

**Nova Classical Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
May 26, 2015**

**Directors Present: Jason Belter, Jeff Ellerd, Dan Greenfield, Claudia Gumbiner Hungs, Annie Lewine, Tonya Johnson-Nicholie, Roxane Lehmann, Paul Mason, Nan Waisanen, Laura Westrum**

**Directors Absent: Ann Brodeur**

**Advisors Present: Bruce Watkins, Mari Bergerson, Kim Reagan, Chris Rovn, Nancy Baumann, Robin Cerio (NPTO representative), Ben Garcia (student)**

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

**I. Call to Order**

The meeting was called to order at 6:30 PM by Paul Mason. Dan Greenfield led the meeting.

**II. Working Meeting:**

**a. Tour of Playground and Field Areas**

The Board took a physical tour of playground area and fields. An initial discussion was started to identify needs. Currently, the amount of use our fields see (recess, phy. ed, and athletics use the fields for 10 months of each year) is too much to maintain health of the field. If we choose to re-sod, we would need to adjust our schedule of use or we'll find ourselves in a similar situation in a few years. Two individuals from the city are coming to Nova to look at our fields and the space across the road to consider a proposal of Nova using city land. There is \$116,000 in the community education fund that could potentially be used to help develop the fields. Mr. Greenfield asked the administration, athletic director, and finance and budget committee to present a possible plan. Mr. Ellerd encouraged the Board to look at a long-range plan. An architect is drawing up a site plan (potentially by next Board meeting) which could be used to price different components and could also be taken to possible partners who might be willing to join us with development.

**b. Explanation of Curriculum Mapping Process**

Ms. Bergerson shared a brief overview of the process Nova is using for developing curriculum maps. As departments are looking at maps, MN standards are also considered. Maps will show where skills are introduced, revisited, and refined leading up to the grade level at which students are held accountable. As the state moves or adjusts standards, the curriculum maps would be adjusted. Departments are looking at vertical alignment and also alignment within a grade level which will ensure more similarity between assessments and expectations within a grade level. Ms. Bergerson is hoping the history, science, and language arts departments will be completed with this process before winter break. There

was discussion on how to strategically communicate this process and other changes within the upper school with parents.

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

Ms. Westrum moved to approve the agenda with the addition of a closed session for executive director review. Mr. Belter seconded. The motion passed unanimously.

**IV. Public Comment**

There was public comment.

**V. Consent Agenda**

A. Regular Meeting Minutes from April 27, 2015

Mr. Ellerd moved to approve the consent agenda as amended. Ms. Gumbiner Hungs seconded. The motion passed unanimously.

**VI. Treasurer/ Finance Update**

FY 2015 is forecasted to end with a 19% fund balance and \$106,000 surplus. There was discussion about how financial decisions impact to students. Though balancing the budget is important, it's also important to strategically consider the mission and vision of Nova and the impact to students.

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

**a. Administration Report**

Mr. Watkins gave an overview of enrollment as well as the annual calendar. The staff satisfaction survey is going out this week. He also gave information about the MDE requirement for the "Identified Official with Authority." Mr. Watkins and Ms. Reagan are looking into the possibility of Nova managing the before/after school student care currently offered by YCare. Ms. Reagan is working with a new vendor for the hot lunch program for next year. Mr. Greenfield shared how some of the data has changed on the parent satisfaction survey.

**b. Board Chair Report**

Mr. Greenfield gave an overview for next month's Board meeting topics. If a Board member is interested on being chair-elect, becoming a committee chair, or moving to a different committee, contact Mr. Greenfield or Mr. Mason.

**c. Board Committees**

**i. Academic Excellence Report**

Ms. Lehmann gave an overview of the process the Academic Excellence Committee used to make the recommendation of the Aspire as our second metric. This metric would be used as a way to monitor growth of students.

**ii. Finance and Budget Report**

Mr. Ellerd and Ms. Baumann shared the preliminary budget for FY2016 which assumes 10 additional ADM, a 1.5% increase in financing, and

wage (step) increases for faculty only. After September enrollment firms up and legislative decisions are made, there will likely be adjustments to the budget. Benefits came back with 2% reduction. Ms. Baumann encouraged long-term planning for replacement of computers, textbooks, building maintenance, and other similar costs. Potential changes to food service and before and after school care are not considered in this new budget.

**iii. Governance Report**

Ms. Johnson-Nicholie reported on the election results and participation. There was discussion around ways to increase voter participation.

Ms. Westrum, “I move to extend our meeting time until we cover the items on the approved agenda.” Mr. Belter seconded. The motion passed unanimously.

**d. Ad Hoc Committees**

**i. School Climate Committee**

Staff satisfaction survey will be going out soon. More feedback will be sought from staff about technology policy.

**e. NPTO Report**

Ms. Cerio shared that 1,100 people attended the carnival. \$1,000 in free books was donated to teachers in addition to those purchased for teachers. Over \$300 was raised during the Panera fundraiser. Upcoming events include last day treats and K picnic. EduKits are also available for order.

**VIII. Board Updates/Action Items**

**a. Approval of Initial Budget for FY 2016**

Mr. Ellerd, “Resolved, that the Board of Directors approve the preliminary 2015/16 budget as presented with reconsideration in the Fall 2015 based on funding and student enrollment.” Ms. Waisanen seconded. The motion passed unanimously.

**b. Acceptance of Election Results**

Ms. Westrum, “Resolved, that the Election Results be accepted as submitted based on the unanimous recommendation of the Governance Committee: Parent candidates Jeff Ellerd and Claudia Gumbiner Hungs were elected to 3-year terms and parent candidate Robb Westawker was elected to a 2-year term.” Ms. Waisanen seconded. The motion passed unanimously.

**c. Approval of Weighted Grading System for 2015-2016**

Ms. Waisanen, “Resolved, that the Weighted Grading System for the School of Rhetoric be approved for School Year 2015-2016 as submitted in the Administration report.” Ms. Belter seconded. The motion passed unanimously.

**d. Approval of “Identified Official with Authority” as required by MDE**

Ms. Gumbiner Hungs, “Resolved, that the Board of Directors designates Bruce Watkins, interim Executive Director, as the “Identified Official with Authority” for School Year 2015-2016 and Eric Williams, future Executive Director, as the “Identified Official with Authority” for School Year 2015-2016. The Executive Director is the individual with the responsibility of assigning job duties to the local educational agency staff. This action serves as annual recertification of the “Identified Official with Authority” designation in accordance with Minnesota State Access Control Security Standard 1.0.” Ms. Lewine seconded. The motion passed unanimously.

**e. Accept the ED Review Rating** (after the Closed Session)

Ms. Waisanen, “Resolved, the Board accepts the Executive Director Review report and the rating of “Exceeds Expectations.” Ms. Lewine seconded. The motion passed unanimously.

**IX. Closed Session**

Ms. Westrum, “Resolved, that we close the meeting to do an Executive Director review.” Ms. Lehmann seconded. There was discussion. The motion passed unanimously.

In summary of the closed session, the Board recognized Mr. Watkin’s leadership this year in leading Nova and stated that Mr. Watkins Exceeds Expectations.

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

The next regular Board meeting will be on Monday, June 29, 2015 beginning at 6:30 PM.

**XI. Adjournment**

Ms. Westrum moved to adjourn. Ms. Belter seconded. The motion passed unanimously. The meeting adjourned at 9:57 PM.

Minutes submitted by Laura Westrum.