

**Nova Classical Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
January 27, 2014**

**Directors Present: Jason Belter, Jeff Ellerd, Dan Greenfield, Karen Groppel, Andrea Johnson, Dianne Krizan, Roxane Lehmann, Becky Lund, Tonya Johnson Nicholie**

**Directors Absent: Annie Lewine**

**Advisors Present: Brian Bloomfield, Nancy Baumann, Miranda Morton**

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

**I. Call to Order**

The meeting was called to order at 6:32 PM. Dianne Krizan led the meeting. She spoke about the changes to the format of the meeting based on discussion during our December training.

Mrs. Johnson arrived at 6:37 PM.

**II. Public Comment**

There was no public comment.

**III. Working Meeting: Parent Partnership & Extra-Curriculars**

Mrs. Krizan circled back to what next steps there might be regarding parent partnership beyond our aspirations and the four categories at which we've been looking. There was discussion around the communication pillar. There was also discussion about volunteerism and parent satisfaction with volunteering. We should use data from this year to set goals for next year regarding percentage of families volunteering. There was further discussion. The Board would like to adopt the "Pillars of Parent Partnership" document in February.

Mr. Greenfield spoke about the Report on Extracurriculars at Nova. There was discussion including how the items in each of the three categories (teams, clubs, student activities) were determined. There was discussion regarding the titles and characteristics of the categories. There was also discussion about capping the number of sports or other opportunities offered at any given time. There was discussion regarding the recommended amount set aside for extra-curriculars in the budget; do we really want a set dollar amount that continues each year rather than have it as a percentage of the total budget? There was discussion around "feeder" programs and junior varsity level sports. There was discussion about needing to make changes over time. There was further discussion about the previous topics.

Mrs. Krizan asked if we wanted to set a goal of growing to at least 90% participation in the Upper School. There was discussion. We should continue to monitor participation, but maintaining our current level of participation seemed to be a more

reasonable goal. We may also want to find out more information about students participation in extra-curriculars outside of Nova.

There was some wrap-up discussion. Mr. Greenfield, et. al. will revise the report based on feedback.

**IV. Business Meeting: Approval of Agenda**

Mrs. Groppe moved to approve the agenda. Mr. Belter seconded. The motion passed unanimously.

**V. Public Comment**

There was public comment.

**VI. Appointment of a Director to the Vacant Seat**

**VII. Consent Agenda**

A. Regular Meeting Minutes from November 25, 2013

~~B. Special Meeting Minutes from December 14, 2013~~

C. Accept Gift Donations

Mr. Belter moved to approve the consent agenda with the removal of the Special Meeting Minutes from December. Mrs. Johnson seconded. There was discussion. The motion passed unanimously.

Mrs. Groppe moved to approve the December 14, 2013 with the correction of some typos. Mr. Greenfield seconded. The motion passed unanimously.

**VIII. Treasurer/ Finance Update**

Mr. Ellerd quickly gave a few highlights. There was discussion. Dr. Bloomfield also spoke about line item 305 (consult fee services) and that the Finance and Budget Committee is looking further into it.

**IX. Reports received by the Board.**

**a. Administration Report**

Dr. Bloomfield highlighted the Communications Plan and the work done by Mrs. LaFrombois. He also updated the number of application received for next year at 837. There was discussion about the Communications Plan and the next steps of what to do with the report. Mrs. Krizan will add this to a future Working Session of the Board.

Dr. Bloomfield spoke about the enrollment plan for 2014-15.

There was a question about the MARSS data. Mrs. Krizan also highlighted some of the upcoming items.

**b. Board Chair Report**

Ms. Krizan commented about the handout from our retreat to note that there were three key next steps. The first step will become a discussion at a working session. The second step was begun tonight and will continue to be developed. The third step will be discussed in March.

**c. Board Committees**

**i. Academic Excellence Report**

Mr. Belter presented the Academic Dashboard. There was discussion. The general consensus was that the Board would like to know how students score on AP tests rather than the average number of AP tests taken by graduation. There was further discussion of assessments and what to use on the dashboard.

**ii. Finance and Budget Report**

Mr. Ellerd spoke about extra-curriculars and that the committee has reached the limit of its discussion unless given further direction from the Board. Otherwise, the \$175,000 will be included in the draft budget for the extra-curricular budget for next year.

Mr. Ellerd spoke about the discussion regarding the development of the green space. We will revisit this topic in the future.

Mr. Ellerd also spoke about internal controls and doing some spot reviews of bank statements to help monitor our finances.

**iii. Governance Report**

There was a 3<sup>rd</sup> reading of the following policy: 206 (revised)

Ms. Lund spoke about the Board election recommendations.

Ms. Lund spoke about the report on extended leave. There was discussion.

**d. Ad Hoc Committees**

**i. School Climate Committee**

Ms. Johnson spoke about the survey that is underway.

**ii. ED Review Committee**

The review is postponed until April, 2014.

**iii. ED Search Committee**

The Board voted to create an ED Search Committee. There was discussion about different possibilities with the search. There was also discussion about transparency during the process.

**e. NPTO Report**

**X. Board Updates/Action Items**

**a. Appointment of Director to Vacant Seat**

Mrs. Krizan, "Resolved, that the Board appoints Paul Mason to fill the vacant parent board seat beginning immediately and lasting until June 30, 2014." Ms. Lund seconded. There was discussion. The motion passed unanimously.

**b. Approve Enrollment Plan for 2014-2015**

Mr. Greenfield, "Resolved, that the Board sets section sizes for the 2014–15 school year as follows:

K: 20 (4 sections)

1-8: 26 (3 sections)

9: up to 65 (3 sections)

10-12: No entries

Resolved further, that the Board authorizes the Executive Director to overenroll one student per section in grades 6 - 8." Mrs. Johnson seconded. There was discussion. The motion passed unanimously.

**c. Approval of Roster of Board Seats**

Ms. Lund, “Resolved, that the Board accepts the following roster of seats and terms for the spring 2014 Board elections:

3 parent seats for election: 2 three-year seats and 1 two-year seat

2 teacher seats for election: 1 three-year seat and 1 two-year seat

2 community member seats for election: 1 three-year seat and 1 two-year seat

Mrs. Groppe seconded. There was discussion. The motion passed unanimously.

**d. Approval of Policy #206**

Ms. Lund, “Resolved, the Board approves revised policy 206, effective January 27, 2014.” Mr. Eller seconded. The motion passed unanimously.

**e. Charge to the Governance Committee Regarding a Long-Term Leave Policy**

Mr. Belter, “Resolved that the Board charges the Governance Committee to create a long-term leave policy for a first reading at the regular February Board meeting.” Mrs. Johnson seconded. There was discussion. The motion passed unanimously.

**f. Postpone Executive Director Review until April, 2014**

Mr. Greenfield, “Resolved, that the Executive Director Review Committee postpone delivery of the annual Executive Director review until April 2014 and present a truncated version of the review commensurate with a departing Executive Director.” Mr. Belter seconded. The motion passed unanimously.

**g. Create *ad hoc* Executive Director Search Committee**

Mr. Greenfield, “Resolved, that an *ad hoc* Executive Director Search committee be created effective January 27, 2014 and be chaired by Dan Greenfield. The committee is charged with overseeing the search process to locate candidates, interview, and ultimately recommend a candidate to the Board to serve as Nova’s next Executive Director.

Further resolved that the committee members are Paul Mason, Andrea Johnson, Karen Groppe, Becky Lund, and Roxane Lehmann.” Ms. Lund seconded. There was discussion. The motion passed unanimously.

**XI. Board Chair Comment**

There were no comments at this time.

**XII. Final Investigative Report (Closed Session)**

Ms. Lund moved to extend the Board meeting past our three-hour time limit. Mrs. Johnson seconded. The motion passed unanimously.

The meeting was closed pursuant to MN statute 13.05 to discuss private data and consider allegations against an administrator.

The meeting was opened.

Mrs. Krizan, “Resolved, that the investigations show that there were no legal violations and no policy violations as alleged against the administrator and the Board considers these matters closed.” Mrs. Groppe seconded. The motion passed unanimously.

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

The next Board meeting will be on Monday, February 24, 2014, beginning at 6:30.

**XIV. Adjournment**

Mrs. Groppel moved to adjourn. Ms. Lund seconded. The motion passed unanimously.  
The meeting adjourned at 10:14 PM.

Minutes submitted by Becky Lund.