

**Nova Classical Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
September 29, 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, Nancy Bauman, Kim Reagan, Gina Zelinka, Susan Hooe (NPTO representative), Ben Garcia (student representative)**

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

**I. Call to Order**

The meeting was called to order at 6:32 PM. Dan Greenfield led the meeting.

**II. Working Meeting:**

**a. Preliminary Discussion of Board Priorities**

There was discussion around the topic of Board priorities. Changes will be made to the document delineating primary and secondary priorities. Board priorities will be voted on next month.

**b. Executive Director Objectives for 2014-2015**

Ms. Johnson and Ms. Hooe arrived at 6:40 PM

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

Ms. Westrum 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 August 25, 2014
- B. Accept Gift Donations

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

**VI. Treasurer/ Finance Update**

What had been thought to be a negative adjustment was a positive adjustment resulting in a prior years' fund balance of 18%. The audit is in the final level of review and will likely be available at the next board meeting.

Friends of Education is providing a special education consultant at no charge. She will help Nova understand special education finances and also walk through the special education audit this year.

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

### **a. Administration Report**

- i. Enrollment is down some from the beginning of the year mainly because of lag time in contacting families about withdrawal.
- ii. There are no longer variances offered by MDE for MCA testing. With increasing work stations in the current computer lab and using the Exhibition Hall during the testing window it would be possible to test an entire grade level at one time. Syand can provide 36 laptops and 10 PCs including all hardware, warranties, and software for \$58,400. Ms. Reagan is waiting on an additional bid.
- iii. From a pool of 23 candidates from five states, four finalists were selected in the search for an Upper School Director. Two finalists have been selected and meet and greets will be scheduled with the staff and public.

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

Mr. Greenfield has had initial conversations with Mr. Watkins regarding extending his tenure as Interim Executive Director for an additional year. If Mr. Watkins does not wish to continue, the Board would initiate a search committee at the October Board meeting.

### **c. Board Committees**

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

Ms. Danforth will be presenting at the upcoming meeting about what has been done in the past with data at Nova. The committee is given two tasks from the board—1) dig in to MCA data and 2) determine other options for second metric.

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

Friends of Nova expenses are exceeding bond expense fund. Mr. Ellerd is working with Piper Jaffray and bond lawyer to consider how to eliminate the extra payments and resulting bookkeeping.

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

In the ongoing conversation about fundraising, there needs to be communication between Finance & Budget, Governance, and Development Committees.

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

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

Ms. Johnson is resigning from the Board effective October 28, 2014.

The committee will be focusing on three target areas this year: physical safety, emotional well-being, and technology. Ms. Broder will replace Ms. Johnson as chair of this committee.

**e. NPOT Report**

Financial audit came back clean. Upcoming events: Comedy Sportz, B&N Bookfair/Brueggers, and Great Gatherings.

**f. Development Committee (Administrative Committee)**

There are 3 sub-committees this year focusing on the 3 main fundraisers: Nova Run, Give to the Max, and SweeTen. A key to making the run successful this year will be securing sponsors.

**VIII. Board Updates/Action Items**

**a. Annual Report to Friends of Education**

Mr. Belter, “Resolved, that the board approves the Annual Report to Friends of Education for School Year 2013-2014 as presented with the knowledge that Audited Financial Statements and additional documentation may be submitted upon request of the authorizer or the Minnesota Department of Education.” Ms. Westrum seconded. The motion passed unanimously.

**b. Board Meeting Dates**

Mr. Ellerd, “Resolved, that the board approves the change of dates for the January 2015 Board of Directors meeting from January 26 to January 20, 2015, and the date of the March 2015 Board of Directors meeting from the March 23 to March 16, 2015.”

Mr. Mason seconded. Mr. Belter, Ms. Brodeur, Mr. Ellerd, Mr. Greenfield, Ms. Johnson-Nicholie, Ms. Lehmann, Ms. Lewine, Mr. Mason, Ms. Waisanen, and Ms. Westrum voted in favor. Ms. Johnson abstained. The motion passed.

**c. Vacant Board Position**

Mr. Ellerd, “Resolved that the Board request the Governance Committee to recommend a candidate to fill the vacant parent seat that will become vacant as of October 28.” Ms. Lewine seconded. Motion passed unanimously

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

The next regular Board meeting will be on Monday, October 27, 2014 beginning at 6:30.

**X. Adjournment**

Mr. Belter moved to adjourn. Mr. Greenfield seconded. The motion passed unanimously. The meeting adjourned at 9:18 PM.

Minutes submitted by Laura Westrum.