

**Nova Classical Academy
Board of Directors Meeting Minutes
Regular Meeting
August 26, 2013**

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

Directors Absent:

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

Others in Attendance: Nova parents

I. Call to Order

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

II. Recognition

Mrs. Krizan recognized Mr. Fraser's work of being the Board Chair over the past couple of years. Thank you!

III. Approval of Agenda

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

IV. Public Comment

There was no public comment.

V. Consent Agenda

- A. [Regular Meeting Minutes from June 24, 2013]
- B. Special Meeting Minutes from July 22, 2013
- C. Add Laura Heuett as a member of the Governance Committee
- D. Accept Gift Donations

Mr. Ellerd moved to approve the consent agenda with the removal of the Regular Meeting Minutes from June 24. Mrs. Groppel seconded. The motion passed unanimously.

Ms. Lund moved to approve the Regular Meeting Minutes from June 24, with the correction that Mrs. Groppel voted against action item C, not Mrs. Toso. Mr. Belter seconded. The motion passed unanimously.

VI. Treasurer/ Finance Update

Mr. Ellerd gave a couple of quick highlights: the audit is in process, but it appears that we will not have any material findings. We will most likely have some recommendations related to our control processes. We're projecting a \$72,000 surplus to add to our fund balance, including expensing amounts previously planned to be repaid through bond proceeds.

There was discussion about the ACT assessment line item and other standardized tests. There was also discussion about budgeting with the new building.

VII. Reports received by the Board.

a. Administration Report

Dr. Bloomfield gave two data updates: we currently have 890 enrolled students with 864 students still on the waitlist. He also gave an update on the testing data. Nova's math test scores dropped 7.9% in proficiency; much of this is due to the number of new students. The reading data dropped 14.3% overall.

Dr. Bloomfield also presented his motions. There was discussion about the annual report, including the drop in the WADM and the lack of information from MDE to explain it.

Dr. Bloomfield presented samples of the 7-period schedules that are being used this year in the Upper School. There was discussion.

Dr. Bloomfield explained the new sick bay protocols. There was discussion.

b. Board Chair Report

Mrs. Krizan spoke about the goals for the Board this year and which committee goals should be pulled up to a Board level for discussion. She also spoke about the annual Board calendar (of tasks). There was discussion and the Board reviewed the tasks for July and August. The Governance Committee will look into organizational memberships.

There was discussion of the Dashboard of Progress. Board members don't find it helpful in its current form. Mrs. Krizan will ask Board member to submit feedback on which areas they find most important and would like more details about.

c. Board Committees

i. Academic Excellence Report

Ms. Lehmann spoke about their goals for the year. There was discussion.

ii. Finance and Budget Report

Mr. Ellerd spoke about moving forward on the land acquisition; hopefully we'll close mid-September. FOE wants us to restore our fund balance as soon as possible, which has become one of the 2013/14 goals for the committee. There was discussion. Mr. Ellerd continued to speak about the proposed committee goals for the year.

iii. Governance Report

There was a 1st 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). Section 7 of Policy #208 will be deleted. There was discussion of Policy #104 and other policies.

Ms. Lund and Dr. Bloomfield spoke about the changes with the Conflict of Interest statute to ensure that Board members are clearly not in conflict with it.

There was discussion of the Governance Committee goals.

d. Ad Hoc Committees

i. Social/ Emotional Committee

Ms. Johnson spoke about the goals of the committee. There was discussion.

ii. ED Review Committee

Mr. Greenfield presented the proposed Executive Director goals for the 2013-14 school year. He recommended the five goals be weighted: #1 at 30%, #2 at 30%, #3 at 10%, #4 at 15%, and #5 at 15%. There also should be a correction of the financial goal, item 2 based on the findings of the audit, which place our fund balance more around 16% instead of 17.4%. There was discussion of the goals.

e. NPTO Report

Mrs. Lagerquist gave a brief update.

VIII. Board Updates/Action Items

a. Available Enrollment for 2013—14

Ms. Lund, “Resolved, that the Board authorizes the Executive Director to update Policy #301 with the following Enrollment by grade open slots for the 2014-15 school year. (See table below.)” Mrs. Groppe seconded. There was discussion. The motion passed unanimously.

Available Enrollment/ Seats	
K	80
1 st	0
2 nd	0
3 rd	0
4 th	0
5 th	0
6 th	0
7 th	0
8 th	0
9 th	5
10 th	0
11 th	0
12 th	0

b. Approve the 2013—14 List of Employees

Mrs. Groppe, “Resolved, that the Board approves the Executive Director hiring the personnel listed in the August 2013 Administration report for the 2013—14 school year.” Mr. Greenfield seconded. There was discussion. The motion passed unanimously.

c. Approve transfer from Fund01 to Fund02

Mr. Fraser, “Resolved, that the Board authorizes the Executive Director to transfer \$930.66 from Fund01 to Fund02 in order to bring the balance of the Fund02 account to zero.” Mr. Ellerd seconded. There was discussion. The motion passed unanimously.

d. Approve 2013 Annual Report to submit to Authorizer and MDE

Mr. Fraser, “Resolved, that the Board of Directors authorizes the Executive Director to submit the Annual report to the Authorizers and, pending changes, to the Department of Education per MN Statute 124D.10, subdivisions 11 and 14.” Mr. Belter seconded. The motion passed unanimously.

e. Approval of Executive Director Goals for 2013—14

Mr. Greenfield, “Resolved, that the Board approves the Executive Director’s goals for the 2013—14 school year as presented in the September 2013 regular meeting board packet, but adjusting the fund balance metrics to align with the audit findings, overseeing Finance and Budget’s plan to grow the fund balance to 20% in three fiscal years, and adding math along with reading under student achievement. In addition, the goals will be weighted as: #1 at 30%, #2 at 30%, #3 at 10%, #4 at 15%, and #5 at 15%.” Mrs. Groppel seconded. There was discussion. The motion passed unanimously.

f. Approval to Develop Playing Field

Mr. Greenfield, “Resolved, that the Board authorizes the Executive Director to proceed with the development of the parcel into a playing field under the following conditions: the purchase from Brighton Realty concludes, and the project cost does not exceed \$32,000.” Mrs. Krizan seconded. There was discussion. The motion was unanimously defeated.

Mr. Bujan moved to extend the meeting time. Mr. Fraser seconded. The motion passed.

Mr. Fraser, “Resolved, the Finance and Budget Committee is charged with making a recommendation to the Board about developing the field by fall of 2014.” Ms. Lund seconded. There was discussion. The motion passed unanimously.

IX. Strategy Discussion

a. Develop the Playing Field

Dr. Bloomfield spoke about the possibility of developing the field and reasons for needing to do it soon or wait until spring. He also gave financial reasons for developing the field. There was discussion.

b. Discussion on Parent Engagement

Strategic plan discussions will be moved to the front of the agenda; this will be discussed in September.

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 September 30, 2013, beginning at 6:30 PM.

XIII. Adjournment

Mr. Belter moved to adjourn. Ms. Johnson seconded. The motion passed unanimously. The meeting adjourned at 9:48 PM.

Minutes submitted by Becky Lund.