

**Nova Classical Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
August 25, 2014**

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

**Directors Absent: None**

**Advisors Present: Bruce Watkins, Mari Bergerson, Nancy Bauman, Susan Hooge (NPTO representative)**

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

**I. Call to Order**

The meeting was called to order at 6:34 PM. Dan Greenfield led the meeting.

**II. Working Meeting:**

**a. Presentation by Beth Topoluk, Friends of Education**

**b. Preliminary Discussion of Board Priorities**

Discussion was deferred until September.

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

Mr. Ellerd moved to approve the agenda. Ms. Johnson seconded. The motion passed unanimously.

**IV. Public Comment**

There was public comment.

**V. Consent Agenda**

- A. Regular Meeting Minutes from July 28, 2014
- B. Special Meeting Minutes from August 14, 2014
- C. Accept Gift Donations
- D. Update Governance Committee Membership
- E. Update Budget and Finance Committee Membership

Mr. Ellerd moved to add Updating the Budget and Finance Committee membership (addition of Gina Zelinka) to the consent agenda. Ms. Waisanen seconded. The motion passed unanimously.

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

## **VI. Treasurer/ Finance Update**

There has been a \$120,000 drop in fund balance because of adjustments to prior years' state special education funding. This will be reflected in a 15.6% fund balance. Ms. Bauman expressed plans to change how budgets are created and how they are monitored.

Mr. Mason left at 8:03 PM.

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

### **a. Administration Report**

Mr. Watkins gave an overview of student enrollment as well as mentioned that 85% of students were represented by parents at Back to School events last week. There are over a dozen candidates who have applied for the secondary principal position. Mr. Watkins reminded the Board of the process of building the leadership profile for the position of secondary principal.

Ms. Bergerson introduced herself and shared some of her background.

### **b. Board Chair Report**

Mr. Greenfield gave an overview of the Friends of Education annual report. He will send an email requesting input on the priorities for the board which will be discussed in September.

### **c. Board Committees**

#### **i. Academic Excellence Report**

The committee has established four main goals: metrics, world's best workforce, rigor, and homework. The work from last year on core skills and virtues is being passed along to staff for input and discussion. There was discussion around PSEO, CIS, and AP tests.

#### **ii. Finance and Budget Report**

The committee would like input from the Board in regards to tasks or areas of focus for this coming year. The committee will look at staff to student ratios at the high school level.

#### **iii. Governance Report**

There was a 3<sup>rd</sup>/final reading of amended Bylaws.

The Committee discussed the fundraising policy and will continue to delve into that area. Goals were established at the last meeting. There was discussion regarding Nova's fundraising.

### **d. Ad Hoc Committees**

#### **i. School Climate Committee**

### **e. NPTO Report**

First NPTO meeting will be September 4<sup>th</sup> with free childcare offered. Back to School Nights and Frist Day Coffee went well. The NPTO will consider using additional funds to provide ELMOs for classrooms.

## **VIII. Board Updates/Action Items**

**a. Set substitute teacher pay rates**

Mr. Belter, “Resolved, that the board approves the substitute teacher pay rate at \$15.00 per hour and the educational assistants pay rate at \$14.30 per hour for school year 2014-2015.” Ms. Lewine seconded. The motion passed unanimously.

**b. Set open enrollment dates**

Ms. Westrum, “Resolved, that the Open Enrollment process for school year 2015-2016 be opened on November 4, 2014 and closed at 4 PM on January 30, 2015.” Ms. Johnson seconded. The motion passed unanimously.

**c. List of employees for Board approval**

Mr. Ellerd, “Resolved, that the Board approves the Executive Director hiring the personnel listed in the August 2014 Administration report for the 2014-2015 school year.” Ms. Waisanen seconded. The motion passed unanimously.

**d. Approval of Bylaws**

Ms. Johnson-Nicholie, “Resolved, that the Board approves the revised Bylaws as listed in the Governance Committee Section VI. C. c.” Ms. Lewine seconded. The motion passed unanimously.

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

The next regular Board meeting will be on Monday, September 29, 2014 beginning at 6:30.

**X. Adjournment**

Mr. Belter moved to adjourn. Ms. Waisanen seconded. The motion passed unanimously. The meeting adjourned at 8:32 PM.

Minutes submitted by Laura Westrum.