

**Nova Classical Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
July 27, 2015**

**Directors Present: Jason Belter, Ann Brodeur, Jeff Ellerd, Dan Greenfield, Laura Hobbs, Claudia Gumbiner Hungs, Roxane Lehmann, Paul Mason**

**Directors Absent: Tonya Johnson-Nicholie, Annie Lewine, Robb Westawker**

**Advisors Present: Eric Williams, Nancy Baumann, Beth Hawley (NPTO representative)**

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

**I. Call to Order**

The meeting was called to order at 6:32 PM. Dan Greenfield led the meeting.

**II. Working Meeting:**

**a. Scholar Zone Presentation**

Mrs. Reinhardt gave an overview of how the Scholar Zone will run and how it will benefit Nova. Online registration and payment has started. There is a potential for 9<sup>th</sup>-12<sup>th</sup> graders to help out to earn volunteer hours. Running the before/after school care will allow for consistency of care for students throughout the day. Hiring the staff needed to cover the before/after school care will allow for an overlap during the middle portion of the day which tends to have higher needs for EAs.

**b. School/Life Balance Survey Presentation**

Ms. Lehmann provided additional details on the summary and described how the Nova data compared to survey results from national survey. She recommended creating a more accurate definition of homework which needs to include all work completed outside of class time, including studying for tests. Teachers need to communicate the purpose of homework to students and consider what is being assigned and why. Using the survey results as a possible Parent Education Night this year was recommended. Upper School staff will be discussing the survey results during the in-service week. There was discussion about how to create questions that could be used in the future to track changes.

**c. Review of Second Metric Recommendation**

Ms. Lehmann gave an overview of how the Academic Excellence Committee came to the decision to recommend the ACT Aspire as Nova's second metric. Nova needs to be prepared to provide an explanation for parents. There was discussion about providing training so the testing can be useful in improving teaching and learning at Nova. It will be important to communicate a growth mindset to students by helping them see the change in their scores and not focus on the raw data point itself.

**d. Budget Update**

The MN government has approved a 2% increase for each of next 2 years. There is also additional money set aside for facilities starting in the 2016-17 school year and increases. In order to access this money, Nova will need to create a 10 year facilities/maintenance plan.

\$119,000 in additional funding through ADSIS was approved to be used for early intervention. The goal is to use this funding to keep students from needing Special Education placement. \$24,500 through Title 1 and 2 will be used at the lower school to help struggling students. An additional \$17,000 was received for teacher development and evaluation.

**e. Lateral Enrollment Recommendation**

There was discussion about the grade 10-12 lateral enrollment recommendation.

**f. Board and Executive Director Goals**

The goals will be considered during the strategic working session in August.

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

Mr. Mason moved to approve the agenda as modified. Ms. Gumbiner-Hungs seconded. The motion passed unanimously.

Motion was made and passed to approve slate of officers. Mr. Mason led the remainder of the meeting.

**IV. Public Comment**

There was public comment.

**V. Consent Agenda**

- A. Regular Meeting Minutes from May 25, 2015
- B. Accept Gift Donations

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

**VI. Treasurer/ Finance Update**

Though there are still potential adjustments being made to FY2015, there is a current forecast of a 20.2% fund balance.

**VII. Reports received by the Board.**

**a. Administration Report**

Mr. Williams shared a proposal for a Board evening work session to serve to get to know one another, our values and life experiences with the purpose to become a highly functioning Board. During the evening, there would be an opportunity to work on a strategic plan and operate cohesively. Mr. Mason recommended

sending an email to families with reminders about changes happening at the Upper School. There is an orientation for rising 6<sup>th</sup> and 9<sup>th</sup> graders in August.

**b. Board Committees**

**i. Academic Excellence Report**

No further report

**ii. Finance and Budget Report**

The committee met and discussed the fields and land and the usage of both. Mr. Williams encouraged maximizing our buffer around the school. It's important to think about potential conversations for development with the city and other possible partners sooner than later. There was discussion about how purchasing land and building new play area might give the current fields a rest and how that would compare to building turf field.

**iii. Governance Report**

There was no report this month.

**c. Ad Hoc Committees**

**i. Development Committee Report**

There was no report this month.

**ii. Human Resources Committee Report**

The committee is working to arrange the Employee Handbook in a way that makes sense and then to edit content within handbook. The handbook will be emailed to Board members for review before approval at the August meeting.

**iii. School Climate Committee**

There was no report this month.

**d. NPTO Report**

Even with a small shortfall, NPTO was able to maintain great support of Nova. Plans are underway for many August events. Mr. Mason encouraged members from committees to attend Back to School nights to share about work of committee.

Please update committee websites especially having updated goals for the committee. Linda LaFrombois can assist with changes.

**VIII. Board Updates/Action Items**

**a. Board Officers**

Mr. Greenfield, "Resolved, that the Board approves the following slate of Officers to be effective immediately.

Paul Mason, Chair

Ann Brodeur, Chair-Elect  
Jeff Ellerd, Treasurer  
Laura Hobbs, Secretary”

Mr. Belter seconded. The motion passed unanimously.

**b. Approval of Q Comp Report**

Mr. Ellerd, “Resolved, that the Board approves the Q Comp Report for 2014-2015 as submitted.” Ms. Hobbs seconded. The motion passed unanimously.

**c. Approval of MACS membership**

Ms. Brodeur, “Resolved, that the Board approves joining the Minnesota Association of Charter Schools for 2015-2016.” Mr. Ellerd seconded. The motion passed unanimously.

**d. Approval of Banking Resolution**

*Authorization of Electronic Transfers*

Mr. Ellerd, “Resolved, that the Executive Director or Board Treasurer be authorized to enter into agreements to make electronic fund transfers (wire transfers) as permitted by M.S.471.38. The Business Manager is to initiate the authorized electronic fund transfers and will submit a list of such transfers at the next regular school board meeting after the transfers take place, as presented.” Mr. Belter seconded. The motion passed unanimously.

*Designation of Depositories*

Mr. Ellerd, “Resolved, that the Board designates Anchor Bank as the official depository of charter school funds, subject to their furnishing collateral security and otherwise comply with the provisions of M.S.118A.03 and:

- a) The Board treasurer or Executive Director are authorize to accept and release collateral as required
- b) The Board Chair, Board Chair-elect, and the Board Treasurer are authorized to sign checks, signature cards, and other forms and documents required from time to time by the depository; and
- c) This resolution shall be valid until superseded.”

Ms. Gumbiner-Hungs seconded. The motion passed unanimously.

**e. Approval of Second Metric**

Ms. Hobbs, “Resolved, that the Board approves the use of the Aspire Test as the second metric to be sued as an academic measure for Nova Classical Academy.” Mr. Belter seconded. The motion passed unanimously.

**f. Approval of Upper School Faculty Leave of Absence**

Ms. Gumbiner-Hungs, “Resolved, that the Board approves a Leave of Absence effective immediately for Dr. Susan Whalen for the fall semester of the 2015-16 school year.” Mr. Belter seconded. The motion passed unanimously.

**g. Approval to Hire Nova Scholar Zone Coordinator**

Mr. Ellerd, “Resolved, that the Board approves the hiring of Mrs. Lori Reinhardt as the Nova Scholar Zone Coordinator for \$22.50/hour.” Ms. Hobbs seconded. The motion passed unanimously.

**h. Approval of Posting for Accounts Payable/Payroll Clerk**

Ms. Hobbs, “Resolved, that the Board approves the posting of a 1.0 Accounts Payable/Payroll Clerk position.” Ms. Brodeur seconded. The motion passed unanimously.

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

The next regular Board meeting will be on Monday, August 24, 2015 beginning at 6:30 PM.

**X. Adjournment**

Mr. Belter moved to adjourn. Mr. Greenfield seconded. The motion passed unanimously. The meeting adjourned at 9:05 PM.

Minutes submitted by Laura Hobbs.