

**Nova Classical Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
October 28, 2012**

**Directors Present: Jason Belter, John Bujan, Jeff Ellerd, Damon Fraser, Karen Groppe, Andrea Johnson, Roxane Lehmann, Dianne Krizan, Becky Lund, Suzannah Toso**

**Directors Absent:**

**Advisors Present: Brian Bloomfield, Nancy Baumann, Julie Sheahan (NPTO Representative), Linda LaFrombois**

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

**I. Call to Order**

The meeting was called to order at 6:30 PM. Damon Fraser led the meeting.

**II. Approval of Agenda**

Mr. Ellerd moved to approve the agenda with the additions in the Consent Agenda of adding Jason Belter and Karen Groppe to the Executive Director Performance Review Team, removing Nancy Blankford from the Friends of Nova board, and the members of the Academic Excellence Committee are Suzannah Toso (Chair), Roxane Lehmann, Jason Belter, and Dianne Krizan. There is also the addition of approving an athletic grant under the action items. Mr. Belter seconded. The motion passed unanimously.

**III. Audit Report**

Dennis Hoogeveen, CPA, from CliftonLarsonAllen LLP, presented the results of Nova's audit. They gave us a "clean" audit report, meaning there were no findings against us. Mr. Hoogeveen walked us through the highlights of the audit report. They had a few recommendations of things we could do to continue to improve our financial records and ways we could share our financial story with the Nova community.

Mrs. Krizan arrived at 6:36.

There was discussion. The Board thanked Mr. Bloomfield and Mrs. Baumann for their hard work.

**IV. Public Comment**

There was public comment.

**V. Consent Agenda**

- A. Regular Meeting Minutes from September 24, 2012
- B. Remove Thomas Kipp and Nancy Blankford from Friends of Nova Board; Add parents Anton van der Merwe and Ken Schlosser to the **Friends of Nova Board.**
- C. Approve Suzannah Toso as chair of the Academic Excellence Committee and Roxane Lehman, Jason Belter, and Dianne Krizan as members of the committee.

D. Accept Gift Donations

Mrs. Groppe moved to approve the consent agenda. Mr. Ellerd seconded. There was discussion. The motion passed unanimously.

**VI. Treasurer/ Finance Update**

Mr. Ellerd reviewed the projected cash flow for the school year. Mrs. Baumann spoke about the tight budget we have for this year. There was discussion. Mr. Ellerd presented the final 2012-13 Budget.

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

**a. Administration Report**

Mr. Bloomfield gave an update about the Nova mock trial students in New York City. He also updated the BoD about the new-to-Nova 7<sup>th</sup> and 8<sup>th</sup> grade students. There was discussion. Mr. Bloomfield informed the BoD that there is one Earth Science class with 30 students due to schedule changes with changes in math placement.

Mr. Bloomfield also spoke about staff leave and his recommendation to let him pursue adding a voluntary short term disability option for staff for the 2013-14 school year, if our budget allows. He would also recommend continuing the current practice of allowing faculty to have the option to work for .5 FTE. There was discussion. Mr. Fraser also highlighted the beginning of a dashboard in the report.

**i. 2012-13 List of Employees**

Mr. Bloomfield mentioned that some of the employees in the submitted list are contracted employees and not officially Nova employees. (#26, 69, 71, 88)

**ii. Revised Enrollment Plan for 2013-2014**

Mr. Bloomfield spoke about the revised enrollment plan. Mrs. LaFrombois added further details. There was discussion.

**b. Board Chair Report**

**i. Strategic Planning Proposals**

Mr. Fraser presented the two proposals. There was discussion. Mr. Fraser will co-ordinate the December 1<sup>st</sup> meeting.

**c. Ad Hoc Committees**

**i. Academic Excellence**

Mrs. Toso spoke about the beginning work of the committee.

**d. Board Committees**

**i. Curriculum Report (none)**

**ii. Development Report**

Ms. Johnson gave a brief update.

**iii. Finance and Budget Report**

• **Final 2012-13 Budget**

**iv. Governance Report**

Mr. Bujan spoke about the start of the Bylaws review. There was discussion. Mr. Bujan also spoke about board evaluation and asked BoM members to read the article he included in his report.

- **1st Reading of Revised Policy #301**
- **Board Election Report**
- **1<sup>st</sup> Reading Policy 9-522/ Emergency approval**
- **Vacant Board Seat**

Mr. Bujan spoke about the history of the vacant board seat. He also spoke about Mrs. Krizan's desire to resign from the Governance Committee and the need, then, for a third board member to serve on the Governance Committee. There was discussion.

**e. NPTO Report**

Mrs. Sheahan spoke about the Great Gathering Kick-Off.

**VIII. Board Updates/Action Items**

**a. Approve List of Employees**

Mr. Fraser, "Resolved, that the Board approves the Executive Director to hire the personnel listed in the October 2012 Administration report as amended for the 2012-13 school year." Mrs. Groppe seconded. There was discussion. The motion passed unanimously.

**b. Revised Enrollment Plan for 2013-2014**

Mr. Fraser, "Resolved, that the Board approves the revised enrollment plan for 2013-14 and directs the Executive Director to enact it." Ms. Lund seconded. There was discussion. The motion was withdrawn.

**c. Adoption of Board Strategic Planning Contract**

Mr. Ellerd, "Resolved, that the Board adopts the enclosed contract with the Prouty Group for Strategic Planning services." Ms. Johnson seconded. There was discussion. The motion passed unanimously.

**d. Adoption of the 2012-13 Budget**

Mr. Ellerd, "Resolved, that the Board adopts the enclosed budget for the 2012-13 school year, per policy #701, as recommended unanimously by the Finance and Budget Committee." Mr. Fraser seconded. There was discussion. The motion passed unanimously.

**e. Accept the 2012 Election Report**

Mr. Bujan, "Resolved, that pursuant to the unanimous recommendation of the Governance Committee, the Governance Committee Report on 2012 Board Election dated October 22, 2012, is accepted, the date for the election board meeting is the May 20, 2013 meeting, and further dates for the upcoming election which will be submitted in a later timetable are hereby adopted for the 2013 Nova Classical Academy Board Election." Mrs. Krizan seconded. There was discussion. The motion passed unanimously.

**f. Adoption of Amended Policy 9-522**

Mr. Bujan, "Resolved, that the amended Nova Mandatory Policy 9-522 (Student Sex Nondiscrimination ) is adopted effective October 29, 2012, under the special one meeting adoption procedure set forth in NCA Policy 103.IV. (Development, Adoption, and Implementation of Policies), for the following reasons: (1) the amendment is to reflect the undated appointment of Mr. Rovn as the school's Title IX coordinator, and to clarify that Mr. Bloomfield remains the school's human rights officer; and (2) these are the only changes, and are made solely to

comply with mandatory policy provisions and the protection of Nova students;  
and

Resolved further, that the administration shall promptly publish the amended policy in the Mandatory School Policies portion of the NCA website.”

Ms. Lund seconded. The motion passed unanimously.

**g. Application for Athletic Grant**

Mr. Fraser, “Resolved that the Board authorizes the Executive Director to submit the Form B/C grant application to the Minnesota State High School League.” Mr. Belter seconded. The motion passed unanimously.

**h. Change to Governance Committee Membership**

Mr. Fraser, “Resolved that beginning immediately, Dianne Krizan is removed from the Governance Committee and Damon Fraser is added.” Mr. Ellerd seconded. There was discussion. The motion passed unanimously.

**i. Filling the Vacant Parent Board Seat**

Mr. Ellerd, “Resolved, that Liz Palmer be appointed to the vacant parent board seat, beginning immediately and ending on June 30, 2013.” Mrs. Toso seconded. There was discussion. Mrs. Groppe and Mr. Ellerd voted for. Mr. Belter, Mr. Bujan, Mr. Fraser, Ms. Johnson, Ms. Lehmann, Mrs. Krizan, Ms. Lund, Mrs. Toso voted against. The motion failed.

**j. Charge to the Governance Committee**

Mrs. Krizan, “Resolved, that the Governance Committee is charged with seeking a person with leadership experience and a background in finances or HR to fill the vacant parent board seat.” Mr. Fraser seconded. There was discussion. The motion passed unanimously.

**IX. Public Comment**

There was no public comment.

**X. Board Chair Comment**

Mr. Fraser had no comments at this time.

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

The next regular Board of Directors meeting is November 26, 2012 beginning at 6:30. There is a Board Retreat/ Special Meeting on Saturday, December 1<sup>st</sup>.

**XII. Adjournment**

Mrs. Groppe moved to adjourn. Ms. Johnson seconded. The motion passed unanimously. The meeting adjourned at 9:28 PM.

Minutes submitted by Becky Lund.