

**Nova Classical Academy
Board of Directors Meeting Minutes
Regular Meeting
October 24, 2011**

Directors Present: Jason Belter, John Bujan, Tom Corrigan, Damon Fraser, Karen Groppel, Dianne Krizan, Andrea Johnson, Becky Lund, Teresa Taggart

Directors Absent: Brandon Foat

Advisors Present: Brian Bloomfield, Nancy Baumann, Mrs. Ellerd (PTO Representative), Ms. Peterson (Friends of Education)

Others in Attendance: Nova parents and staff

I. Call to Order

The meeting was called to order at 6:30 PM. Damon Fraser led the meeting.

II. Approval of Agenda

Ms. Lund moved to approve the agenda, Mrs. Groppel seconded. The motion passed unanimously.

III. Presentation

Dennis Hoogeveen from Larson Allen presented the results of Nova's 2011 annual audit. They issued an unqualified report, which is the best result. We have no findings related to internal controls or with legal compliance.

IV. Public Comment

There was no public comment.

V. Consent Agenda

- A. Regular Meeting Minutes from September 19, 2011
- B. Accept Gift Donations
- C. Approve Curriculum Committee membership

Mrs. Krizan moved to approve the amended consent agenda, pulling the Special September minutes. Mr. Belter seconded. The motion passed unanimously.

Mr. Fraser announced that Mark Miller resigned as a board member in late September.

Mrs. Krizan moved to approve the Special September minutes with the correction that Mark Miller is listed as an absent director. Mrs. Taggart seconded. There was discussion. The motion passed unanimously.

VI. Treasurer/ Finance Update

Mr. Corrigan and Mrs. Baumann spoke about the 2011-12 budget. There was discussion.

Mrs. Ellerd arrived at 6:58.

VII. Reports received by the Board

a. Administration Report

Mr. Bloomfield highlighted a few things in his report, including the invitation of 20 members of Eagle Ridge Academy to attend the Classical Education Certification program.

He also spoke about our volley ball team playing in the post-season, congratulated Coach Miles and reminded everyone about the performances of *Twelfth Night*.

Mr. Bloomfield gave an update about our leases and working with our landlords on how we leave the buildings. Mr. Bloomfield will notify out landlords in mid-to-late November about our intents to not return in SY 2012-13.

He also spoke about the search for an additional principal. Beginning in July of 2012, Mrs. Morton will be the principal of 6th through 12th grade. We will be searching for a K-5th grade principal. Mr. Bloomfield outlined his search process. There was discussion.

Mrs. Taggart asked about a response from the state regarding Nova's Special Education compliance. We have not heard from them since the last board meeting. She also asked about the reported number of students. There was discussion.

b. Board Chair Report

i. Updated Calendar

Mr. Fraser spoke about some changes to the calendar.

There was discussion about how the board could use our time in

December as there is no regular meeting scheduled during that month.

Mrs. Groppe suggested having a public forum regarding a small school environment. Ms. Johnson suggested waiting until January as more people might come and asked about looking at our mission. There's also a public forum scheduled for March. There was further discussion. We will have an open forum in January regarding a small school environment and possibly sharing some information about what the board is about. Mrs. Groppe and Mrs. Taggart will work on the forum and coordinate with the Development Committee.

ii. Tom Blindt's Proposal

Mr. Fraser spoke about the board recognizing volunteers that go far beyond the call of duty. The Governance Committee and Development Committee will look into this and report next month. There was discussion.

iii. Board Process Improvements & John Tarvin

Mr. Fraser spoke about having Mr. Tarvin come to work with the BoD. There was discussion.

c. Board Committees

i. Curriculum Report

1st reading of revised policy 305

Mr. Fraser suggested deleting the last sentence of Section III.A.

Mrs. Groppe spoke about the best usage of the Curriculum Committee. There was discussion.

ii. Development Report

Ms. Johnson gave an oral update, including kicking off the Building Excellence campaign which raised over \$1,400 at the groundbreaking. They have set a goal of increasing participation from 50 % of families to 75% of families. The grant team is up and running. They're working on Give to The Max Day and several other projects.

Mr. Bloomfield briefly spoke about the Marketing Committee and the redesign of Nova's logo.

iii. Finance and Budget Report

Mr. Fraser added that we'll be getting the SY 2012-13 budget in November.

iv. Governance Report

3rd Reading of Data Retention Policy

2nd Reading of Mandatory Policies

d. Ad Hoc Committees

i. Facilities Report

Mr. Bloomfield gave a brief update. There was discussion.

e. NPTO Report

Mrs. Ellerd gave a brief update and reminded everyone about the upcoming Great Gatherings on November 5th.

VIII. Board Updates/Action Items

a. Adopt the Proposed Budget for 2011-12

Mr. Corrigan, "Resolved, that the Board adopts enclosed budget for the 2011-12 school year, per policy #701, as recommended unanimously by the Finance and Budget Committee." Mrs. Krizan seconded. The motion passed unanimously.

b. Adoption of Data Inventory, Retention, Destruction Policy

Mr. Bujan, "Resolved, that Policy 9-110 (Data Inventory, Retention and Destruction Policy), having had a 1st reading on August 22, 2011, and a 2nd reading on September 19, 2011, is hereby adopted with an effective date of October 24, 2011; and

Resolved, further, that the administration shall forthwith post the foregoing policy in the mandatory policy section of the Nova website; and

Resolved, further that the administration shall forthwith submit the foregoing policy to the State Archives Department of the Minnesota Historical Society as provided by law." Ms. Lund seconded. There was discussion. The motion passed unanimously.

c. Approve the Report on the 2011 Board Election and the 2012 Board Election Timetable

Mr. Bujan, "Resolved, that pursuant to the unanimous recommendation of the Governance Committee, the Governance Committee Report on 2011 Board Election dated October 15, 2011, is accepted, and the dates referenced in the attached Timetable are hereby adopted for the 2012 Nova Classical Academy

Board Election.” Mrs. Krizan seconded. There was discussion. The motion passed unanimously.

d. Changes to Terms for the 2012 Board Election

There was discussion regarding this motion, which was never moved: “Resolved, that the Board adopt the recommendation from the Governance Committee that the person receiving the lowest winning total for a parent seat in 2012 serve a 1-year term, and the two highest winning candidates serve full 3-year terms.” There was discussion. This discussion and the motion was tabled until January.

e. Approve Contract with John Tarvin

Ms. Lund, “Resolved, that the Board hire John Tarvin as a board and governance consultant as laid out in his letter of October 20th. Further resolved that Mrs. Krizan and Mr. Bujan work with Mr. Tarvin to set up the training, etc. for December 3, 2011.” Mr. Belter seconded. There was discussion. The motion passed unanimously.

IX. Public Comment

There was no public comment.

X. Board Chair Comment

Mr. Fraser spoke during the meeting.

XI. Next Meeting Date/Agenda Items

The next regular Board of Directors meeting is November 21, 2011 beginning at 6:30 at the Upper Campus.

XII. Adjournment

Mrs. Taggart moved to adjourn. Mr. Belter seconded. The motion passed unanimously. The meeting adjourned at 8:51 PM.

Minutes submitted by Becky Lund.