- 209 (new)
- 211 (new)
- 401 (new)
- 402 (new)

- 421 (new)
- 423 (new)
- 424 (new)
- 510 (new)
- 530 (new)

Mr. Bujan seconded. The motion passed unanimously.

e. Approval of the Proposed 2014-15 SY Calendar

Mr. Ellerd, “Resolved that the Board approve the SY 2014-15 calendar as presented in the October Board packet.” Mr. Fraser seconded. There was discussion. The motion was tabled until November.

X. Public Comment

There was public comment.

XI. Board Chair Comment

There were no comments at this time.

XII. Next Meeting Date/Agenda Items

The next regular Board of Directors meeting is November 25, 2013, beginning at 6:30 PM.

XIII. Adjournment

Mr. Belter moved to adjourn. Mrs. Groppel seconded. The motion passed unanimously. The meeting adjourned at 9:38 PM.

Minutes submitted by Becky Lund.