

**Nova Classical Academy
Board of Directors Meeting Minutes
Regular Meeting
June 27, 2016**

Directors Present: Jason Belter, Jeff Ellerd, Dan Greenfield, Laura Hobbs, Tonya Johnson-Nicholie, Roxane Lehmann, Annie Lewine, Paul Mason, Robb Westawker

Directors Absent: Karen Groppe, Claudia Gumbiner Hungs

Advisors Present: Eric Williams, Nancy Baumann, Brooke Tousignant, Mari Bergerson, Beth Hawley (NPTO representative)

Others in Attendance: Nova parents, staff, and students

I. Call to Order

The meeting was called to order at 6:35 PM. Paul Mason led the meeting.

II. Closed Session, Part 1

Ms. Hobbs, “Resolved, that we close the meeting as permitted by section 13D.05, subdivision 3(a) to do an Executive Director review.” Mr. Belter seconded. The motion passed unanimously.

In summary of the closed session, the Board recognizes the leadership of Dr. Williams and states that Dr. Williams meets expectations.

III. School Life Balance

Ms. Bergerson shared a summary of data from the school/life balance survey for School of Logic and School of Rhetoric students. A significant change this coming year will be a 25 minute end of day study hall for all students. Ms. Lehmann suggested that it might be useful for teachers to track how that time is used. Ms. Lewine recommended that having homework posted in study hall rooms would also be useful.

Dan Greenfield arrived at 7:35 pm.

IV. Business Meeting: Approval of Agenda

Mr. Ellerd moved to approve the agenda as modified. Mr. Belter seconded. The motion passed unanimously.

V. Consent Agenda

- A. Approve Minutes from May 23 meeting
- B. Treasurer’s Report
- C. Finance Report
- D. Accept Gifts and Donations
- E. Approve to hire Jamie Nelso, 3rd Grade Teacher
- F. Approve to hire Sarah Tanner, 3rd Grade Teacher
- G. Approve to hire Brandon Kane, 4th Grade Teacher

- H. Approve to hire Claire Gilbert, 4th Grade Teacher
- I. Approve to hire Maddie Larson, 1st Grade Teacher, One year interim
- J. Approve to hire Liz Krohn, 1st Grade Teacher
- K. Approve to hire Margaret Speikers, Health Office Assistant
- L. Approve to hire Barbara Heitzig, Upper School Principal's Secretary
- M. Approve to hire Anders Speidahl, Education Assistant
- N. Approve to hire Summer School Teachers and Assistants
- O. Approve to hire Matt Kadrlik, Interim Lead Custodian
- P. Approve to hire Summer Custodial Workers
- Q. Accept resignation from Scott Jungbauer, Custodian
- R. Accept resignation from Jenna Schlatter, 3rd Grade Teacher
- S. Accept resignation from Dana Stack, Latin Teacher
- T. Accept resignation from Adam Satterlie, Education Assistant
- U. First Reading of Policy 516, Student Medications

Ms. Hobbs moved to approve the consent agenda. Ms. Lehmann seconded. The motion passed unanimously.

VI. Public Comment

There was public comment.

VII. Reports received by the Board.

A. Board Chair Report

Mr. Mason encouraged all Board members to work to better understand Board policies and meeting procedures through ongoing education and reading.

B. Executive Director Report

Eric Williams welcomed incoming Board members. He shared about plans for working on a strategic plan and opportunities for the community to be involved in the process.

C. Board Committees

i. Governance Report

Ms. Johnson Nicholie updated the Board on the movement of policies waiting for approval.

ii. Finance and Budget Report

Mr. Ellerd highlighted the three action items up for a vote.

iii. Academic Excellence Report

Mr. Belter gave an overview of membership changes. Both principals will be a part of the committee along with pedagogical leads representing the three schools.

D. Ad Hoc Committees

i. Development Committee

Contributions are around \$106,000 through mid-May. Mr. Greenfield will connect with members about proposed goals and membership.

ii. School Climate Committee

No report this month.

E. Student Board Member Report

Luke Westawker updated the Board on the wonderful accomplishments of the track and mock trial teams.

F. NPTO Report

Ms. Hawley updated the Board on NPTO happenings and introduced the new Board liaison, Samantha Fisher.

VIII. Board Business Action Items

A. Approve Executive Director Evaluation (after first closed session)

Ms. Hobbs, “Resolved that the Board recognizes Dr. Williams leadership at Nova and states that Dr. Williams Meets Expectations. Next year we recommend a priority on reengaging the community, leading the strategic process, and making a concerted effort to increase his presence with staff, faculty, parents, and students.” Mr. Ellerd seconded. The motion passed unanimously.

B. Second Reading and Approval of Staff Handbook Long Term Leave

Ms. Hobbs, “Resolved, that the Board approves the staff handbook language amendment allowing faculty to request long term leaves not to exceed one year, effective immediately.” Ms. Lewine seconded. There was discussion. The motion passed unanimously.

C. Approve Contract with Monarch Busing

Mr. Ellerd, “Resolved, that the Board approves the transportation contract with Monarch Busing for the 2016-2017 School Year.” Mr. Greenfield seconded. The motion passed unanimously.

D. Approve Board Meeting for 2016-2017 School Year

Mr. Belter, “Resolved, that the Board approves the Board meeting calendar:

Monday, July 25, 2016
Monday, August 22, 2016
Monday, September 26, 2016
Monday, October 24, 2016
Monday, November 21, 2016
December Training TBD
Monday, January 30, 2017
Monday, February 27, 2017
Tuesday, March 28, 2017
Monday, April 24, 2017
Monday, May 22, 2017

Monday, June 26, 2017”

Mr. Ellerd seconded. There was discussion. The motion passed unanimously.

E. Approve Refinancing Nova’s Bonds

Ms. Hobbs, “Resolved, that the Board approve refinancing Nova’s bonds to gain additional capital.” Mr. Ellerd seconded. There was discussion. The motion passed unanimously.

F. Approve Emily Smith for Friends of Nova Board

Ms. Hobbs, “Resolved, that the Board approves Emily Smith to serve on the Friends of Nova Board for a 5 year term.” Mr. Belter seconded. The motion passed unanimously.

G. Discussion of 2016-2017 Committee Goals

Governance Committee:

1. Work with the Executive Director to review and recommend policies.
2. Administer a Board evaluation no later than December that will be used to plan further Board trainings and asses Board trends.
3. Provide training and resources on Nova’s governance practices and policies for all Board members. Continue to update resources throughout the year.
4. Provide the 2016 Election Report and Conduct the 2017 Board election.
5. Continue to update the Governance Committee webpage, Governance materials/documents as needed, including the Board on-line resources.

Academic Excellence:

1. Determine K-12 how to define/measure academic progress goals, to make a recommendation for updating the strategic plan.
2. Finalize the Core skills of a Nova graduate with staff and parents, and begin overseeing the mapping of those skills K-12.
3. Oversee annual academic priorities as set by the Board or identified by Executive Director.

Budget and Finance

1. Review and recommend Final 2016-17 budget to Board of Directors for review and approval.—due October 2016
2. Review and recommend 2017-18 budget to Board of Directors for review and approval.—due May 2016
3. Establish a 10-year Facilities Plan for long-term planning/spending.
4. Review and update financial controls to address potential audit management recommendations.

H. First reading of Student/Parent Handbook

There was discussion.

I. First Reading of 2016-2017 Employee Handbook

There was discussion.

J. Approve Q Comp Annual Report

Ms. Hobbs, “Resolved, that the Board approves the 2015-2016 Q Comp Annual Report.” Ms. Lewine seconded. The motion passed unanimously.

K. Adopt Revised Pay Scale

Ms. Hobbs, “Resolved, that the Board approves the adoption of the revised pay scale for education assistants, effective 2016-17 school year.” Mr. Ellerd seconded. The motion passed unanimously.

L. Architect for Restroom Additions/Modifications

Mr. Ellerd, “Resolved, that the Board of Directors authorizes the Executive Director to engage an architect in an amount up to but not exceeding \$10,000 for the purposes of planning restroom additions/modifications.” Mr. Westawker seconded. There was discussion. The motion passed unanimously.

M. Land Discussion (After second closed session)

Mr. Ellerd, “Resolved, that the Board of Directors authorizes Dr. Williams and Mr. Ellerd to negotiate a term sheet or purchase agreement for the acquisition for the Brighton parcel.” Mr. Greenfield seconded. The motion passed unanimously.

IX. Personnel

A. Approve to Post for .4 FTE Upper School Dean of Students

Mr. Ellerd, “Resolved, that the Board approves to post for a Teacher on Special Assignment as an Upper School Dean of Students, .4 FTE.” Mr. Greenfield seconded. There was discussion. The motion passed unanimously.

B. Approve to Discontinue Director of Operations Position

Mr. Ellerd, “Resolved, that the Board approves the discontinuation of the Director of Operations position.” Mr. Belter seconded. There was discussion. The motion passed unanimously.

C. Approve to Post for Buildings and Grounds Supervisor

Ms. Hobbs, “Resolved, that the Board approves to post for Buildings and Grounds Supervisor.” Mr. Westawker seconded. There was discussion. The motion passed unanimously.

D. Approve to pay Kim Reagan for unused PTO time

Mr. Ellerd, “Resolved, that the Board approves payment of unused PTO for Kim Reagan at a rate comparable to Teachers and Education Assistants.” Mr. Belter seconded. There was discussion. The motion passed unanimously.

X. Closed Session, Part 2

Ms. Hobbs, “Resolved, that we close the meeting as permitted by section 13D.05, subdivision 3(c) to discuss the purchase of land.” Mr. Ellerd seconded. The motion passed unanimously.

In summary of the closed session, the Board discussed land purchase opportunities.

During the closed session, a motion was made to extend the meeting until no later than 10pm.

XI. Next Meeting Date/Agenda Items

The next regular Board meeting will be on Monday, July 25th, 2016 beginning at 6:30 PM.

XII. Adjournment

Ms. Hobbs moved to adjourn. Ms. Lewine seconded. The motion passed unanimously. The meeting adjourned at 9:39 PM.

Minutes submitted by Laura Hobbs.