

**Nova Classical Academy
Board of Directors Meeting Minutes
Regular Meeting
July 18, 2011**

Directors Present: Jason Belter, John Bujan, Tom Corrigan, Damon Fraser, Kirsten Hornseth, Dianne Krizan, Becky Lund, Teresa Taggart

Directors Absent: Brandon Foat, Karen Groppe

Advisors Present: Brian Bloomfield, Miranda Morton, Dawn Ellerd (NPTO Representative), Jan Beebe

Others in Attendance: Nova parents

I. Call to Order

The meeting was called to order at 6:30 PM. Kirsten Hornseth led the meeting.

II. Approval of Agenda

Mr. Belter moved to approve the agenda from the BoD supplement, with the addition of adding Teresa Taggart to the Curriculum Committee under the consent agenda. Mr. Fraser seconded. The motion passed unanimously.

III. Presentation by Piper Jaffray

Mr. Bloomfield introduced Karl Jentoft from CSDC and Bruce Sorenson from Piper Jaffray. Mr. Sorenson spoke about the bonding process. There was discussion.

IV. Public Comment

There was no public comment.

V. Consent Agenda

- A. Regular Meeting Minutes from June 13, 2011
- B. Special Meeting Minutes from June 27, 2011
- C. Accept Gift Donations
- D. Add Teresa Taggart to the Curriculum Committee

Ms. Lund moved to approve the amended consent agenda. Mr. Belter seconded. The motion passed unanimously.

VI. Treasurer/ Finance Update

Mr. Corrigan spoke about the state proposed 40% holdback and how it affects our cash flow. A further analysis of what this means for our future budget is coming. Mrs. Baumann added further details about the year-end financials and cash flow position. She explained that financial reports do not include final numbers as a result of the state shutdown, access to MDE reporting systems is limited and information is not available to determine final numbers, as explained in the report.

VII. Reports received by the Board

a. Administration Report

Beyond the things already included in his written report, Mr. Bloomfield stated that Nova received a thank you from Second Harvest for the Upper Campus food drive that gathered enough food for 1,183 meals. He also spoke about a rally at the State Capitol to exclude charter schools from the proposed 40% holdback. Finally Mr. Bloomfield gave an enrollment update and said that our attrition rate is currently lower than it has in previous years and that our enrollment rate is currently over 700 students.

b. Board Chair Report

There was no Board Chair Report this month.

c. Board Committees

i. Curriculum Report

ii. Development Report

No report this month.

iii. Finance and Budget Report

Mr. Corrigan reviewed the recommended yearly motions from the committee, as well as the motion regarding staff benefits.

iv. Governance Report

Mr. Bujan reviewed the recommendation to appoint Mrs. Berlin to the vacant Board seat.

2nd Reading of mandatory policies

3rd Reading of Policy #9-413 (Harassment/ Violence)

d. Ad Hoc Committees

i. Facilities Report

Mr. Bloomfield spoke about the recommendation for the general contractor. Mr. Jentoft gave additional information.

e. NPTO Report

Mrs. Ellerd said the NPTO is getting ready for next year and has many new faces involved, which is exciting.

VIII. Board Updates/Action Items

a. Engage an Executive Consultant

Ms. Lund, "Resolved, that the Board of directors authorize the Executive Director to engage the services of John Tarvin as an Executive Consultant per option #1 of the submitted proposal for \$14,400." Mrs. Taggart seconded. There was discussion. Mr. Belter, Mr. Bujan, Mr. Corrigan, Mr. Fraser, Mrs. Hornseth, Mrs. Krizan, Ms. Lund voted in favor. Mrs. Taggart was opposed. The motion passed.

b. Approval of Curriculum Maps

Ms. Lund, "Resolved, that the Board accept the presented new and revised curriculum maps per the Curriculum Committee's recommendation (Health, Astronomy, Logic)." Mr. Fraser seconded. There was discussion. Mr. Bujan,

Mr. Corrigan, Mr. Fraser, Mrs. Hornseth, Mrs. Krizan, Ms. Lund, Mrs. Taggart voted in favor. Mr. Belter was opposed. The motion passed.

c. Authorization of Electronic Transfers

Mr. Corrigan, "Resolved, that Board authorizes the Executive Director or Board Treasurer be authorized to enter into agreements to make electronic fund transfers (ACH or 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. There was discussion. The motion passed unanimously.

d. Designation of Depositories

Mr. Corrigan, "Resolved, 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 authorized 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." Mrs. Krizan seconded. The motion passed unanimously.

e. Benefit Plan for SY2012

Mr. Corrigan, "Resolved that the Board of Directors authorizes the staff benefits for the 2011-12 school year be as follows:

- Renew health benefits for the 2011-12 plan year with Health Partners using Open Access Choice 500-25/50 and Empower 1250-100
- Fund the HSA at \$27 per pay period for people in the Empower plan
- Renew the dental benefits for the 2011-12 plan year with Health Partners Open Access Dental Plan." Mr. Fraser seconded. There was discussion. Mr. Belter, Mr. Bujan, Mr. Corrigan, Mr. Fraser, Mrs. Krizan, Ms. Lund, Mrs. Taggart voted in favor. Mrs. Hornseth abstained. The motion passed.

f. Appointment of Board Member

Mr. Bujan, "Resolved, that upon the recommendation of the Governance Committee, parent Andrea Johnson Berlin is appointed to the vacant parent board seat, for a term commencing July 19, 2011 and continuing through June 30, 2012." Mrs. Krizan seconded. There was discussion. The motion passed unanimously.

g. Charge to Governance Committee

Mr. Bujan, "Resolved that the Governance Committee is charged to provide recommendations to the Board no later than the October regular board meeting as follows:

- A recommended date for the next annual election of directors; and
- A recommended timetable which sets forth all significant milestones for the next board elections; and
- A summary of the last board election, with participation percentage and recommendations for increasing voter education and participation.

- Any recommendations to change the Board election process.” Ms. Lund seconded. There was discussion. The motion passed unanimously.

h. Motion Regarding General Contractor

Mr. Fraser, “Resolved that the Board of Directors authorizes Friends of Nova to finalize and execute an agreement with either Krause Anderson or RJM to serve as General Contractor, pending final decision by the Executive Director.” Mr. Belter seconded. There was discussion. The motion passed unanimously.

i. Additional Administrator

Mr. Fraser, “Resolved, that the Board charge the Executive Director, working with the Executive Consultant, to recommend an administrative structure to support Nova’s growth plans, including the highest priority job description for a new administrator, no later than the regular September board meeting.” Mr. Corrigan seconded. There was discussion. The motion passed unanimously.

j. Motion to Adopt Mandatory Policy 9-413 (Harassment and Violence)

Mr. Bujan, “Resolved that the Board adopt mandatory policy #9-413 (Harassment and Violence) as of today, July 18, 2011.” Ms. Lund seconded. There was discussion. Mr. Belter, Mr. Bujan, Mr. Corrigan, Mr. Fraser, Mrs. Hornseth, Mrs. Krizan, Ms. Lund voted in favor. Mrs. Taggart voted against. The motion passed.

IX. Public Comment

There was no public comment.

X. Next Meeting Date/Agenda Items

There will not be a special meeting next Monday, July 25, but there is still one scheduled for Monday, August 8, beginning at 6:30, primarily to make decisions regarding the facilities process.

The next regular Board of Directors meeting is August 22, 2011 beginning at 6:30 at the Upper Campus.

XI. Adjournment

Mr. Belter moved to adjourn. Mrs. Krizan seconded. The motion passed unanimously. The meeting adjourned at 8:38 PM.

Minutes submitted by Becky Lund.