

**Nova Classical Academy
Board of Directors Meeting Minutes
Regular Meeting
November 23, 2015**

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

Directors Absent: Ann Brodeur

Advisors Present: Eric Williams, Nancy Baumann, Mari Bergerson, Brooke Tousignant, Jennifer Danforth, Robin Cerio (NPTO representative), Luke Westawker (student representative)

Others in Attendance: Nova parents and staff

I. Call to Order

The meeting was called to order at 6:31 PM. Paul Mason led the meeting.

II. Working Session: World's Best Work Force

Ms. Tousignant shared information about Nova's local literacy program which will be up for Board approval in January. She highlighted what Nova is currently doing in the area of reading to support reading development in the School of Grammar. Ms. Bergerson outlined current MCA goals. Slides comparing Nova student achievement to Eagle Ridge, St. Croix Prep, Edina, and the State of Minnesota were shared. Cohort data was also presented for math, reading, and science. There was discussion regarding how alignment with state standards in the area of science. Textbooks and content taught in the area of science will be adjusted. Ms. Bergerson and Ms. Tousignant also presented information about the achievement gap based on various sub-groups. Following Ms. Topoluk's presentation in December, Ms. Bergerson and Ms. Tousignant are willing to return and give further information about MCA data.

Ms. Danforth introduced Naviance, a web-based resource that helps meet the goals of World's Best Workforce. This service was previously used only for the college services, but Nova has expanded the use to include interest inventories and other tools for students in grades 9-11. Ms. Danforth presented information about the timeline for student use. There is the possibility of adding Grade 8 into Naviance so they can use the resource starting in the spring. Ms. Danforth demonstrated the various tools provided by Naviance.

III. Business Meeting: Approval of Agenda

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

IV. Consent Agenda

- A. Approve Gifts and Donations
- B. Finance Report

- C. Treasurer's Report
- D. First Reading of Policy 524, Internet Acceptable Use
- E. Second reading of Policy 208, Development, Adoption, and Implementation of Policies
- F. Second reading of Policy 214, Out-of-State Travel By School Board Members
- G. Second reading of Policy 609, Religion
- H. Accept resignation of Lisa Notermann, Administrative Assistant
- I. Accept resignation of Rhyse Curtis, Education Assistant

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

V. Public Comment

There was public comment.

VI. Reports received by the Board.

A. Board Chair Report

Going forward, Board goals for the year will be updated and included in the Board packet. Mr. Mason shared thoughts on the current situation Nova is facing concerning gender non-conforming students.

B. Executive Director Report

Enrollment is currently at 930. Ms. Bergerson has talked with 8th graders who indicate a desire to stay at Nova. There are also 9 applications already received for 9th grade next year.

There were a number of people who presented last week about a wide variety of turf options. There will be a meeting in December to consider the pricing of various options. Mr. Krizan is looking for different options for funding. Moving to a turf option would increase the opportunities for use instead of decreasing it.

Ms. Baumann provided information on options for copier lease options and the possibility of a shared technology and HR staff.

Mr. Williams thanked all members of the community who gave during 'Give to the Max' and also thanked Ms. LaFrombois who provided updates on giving throughout the day.

In January, Mr. Shepherd will come and share about Model, and Ms. Lewine will share about Model UN.

C. Board Committees

i. Governance Report

There was a 1st reading of Nova Policy 500, Personal Electronic Device—Safe and Acceptable Technology Use Policy

Ms. Johnson-Nicholie provided a summary of how Policy 208 will affect Board approval of policies. There was discussion about Nova Policy 500.

ii. Finance and Budget Report

Mr. Ellerd highlighted action items up for Board review.

iii. Academic Excellence Report

Mr. Belter outlined the committee's progress on goal development and also coming steps in order to meet those goals. Ms. Gumbiner-Hungs shared that feedback on changes made based on school/life balance has been positive. The committee wants to continue to monitor and support changes.

D. Ad Hoc Committees

i. Development Committee

Mr. Greenfield outlined efforts being used to increase awareness of opportunities for giving. There is a desire to increase from the 26% of Nova families that gave during 'Give to the Max'.

ii. Human Resources Committee

No update this month.

iii. School Climate Committee

There was a brief update on current school climate committee work.

E. Student Board Member

Luke Westawker share about recent Nova achievements.

F. NPTO Report

Ms. Cerio gave a thank you to those that attended the Great Gathering kick-off and encouraged Nova families to watch for gatherings they can attend throughout the year. NPTO donated money to help fund the staff breakroom.

VII. Board Business Action Items

A. Extracurricular Discounts

Mr. Ellerd, "Resolved, that the Board authorize the discontinuation of extracurricular fee discounts for staff, per audit findings, beginning January 1, 2016." Mr. Belter seconded. The motion passed unanimously.

B. Line of Credit

Mr. Ellerd, "Resolved that the following named persons are officers of Nova Classical Academy: Jeffery A. Ellerd, Paul Mason, and Ann Brodeur.

Actions Authorized. Any two (2) of the authorized persons listed above may enter into any agreements of any nature with Lender, and those agreements will bind the Corporation. Specifically, but without limitation, any two (2) of such

authorized persons are authorized, empowered, and directed to do the following for an on behalf of the Corporation:

Borrow Money. To borrow as a cosigner or otherwise, from time to time from Lender, on such terms as may be agreed upon between the Corporation and Lender, such sum or sums of money as in their judgment should be borrowed, without limitation.

Execute Notes. To execute and deliver to Lender the promissory note or notes or other evidence of the Corporation's credit accommodations, on Lender's forms, at such rates of interest and on such terms as may be agreed upon, evidencing the sums of money so borrowed or any of the Corporation's indebtedness to Lender, and also to execute and deliver to Lender one or more renewals, extensions, modifications, refinancings, consolidations, or substitutions for one or more of the notes, any portion of the notes, or any other evidence of credit accommodations.

Grant Security. To mortgage, pledge, transfer, endorse, hypothecate, or otherwise encumber and deliver to Lender any property now or hereafter belonging to the Corporation or in which the Corporation now or hereafter may have an interest, including without limitation all of the Corporation's real property and all of the Corporation's personal property (tangible or intangible), as security for the payment of any loans or credit accommodations so obtained, any promissory notes so executed (including any amendments to or modifications, renewals, and extensions of such promissory notes), or any other or further indebtedness of the Corporation to Lender at any time owing, however the same may be evidenced. Such property may be mortgaged, pledged, transferred, endorsed, hypothecated or encumbered at the time such loans are obtained or such indebtedness is incurred, or at any other time or times, and may be either in addition to or in lieu of any property theretofore mortgaged, pledged, transferred, endorsed, hypothecated or encumbered.

Execute Security Documents. To execute and deliver to Lender the forms of mortgage, deed of trust, pledge agreement, hypothecation agreement, and other security agreements and financing statements which Lender may require and which shall evidence the terms and conditions under and pursuant to which such liens and encumbrances, or any of them, are given; and also to execute and deliver to Lender any other written instruments, any chattel paper, or any other collateral, of any kind or nature, which Lender may deem necessary or proper in connection with or pertaining to the giving of the liens and encumbrances. Notwithstanding the foregoing, any one of the above authorized persons may execute, deliver, or record financing statements.

Negotiate Items. To draw, endorse, and discount with Lender all drafts, trade acceptances, promissory notes, or other evidences of indebtedness payable to or belonging to the Corporation or in which the Corporation may have an interest, and either to receive cash for the same or to cause such proceeds to be credited to the Corporation's account with Lender, or to cause such other disposition of the proceeds derived therefrom as they may deem advisable.

Further Acts. In the case of lines of credit, to designate additional or alternate individuals as being authorized to request advances under such lines, and in cases, to do and perform such other acts and things, to pay any and all fees and costs, and to execute and deliver such other documents and agreements, including agreements waiving the right to trial by jury, as the officers may in their discretion deem reasonably necessary or proper in order to carry into effect the provisions of this Resolution. The following person or persons are authorized to request advances and authorize payments under the line of credit until Lender receives from the Corporation, at Lender's address shown above, written notice of revocation of such authority: Jeffrey A. Ellerd, Treasurer of Nova Classical Academy; Paul Mason, Board Chair of Nova Classical Academy; and Ann Brodeur, Chair Elect of Nova Classical Academy."

Ms. Gumbiner-Hungs seconded. Motion passed unanimously.

C. October 26, 2015 Minutes

Mr. Greenfield, "Resolved, that the Board approves minutes from the October 26, 2015 meeting." Ms. Johnson-Nicholie seconded. The motion passed unanimously.

VIII. Board Personnel Action Items

A. Approve hire of Marian Walton

Ms. Hobbs, "Resolved, that the Board approves the hire of Marian Walton, Education Assistant." Ms. Lewine seconded. The motion passed unanimously.

B. Authorize hire of Lillian Conely

Ms. Hobbs, "Resolved, that the Board authorizes the hire of Lillian Conely, Accounts Payable/Payroll Clerk." Mr. Ellerd seconded. The motion passed unanimously.

C. Approve hire of Josh Harvey

Mr. Belter, "Resolved, that the Board approves the hire of Josh Harvey, 7/8 Basketball Coach." Ms. Gumbiner-Hungs seconded. The motion passed unanimously.

D. Approve hire of Melissa Guertin

Ms. Lewine, "Resolved, that the Board approves the hire of Melissa Guertin, lunchroom supervisor." Ms. Hobbs seconded. The motion passed unanimously.

E. Approve hire of Patti Cracauer

Mr. Ellerd, "Resolved, that the Board approves the hire of Patti Cracauer, Administrative Assistant." Ms. Lewine seconded. The motion passed unanimously.

F. Authorize to Post for On-Site District Substitute

Mr. Greenfield, “Resolved, that the Board authorizes posting for an On-site District Substitute.” Mr. Ellerd seconded. There was discussion. The motion passed unanimously.

G. Authorize to Post for Building Attendant

Mr. Ellerd, “Resolved, that the Board authorizes posting for a Building Attendant.” Ms. Hobbs seconded. There was discussion. The motion passed unanimously.

IX. Next Meeting Date/Agenda Items

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

X. Adjournment

Ms. Hobbs moved to adjourn. Mr. Belter seconded. The motion passed unanimously. The meeting adjourned at 8:34 PM.

Minutes submitted by Laura Hobbs.