

**Nova Classical Academy
Board of Directors Meeting Minutes
Regular Meeting
January 30, 2012**

Directors Present: Jason Belter, John Bujan, Tom Corrigan, Brandon Foat, Damon Fraser, Karen Groppel, Dianne Krizan, Andrea Johnson, Becky Lund, Teresa Taggart

Directors Absent: None

Advisors Present: Brian Bloomfield, Miranda Morton, Nancy Baumann, Mrs. Ellerd (PTO Representative)

Others in Attendance: Nova staff and parent

I. Call to Order

The meeting was called to order at 6:32 PM. Damon Fraser led the meeting.

II. Approval of Agenda

Ms. Lund moved to approve the agenda, Mr. Foat seconded. There was discussion. The motion passed unanimously.

III. Presentation

Ms. Topoluk from Friends of Education spoke about the grant they awarded to Nova and where Nova is excelling.

IV. Public Comment

There was no public comment.

V. Consent Agenda

- A. Regular Meeting Minutes from November 21, 2011
- B. Special Meeting Minutes from December 3, 2011
- C. Special Meeting Minutes from January 12, 2012
- D. Special Meeting Minutes from January 19, 2012
- E. Accept Gift Donations

Mr. Belter moved to approve the consent agenda. Mrs. Taggart seconded. The motion passed unanimously.

VI. Treasurer/ Finance Update

Mr. Corrigan and Mrs. Baumann highlighted a few areas showing that we're pretty much on target with our budget and expenditures. Mrs. Baumann will have an updated year-end forecast for next month's meeting.

VII. Reports received by the Board

a. Administration Report

Mr. Bloomfield highlighted four things in his report: the first draft of the 2013 SY calendar, an update on enrollment numbers after the enrollment events this past weekend, next Thursday Brian is presenting to the Eagle Ridge PTO on the nature of Classical Education, and the report on the math data from the Lower Campus.

There was discussion.

The Board looked at the early draft of the 2012-2013 budget. There was discussion.

Mr. Bloomfield presented a draft dashboard evaluation for the Board to use.

There was discussion.

Mr. Bloomfield presented a flowchart showing potential administrative organization for next year.

b. Board Chair Report

Mr. Fraser spoke about the general board calendar and that some items have been postponed. He also spoke about how we board members need to respect the time we have put in to our work and the decisions we make at the same time we give opportunities for others to give input.

c. Board Committees

i. Curriculum Report

Mrs. Groppel and Ms. Lund spoke about the charge for the Academic Excellence Committee. There was discussion.

3rd reading/ potential approval of revised policy 305

Mrs. Groppel and Mrs. Taggart spoke about the results of the small school environment forum. There was discussion. Mrs. Groppel and Mrs. Taggart are going to draft a resolution for the next board meeting regarding some future steps we can take.

ii. Development Report

Ms. Johnson gave a brief update about a fundraising event in April directed towards raising money for a computer lab as well as other fundraising projects.

iii. Finance and Budget Report

Mr. Corrigan mentioned working towards the creation of a financial handbook to assist board members in financial oversight.

iv. Governance Report

Mr. Bujan gave a brief summary of the report.

Policy Readings:

1st Reading of Policy 9-414 (Mandated Reporting)

2nd Reading of Certain Policies:

- Policy 9-504 (Student Dress and Appearance)
- Policy 9-609 (Religion)
- Policy 9-801 (Equal Access to School Facilities)
- Revised Policy 301 (Application and Enrollment)
- Policy 706 (Acceptance/ Administration of Gifts)
- Policy 714 (Classification of Fund Balance...)

Mrs. Krizan spoke about the drafting of board-level goals and self-assessment. Feedback should be sent to Mrs. Krizan as should feedback for Individual Director Performance Expectations. Finally, she requested

that board members look at Policy 202. We will return to this topic next month.

d. NPTO Report

VIII. Board Updates/Action Items

a. Enrollment

Mrs. Krizan, “Resolved, that the Board sets section sizes for the 2012-13 school year as follows:

- K: 20 (4 sections)
- 1-8: 26 (3 sections)
- 9-12: 26 (2 sections)

Resolved further, that the Board authorizes the Executive Director to over-enroll one student per section in grades 6 +.

Resolved further, that the Board authorizes the Executive Director to offer freshman positions to 15 students and continue to offer positions to fulfill that 15-student limit.” Ms. Lund seconded. There was discussion. Mr. Belter, Mr. Bujan, Mr. Corrigan, Mr. Foat, Mr. Fraser, Mrs. Groppel, Mrs. Krizan, Ms. Johnson, and Ms. Lund voted in favor. Mrs. Taggart voted against. The motion passed.

b. Priority List for Victoria Park Project

Mrs. Krizan, “Resolved, that the board establishes the following financial priorities: railings, science equipment and a computer lab, with the addition that further priorities center around other academic needs for the Victoria Park project and instructs the Executive Director to direct resources to meet those priorities.”

Mrs. Groppel seconded. The motion passed unanimously.

c. Charge to the Curriculum Committee

Mr. Bujan, “Resolved that the Curriculum Committee be charged with developing an academic dashboard and provide feedback on our progress on our academic goals.” Mr. Foat seconded. There was discussion. The motion passed unanimously.

d. Approve Policy 305 (Section Size)

Ms. Lund, “Resolved that the board approve the revised policy 305 as of January 30, 2012 with the change of the word ‘official’ board meeting to ‘regular’ board meeting.” Mrs. Groppel seconded. There was discussion. The motion passed unanimously.

e. Board Seats for the 2012 Election

Mr. Bujan, “Resolved, that the board adopt the recommendation of the governance committee for the following designation and terms for the 2012 board election:

- 2 parent seats, each being for a three-year term;
- 1 teacher seat for a three-year term;
- 2 community member seats, one being for a three-year term (top vote getter) and one for a two-year term (second top vote getter).” Ms. Lund seconded. There was discussion. Mr. Belter, Mr. Bujan, Mr. Corrigan, Mr. Foat, Mr. Fraser, Mrs. Groppel, Mrs. Krizan, Ms. Johnson, and Ms. Lund voted in favor. Mrs. Taggart voted against. The motion passed.

f. Student Transportation Policy (9-709)

Mr. Bujan, “Resolved, that Policy 9-709 (Student Transportation Safety Policy) is adopted under the emergency/legislative exception to the normal/permanent policy adoption process as set forth in NCA Policy 103.IV, effective January 30, 2012, with a 1-year duration or such shorter period until such policy shall be adopted utilizing the normal/permanent process; and

Resolved further, that this policy is referred to the Nova Governance Committee for review and comment at its next regular meeting; and

Resolved further, the administration shall promptly communicate with Nova’s existing bus transportation provider to verify their compliance with the provisions of the above interim policy and/or to provide any suggested changes, and the administration shall report back to the board no later than the February 2012 regular board meeting.” Mrs. Taggart seconded. The motion passed unanimously.

g. Crisis Management Policy (9-806)

Mr. Bujan, “Resolved, that Policy 9-806 (Crises Management Policy) is adopted under the emergency/legislative exception to the normal/permanent policy adoption process as set forth in NCA Policy 103.IV, effective January 30, 2012, with a 1-year duration or such shorter period until such policy shall be adopted utilizing the normal/permanent process; and

Resolved further, that this policy is referred to the Nova Governance Committee for review and comment at its next regular meeting; and

Resolved further, Request the administration report back to the board no later than the February regular board meeting on any comments/changes to the interim crises management policy, and further the administration shall take any intermediate steps to ensure the school’s readiness in this area.” Mr. Belter seconded. The motion passed unanimously.

h. Early Admission to Policy (302)

Mr. Bujan, “Whereas, Nova Policy 302 (Early Admission to Kindergarten) contains an incorrect statement regarding the statutory definition of age; and Whereas, Nova Policy 103.IV. provides in pertinent part that “If a policy modification is necessary due to legislation or other legal circumstances over which the board has no control, the modified policy may be adopted at one meeting at the discretion of the board; it is therefore:

Resolved, that the attached amended Nova Policy 302 (Early Admission to Kindergarten) is hereby adopted pursuant to the foregoing exception to the normal policy adoption process, with an effective date of January 30, 2012.” Ms. Lund seconded. The motion passed unanimously.

IX. Public Comment

There was no public comment.

X. Board Chair Comment

There was no comment.

XI. Next Meeting Date/Agenda Items

The next regular Board of Directors meeting is February 27, 2012 beginning at 6:30 at the Upper Campus.

XII. Adjournment

Mr. Belter moved to adjourn. Mr. Bujan seconded. There was discussion. The motion passed unanimously. The meeting adjourned at 9:00 PM.

Minutes submitted by Becky Lund.