

**Nova Classical Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
April 28, 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, Miranda Morton, Jane Lagerquist (NPTO representative), Sandy Strand**

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

**I. Call to Order**

The meeting was called to order at 6:30 PM. Dianne Krizan led the meeting.

**II. Working Meeting: Executive Director Interview**

Mr. Greenfield gave a brief update regarding the Executive Director search and introducing Bruce Watkins, the candidate for the interim Executive Director position. Mr. Watkins spoke about his background.

Mrs. Johnson arrived at 6:32 PM.

There were follow up questions and discussion.

**III. Working Meeting: Extracurricular Program**

Mr. Greenfield highlighted some aspects of the revised report. They were made to provide information requested by the Board or to be more clear and consistent. Dr. Bloomfield also spoke about the need for clear communication regarding extra-curriculars and expectations of the programs. There was discussion regarding fees, perhaps adding a cap per family, and co-ops. There was also a discussion about how to best decide what should be offered during which season; how do we ensure we don't add a program that takes away from the resources needed for an established program. It will be something that the Executive Director looks at with nascent programs and with re-evaluating established programs, per the Periodic Review section of the report.

There was a question about acknowledging that a large portion of the money goes to pay staff to run these programs. There was discussion regarding this, the Knights Roundtable, and future fundraising. Again, it will be something the ED, etc. have to evaluate and compare to other schools as well as to Nova's budget and goals.

**IV. Working Meeting: Differentiated Instruction**

Dr. Bloomfield reviewed last month's discussion and shared the data that had been requested by the Board. Mrs. Strand spoke about differentiated instruction and being creative to meet the diverse needs of our students. There was discussion about the data.

There was discussion about study skills; Mrs. Morton spoke to what is being done to track and address the impact of study skills on grades and success in the Upper School. There was also discussion about being true to Classical Education and meeting the needs of diverse learners. There was discussion regarding the difference between Classical Education and rigor, as well as the effects of executive functioning difficulties and the work load.

There was further discussion about the reasons for the failing grades and what might affect grades.

The conversation returned to the difference between Classical Education and rigor. There was further discussion. Mr. Belter pointed out that the newness of staff may also have an effect on failing grades. There were some further requests for information for next month.

**V. Public Comment**

There was public comment.

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

Ms. Lund moved to approve the agenda with two additions; adding a new person to the Friends of Nova Board on the consent agenda and adding another motion in the Administration report. Mrs. Johnson seconded. The motion passed unanimously.

**VII. Consent Agenda**

- A. Regular Meeting Minutes from March 31, 2014
- B. Add Jessica Wohler and Melissa Johnson to the Academic Excellence Committee
- C. Accept Gift Donations
- D. Add Byron Williams to the Friends of Nova Board

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

**VIII. Treasurer/ Finance Update**

Mr. Ellerd highlighted a few items from the report including end of the year projections. We are forecast to end the year with a 16.5% fund balance, which is better than previously thought, but not meeting the goal of 17%. There was discussion regarding the effect of donations on our finances over the years.

Mr. Ellerd also stated that we are not going into our line of credit and food services will break even this year.

He also stated that at some time we will need to discuss what to do about meeting the goal of a 17% fund balance and projects like working on the field. There was discussion.

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

**a. Administration Report**

Dr. Bloomfield highlighted Mrs. Morton's report on the seven-period schedule. He also spoke about the various motions before the Board.

Mrs. Morton spoke about her report regarding the schedule and the need for students to take more required classes to be prepared for college. She also spoke about how many former Joust programs have become a part of the curriculum through electives. Mrs. Morton also spoke about the purposes of the House program. There was discussion regarding the seven-period day.

**b. Board Chair Report**

Mrs. Krizan highlighted the summary of the family satisfaction survey. She also made two recommendations for the Board to consider regarding the results of the survey. 161 parents took the survey. There was discussion about other next steps to utilize the information gathered.

Ms. Lund moved that we extend the meeting until we cover our agenda. Mr. Ellerd seconded. The motion passed unanimously.

**c. Board Committees**

**i. Academic Excellence Report**

**ii. Finance and Budget Report**

**iii. Governance Report**

There was a 2<sup>nd</sup> reading of revised policy 202.

There was a 2<sup>nd</sup> reading of the Re-Enrollment Policy.

Ms. Lund spoke about request to amend the Bylaws to include a student ex officio member on the Board and to create a minimum age for Board members. There was discussion about how to appoint a student ex officio member. The Governance Committee will begin to work on making these changes to the Bylaws.

**d. Ad Hoc Committees**

**i. School Climate Committee**

Mrs. Johnson gave a quick update regarding a community meeting they gave to highlight the results of the climate survey. She will post the presentation on-line as well.

**ii. ED Search Committee**

Mr. Greenfield presented the draft employment agreement and recapped the process used to find our candidate and why the committee is recommending Mr. Watkins. Several Board members shared their positive thoughts regarding Mr. Watkins. There was discussion regarding the agreement. There was also discussion regarding the transition with Executive Directors.

**e. NPTO Report**

Mrs. Lagerquist highlighted upcoming events such as Grandparent Day and the Carnival and Book Fair. She also spoke about an upcoming Parent Education Night for rising 6<sup>th</sup> graders and recapped the Teacher Appreciation Week and previous PEN.

**X. Board Updates/Action Items**

**a. Motion on the MSHSL Membership**

Mr. Belter, "Resolved, that the 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." Mr. Greenfield seconded. The motion passed unanimously.

**b. Motion to Apply for Lease Aid**

Mrs. Groppe, "Resolved, that the Board of Directors deems it beneficial for Nova to apply for Lease aid and authorizes the Executive Director to submit the application to MDE in a timely manner." Mr. Ellerd seconded. There was discussion. The motion passed unanimously.

**c. Motion on Board Meeting Dates for SY 2015**

Mr. Greenfield "Resolved, that the Board of Directors approves the following schedule for Board meetings for SY2015.

July 28, 2014

August 25, 2014

September 29, 2014

October 27, 2014

November 24, 2014

December 13, 2014 (Saturday training)

January 26, 2015

February 23, 2015

March 23, 2015

April 27, 2015

May 26, 2015 (Tuesday)

June 29, 2015." Ms. Johnson Nicholie seconded. The motion passed unanimously.

**d. Set the Annual Expenditure for Extra Curriculars**

Mr. Ellerd, "Resolved, that the Board of Directors charges the Executive Director to maintain an investment amount in all extracurricular programming not to exceed \$175,000 for SY2015." Mrs. Groppe seconded. There was discussion. The motion passed unanimously.

**e. Approve the Lease Amendment**

Mr. Ellerd, "Resolved, that the Board of Directors approves the second lease amendment to the original lease executed October 18<sup>th</sup>, 2011. Further resolved this amendment is effective as of July 1, 2014." Mrs. Groppe seconded. The motion passed unanimously.

**f. Hire the Interim Executive Director**

Ms. Lund, “Resolved, that the Board of Directors authorizes and directs Dan Greenfield to negotiate and execute an employment agreement with Bruce Watkins to serve as Nova’s Interim Executive Director for the 2014-15 school year.” Mrs. Groppel seconded. The motion passed unanimously.

**XI. Public Comment**

None at this time.

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

The next regular Board meeting will be on Tuesday, May 27, 2014 beginning at 6:30.

**XIII. Adjournment**

Mr. Belter moved to adjourn. Mr. Ellerd seconded. The motion passed unanimously. The meeting adjourned at 10:01PM.

Minutes submitted by Becky Lund.