

**Nova Classical Academy
Board of Directors Meeting Minutes
Regular Meeting
September 28, 2015**

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

Directors Absent: Roxane Lehmann

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

Others in Attendance: Nova parents and staff

I. Call to Order

The meeting was called to order at 6:32 PM. Paul Mason led the meeting.

II. Public Comment

There was public comment.

Jeff Ellerd arrived at 6:48pm.

III. Working Meeting:

a. Proposed Board Goals

There was a discussion about Board goals will be for the 2015-16 School Year.

b. Lateral Entry Policy

There was discussion about changing our lateral entry policy this year.

IV. Business Meeting: Approval of Agenda and Regular Meeting Minutes

Ms. Johnson-Nicholie moved to approve the agenda as adjusted. Ms. Hobbs seconded. The motion passed unanimously.

V. Consent Agenda

- A. August 24, 2015 Regular Meeting Minutes
- B. Approval of Payment of Bills
- C. Approval of Electronic Transfers
- D. Treasurer's Report for August
- E. Finance Report
- F. Accept Resignation of Job Reinhardt, Maintenance Assistant
- G. Accept Resignation of Leda Barns, Recess Monitor
- H. Accept Leave Request for Alyson McCann from October 2015 through approximately January 2016
- I. Authorize to Post for Activities Assistant from 20 Hours per Week to 30 Hours per Week.

- J. Authorize to Post for a .2 FTE Early Child Special Education Teacher
- K. Authorize to Post for a .2 FTE Kindergarten Reading Teacher
- L. Authorize to Hire Athletic Coaches for the 2015-16 School Year
- M. Authorize to Hire Abigail Jovanovich as Educational Assistant
- N. Authorize to Hire Chris Tomhave as Recess Supervisor up to 20 Hours/Week
- O. Authorize to Hire Joseph Rhyse Curtis as Education Assistant up to 20 Hours/Week
- P. Authorize to Hire Kari Walker as PT (.5 FTE) Educational Assistant
- Q. Authorize to Hire Kelly O'Rourke as a .6 FTE Study Skills/Literacy Instructor (Upper and Lower School)
- R. Approve to Hire Lower School Homework Club Teachers for \$1,600 (After School)
- S. Approve Service Agreement with Bearance Management Group for Property and Liability Insurance through Riverport Insurance for the 2015-16 School Year
- T. Approve Service Agreement with Cady Building Maintenance for the 2015-16 School Year
- U. Approve Service Agreement with CKC Good Food Catering for the 2015-16 School Year
- V. Approve Service Agreement with Speech Language Therapist Rebecca Hagan from Communication Matters for the 2015-16 School Year
- W. Approve Lease Payment Agreement with Friends of Nova for the 2015-16 School Year
- X. Approve Service Agreement with Infinite Campus for School Information Systems for the 2015-16 School Year
- Y. Approve Service Agreement with Kern Lawn Service for the 2015-16 School Year
- Z. Approve Service Agreement with Monarch Bus Service, Inc. for the 2015-16 School Year
- AA. Approve Service Agreement with O'Neill Language Services for French and Japanese Instruction for the 2015-16 School Year
- BB. Approve Service Agreement with Strategic Staffing Solutions for Occupational and Physical Therapy Services for the 2015-16 School Year
- CC. Approve Onsite Technology Management Agreement with Syand Technology Assurance for the 2015-16 School Year
- DD. Approve Service Agreement with Teachers ASAP for Substitute Teachers and EAs for the 2015-16 School Year
- EE. Accept Gifts and Donations

Ms. Hobbs moved to approve the consent agenda as modified. Mr. Belter seconded. There was discussion. The motion passed unanimously.

VI. Reports received by the Board.

a. Executive Director Report

Mr. Williams gave an update of enrollment statistics. Mr. Williams shared some insights from an outside consultant about Nova's leadership team. He will be making some recommendations for moving forward.

b. Board Chair Report

No report this month

c. Board Committees

i. Academic Excellence Report

There was discussion about the importance of creating a College Admission Sub-Committee as well as whether this committee should be a Board level committee.

ii. Finance and Budget Report

Mr. Ellerd pointed out that our ADM is currently over the initial budget. Budget in October will reflect this update.

Jeff Ellerd left at 8:35pm.

iii. Governance Report

Needed policies have been parceled out to other committees and will come back to Governance Committee for review.

d. Ad Hoc Committees

i. Development Committee Report

Mr. Greenfield highlighted upcoming events and the goal of raising \$150,000 this year.

ii. Human Resources Committee Report

No verbal report this month.

iii. School Climate Committee

Ms. Brodeur commented about the mandate for SSSA and the potential for changing the school's discipline policy to be more positive.

e. NPTO Report

Ms. Cerio highlighted upcoming events: Great Gatherings and Barnes and Noble Book Fair.

VII. Board Business Action Items

a. Approve Executive Director Goals

Ms. Hobbs, "Resolved, that the Board accepts Executive Director Goals as submitted for the 2015-16 School Year." Ms. Lewine seconded. There was discussion. The motion passed unanimously.

b. Approve Ad Hoc Committees

Ms. Hobbs, "Resolved, that the Board approve the Development Committee, Human Resources Committee, and School Climate Committee as Ad Hoc Board Committees for the 2015-16 School Year." Ms. Johnson-Nicholie seconded. The motion passed unanimously.

c. Approve Board Committee Membership

Ms. Hobbs, “Resolved, that the Board approves Board Committee Membership for the 2015-16 School Year.” Ms. Lewine seconded. The motion passed unanimously.

Academic Excellence Committee

Roster to come at future date

Finance and Budget Committee

Jeff Ellerd (Chair), Benjamin Alkhas, Tom Corrigan, Laura Hobbs, Kathy McLarn, Sarah Taylor, Jason Tritabaugh, Thanh-Thuy Tran, Eric Williams (Nancy Baumann, Advisor to Committee)

Governance Committee

Tonya Johson-Nicholie (Chair), Becky Lund (Co-Chair), Ann Brodeur, Dan Greenfield, Laura Heuett, Joanna Lynch, Paul Mason, Rick Stempkovski, Kate Tetmeyer

Development Committee (Ad Hoc)

Jeff Ellerd (Co-Chair), Dan Greenfield (Co-Chair), Julie Christensen, Liza Halverson, Christian McGuire, Geoff Rogers, Chris Rovn, and Michael Waldman

Human Resources Committee (Ad Hoc)

Paul Mason (Co-Chair), Amanda Fuchs (Co-Chair), Amy Brown, Nancy Baumann, Jason Belter, Krista Sandstrom, Shane Stennes, Jeff Timmerman, Robb Westawker

School Climate Committee (Ad Hoc)

Ann Brodeur (Chair), Kristen Grant, Karen Groppel, Melissa Hernandez, Laura Hobbs, Lisa Kleingarn, Tim Pawl, Brooke Tousignant, Byron Williams, Eric Williams

d. Approve Employee Handbook

Ms. Hobbs, “Resolved, that the Board approves the 2015-16 Employee Handbook with modifications.” Ms. Lewine seconded. The motion passed unanimously.

e. Approve the 2015-16 Student-Parent Handbook

Mr. Westawker, “Resolved, that the Board approves the 2015-16 Student-Parent Handbook.” Ms. Gumbiner Hungs seconded. There was discussion. The motion passed unanimously.

f. Approve READ 180-30

Ms. Gumbiner Hungs, “Resolved, that the Board approves the implementation of READ 180-30 for the 2015-16 School Year.” Ms. Lewine seconded. The motion passed unanimously.

VIII. Board Personnel Action Items

a. Approve Substitute Rates for Teachers and Educational Assistants

Ms. Hobbs, “Resolved, that the Board approves the rates for substitute teachers and educational assistants as follows:

Short term teacher sub: \$15.00/hour

Long term teacher sub: \$17.00/hour

Short term EA: \$14.30/hour

Long term EA: \$14.50/hour”

Mr. Westawker seconded. The motion passed unanimously.

b. Authorize Hire of Laura Hobbs

Ms. Gumbiner Hungs, “Resolved, that the Board authorizes the hiring of Laura Hobbs as Staff Development Chairperson for a Two-Year Term at \$900 per Year.” Mr. Westawker seconded. Mr. Westawker, Ms. Gumbiner Hungs, Ms. Brodeur, Mr. Mason, Mr. Greenfield, Mr. Belter, Ms. Nicholie Johnson, and Ms. Lewine voted in favor. Ms. Hobbs abstained. The motion passed.

c. Authorize Hire of Stephanie Kraft

Mr. Greenfield, “Resolved, that the Board authorizes the hiring of Stephanie Kraft as Student Activities Administrative Assistant for 37.5 hours/week.” Ms. Lewine seconded. The motion passed unanimously.

IX. Next Meeting Date/Agenda Items

The next regular Board meeting will be on Monday, October 26, 2015 beginning at 6:30 PM.

X. Adjournment

Mr. Belter moved to adjourn. Ms. Lewine seconded. The motion passed unanimously. The meeting adjourned at 9:23 PM.

Minutes submitted by Laura Hobbs.