

**Nova Classical Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
October 27, 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, Mari Bergerson, Gina Zelinka, Susan Hooge (NPTO representative)**

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

**I. Call to Order**

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

Ms. Johnson and Ms. Brodeur arrived at 6:32

**II. Working Meeting:**

**a. Assessment Results from 2013-2014**

Ms. Bergerson and Ms. Zelinka gave an overview of MCA scores from Spring 2014 tests. They both shared thoughts about what might be impacting these scores as well as steps being taken to gather more information about alignment to MCA tests. Lists of students partially meeting or not meeting standards have been distributed to teachers. Ms. Bergerson and Ms. Zelinka will provide further data comparing Nova to a comparable charter school and Edina. They will also look at trend data.

**b. Process for Executive Director Search**

There was discussion around the qualities most important in the search for an Executive Director and about which are required, strongly preferred, or preferred.

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

Mr. Mason moved to approve the agenda. Ms. Westrum seconded. The motion passed unanimously.

**IV. Public Comment**

There was no public comment.

**V. Consent Agenda**

A. Regular Meeting Minutes from September 29, 2014

B. Accept Gift Donations

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

**VI. Treasurer/ Finance Update**

**a. 2013-2014 Audit Presentation**

Dennis Hoogeveen from Clifton Larson Allen reviewed the audit. The Governance Committee will look at creating an electronic funds transfer policy. The Finance and Budget Committee will look through the audit to determine if further action needs to be taken.

**b. 2014-2015 Budget Presentation**

FY 2015 Budget was presented and discussed. There will be continued discussion around the fundraising policy. Mr. Ellerd made the recommendation to limit fundraising that takes away donations from the general fund.

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

**a. Administration Report**

Mr. Watkins gave a brief summary of enrollment data, the annual calendar, and executive director goals. There was discussion about the rate of 9<sup>th</sup> grade student withdrawal.

**b. Board Chair Report**

**i. Executive Director Search**

There was discussion around three possible paths for the search committee: searching on our own, finding firms that work on a contingency basis, or retaining a firm that will move through the entire process with us. The search committee will create a job description for the position, begin networking and posting the position, along with researching search firms to bring a recommendation to the Board in November if needed.

**ii. Board Offsite**

There was discussion about topics to be covered at December Board training.

**iii. Training for New Board Members**

Board secretary will maintain records of when Board members complete mandatory training.

**c. Board Committees**

**i. Academic Excellence Report**

The strategic discussion in November will center on homework and rigor. The hope is to find a way to measure both student and parent feedback along with creating a mechanism for capturing a 24 hour day to see school/life balance. There will be continued discussion about alignment to state standards and other options for a second test that might replace the ERBs.

**ii. Finance and Budget Report**

**iii. Governance Report**

There was a 1<sup>st</sup> reading of the Updated Bullying Prohibition Policy (#514) Changes to the Bullying Policy were discussed. Claudia Gumbiner Hungs was introduced.

**d. Ad Hoc Committees**

**i. School Climate Committee**

The School Climate Committee will have four goals for the 14-15 school year: supporting administration in determining ways to improve social-emotional safety, evaluating options for improving physical safety, drafting a technology policy, and working with administration to improve teacher satisfaction and retention.

**e. NPTO Report**

Recent events (B&N book sales, Parent Education, Comedy Sportz) have been a wonderful success. Great Gatherings is November 1<sup>st</sup>. Ticket sales are now at the point of making a profit. Meals are also planned for during parent/teacher conferences.

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

**VIII. Board Updates/Action Items**

**a. Executive Director Goals**

Mr. Ellerd, “Resolved, that the Board of Education adopts the Executive Director Goals as presented.” Ms. Johnson-Nicholie seconded. Motion passed unanimously

**b. SY 2013-2014 Audit**

Mr. Ellerd, “Resolved, that the Board of Education approves the SY2013-2014 Financial Audit as presented by the CLA firm contingent on no change in financial information.” Mr. Mason seconded. Motion passed unanimously.

**c. SY 2014-2015 Budget**

Ms. Westrum, “Resolved, that the Board of Education adopts the SY2014-2015 budget as recommended by the Finance & Budget Committee.” Ms. Johnson seconded. Motion passed unanimously

**d. Create Executive Director Search Committee**

Ms. Waisanen, “Resolved, that an ad hoc Executive Director Search Committee be created effective October 27, 2014 and be chaired by Paul Mason. The committee is charged with overseeing the search process to locate candidates, interview, and ultimately recommend a candidate to the Board to serve as Nova’s next Executive Director. Further resolved that the committee members are Dan

Greenfield, Annie Lewine, Ann Brodeur, and Jeff Ellerd.” Ms. Lewine seconded. Motion passed unanimously.

**e. Authorize Committee to Select Search Firm**

Deferred until a later date.

**f. Election Report**

Ms. Johnson-Nicholie, “Resolved, the Board accepts the Election Report from the Governance Committee, including the dates and Board seats for the 2015 election.” Ms. Westrum seconded. Motion passed unanimously

**g. Vacant Parent Seat**

Mr. Ellerd, “Resolved, that the Board approves Claudia Gumbiner Hungs to fill the parents seat vacated by Andrea Johnson. Further resolve that her term will begin on Tuesday, October 28, 2014 and end on June 30<sup>th</sup>, 2015. Ms. Brodeur 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.

**h. School Climate Committee Membership**

Ms. Johnson, “Resolved that the School Climate Committee consist of the following members: Ann Brodeur (Chair), Andrea Johnson, Bruce Watkins, Mari Bergerson, Gina Zelinka, Jen Danforth, Chad Long, Karen Groppe, Lisa Kleingarn, Claudia Gumbiner Hungs, and Ellie Cruz-Krause.” Mr. Mason seconded. Motion passed unanimously.

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

The next regular Board meeting will be on Monday, November 24, 2014 beginning at 6:30.

**X. Adjournment**

Mr. Belter moved to adjourn. Mr. Ellerd seconded. The motion passed unanimously. The meeting adjourned at 9:36 PM.

Minutes submitted by Laura Westrum.