

**Nova Classical Academy
Board of Directors Meeting Minutes
Regular Meeting
August 27, 2012**

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

Directors Absent: Dianne Krizan

Advisors Present: Brian Bloomfield, Miranda Morton, Kristin Kelley, Nancy Baumann, Julie Sheahan (NPTO Representative)

Others in Attendance: Nova parents and community members

I. Call to Order

The meeting was called to order at 6:36 PM. Damon Fraser led the meeting.

II. Approval of Agenda

Mr. Belter moved to approve the agenda with the addition of a charge regarding the Executive Director Performance Review. Ms. Johnson seconded. The motion passed unanimously.

III. Public Comment

There was no public comment.

IV. Consent Agenda

- A. Regular Meeting Minutes from July 30, 2012
- B. Accept Gift Donations

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

V. Treasurer/ Finance Update

Mr. Ellerd highlighted two areas; the audit is in process and the wonderful donations in excess of \$100,000. Mrs. Baumann spoke more about the audit and that board members need to sign conflict of interest forms before the audit will be released. She also spoke about the expenses related to the purchasing of new computers for the new building. There was a transfer of \$8,000 to the lunch program budget, though the program would have ended in the black if we had not decided to buy new lunch tables. Mrs. Baumann also spoke about the cash flow; we have received 75% of the holdback. This should allow us to stay out of our line of credit until next June. Mrs. Baumann is currently projecting that we will be \$425,000 to \$450,000 into our line of credit at the end of this year, but said that many things can affect this and she hopes to tighten it up as the year continues. There was discussion.

VI. Reports received by the Board.

a. Administration Report

Mr. Bloomfield stated that Nova has not received Lease Aid for the first two months of the school year because we did not have a certificate of occupancy until recently. We will receive that money with the September payment. He also said that we should get some money back from St. Francis/St. James.

Mr. Bloomfield also said that a large amount of administrative focus has been on finishing the Victoria Park project; there are still final touches being finished, though they should be done by the Open House on Thursday.

Mr. Bloomfield highlighted a few pieces from the Classical Institute (a part of staff training at the beginning of the year) and the New Faculty Institute.

Mr. Bloomfield spoke about the Annual Report. There was further discussion about the Administration Report.

Ms. Kelley spoke about her experiences so far with the School of Grammar and reiterated the goals for the 2012-13 school year. She also spoke about some of the initiatives for the school year such as working on RTI and making some changes to Nova's Q-Comp program. She also spoke about the mentorship program, Direct Instruction training (for reading), Singapore Math training, fine-tuning Nova's observation model, and her personal goals for the year.

b. Board Chair Report

Mr. Fraser spoke about a public comment letter submitted by the Reynolds family. He also spoke about an email from Beth Topoluk regarding a 2-day event for all of their charter schools' board members to share governance ideas, other challenges, building relationships with stakeholders, etc. Finally Mr. Fraser thanked all the volunteers who have served on Nova's Board and said that he is excited about the work we're going to do setting new goals in the next two years to help Nova become a great school.

Mr. Fraser also spoke about the Board calendar; the review compliance dashboard is moved to October. He also spoke about possible ideas for December's planning session.

c. Board Committees

i. Curriculum Report

Mrs. Groppe spoke about the Curriculum Committee goals for the 2012-13 school year, including looking at the 5th grade Science and possibly adding some curriculum on prepubescent development. There was discussion. She also presented the revised 6th - 8th grade Content and Resource Maps.

ii. Development Report

Ms. Johnson spoke about setting priorities for the fundraising goals of the Development Committee. She also spoke about upcoming events. There was discussion.

iii. Finance and Budget Report

Mr. Ellerd spoke about having the committee looking at how to fund Nova in the future as staff salaries and benefits grow though enrollment numbers will not.

iv. Governance Report

Mr. Bujan spoke about filling the vacant parent Board seat. Mr. Bujan and Mr. Fraser spoke about the Academic Excellence Ad Hoc Committee.

v. NPTO Report

Mrs. Sheahan spoke about the successful Kindergarten and 1st Grade potluck. She also spoke about upcoming events and passed out the NPTO brochure and magnets. The NPTO is excited about the year!

VII. Board Updates/Action Items

a. Approve Annual Report to Authorizer and MDE

Mrs. Groppe, “Resolved, that the Board of Directors authorizes the Executive Director to submit the Annual report to the Authorizers and, pending changes, to the Department of Education per MN Statute 124D.10, subdivisions 11 and 14.” Mr. Ellerd seconded. There was discussion. The motion passed unanimously.

b. Appointment of a Director to the Vacant Parent Seat

Mr. Bujan, “Resolved, that the Board of Directors accepts the unanimous recommendation from the Governance committee and appoints Thomas Kipp to the vacant Parent Director position to commence 8/28/2012 to terminate on 6/30/2013.” Ms. Lund seconded. There was discussion. The motion passed unanimously.

c. Executive Director Task Force

Mr. Fraser, “Resolved, that an Executive Director Task Force be created for the purpose of establishing performance goals for the Executive Director for the 2012-13 year and facilitating the review process for the 2012-13 year.

Further resolved, that the task force be led by Director Krizan and be comprised of two additional Directors to be named by the regular September Board meeting.

Further resolved, that the Executive Director Task Force report back to the Board at the regular September Board meeting with recommendations of the Executive Director’s goals for the 2012-13 school year.” Ms. Lund seconded. There was discussion. The motion passed unanimously.

d. Revised 6th – 8th Grade Science Content and Resource Maps

Mrs. Groppe, “Resolved, that the Board approve the revised Science 6th – 8th Grade Content and Resource Maps.” Mr. Belter seconded. There was discussion. The motion passed unanimously.

e. Creation of an Academic Excellence Ad Hoc Committee

Mr. Fraser, “Resolved, the Board approves the creation of the Ad Hoc Committee on Academic Excellence as defined in the August 27th Board pack.

Further resolved, the co-chairs of the committee shall be Suzanne Toso and Thomas Kipp.

Further resolved, that at least two members of this committee shall be members of Nova’s Board of Directors.” Mrs. Toso seconded. There was discussion and some minor word-smithing was done to the definition in the Board pack. The motion passed unanimously.

VIII. Board Chair Comment

Mr. Fraser had no further comments.

IX. Public Comment

There was no public comment.

X. Next Meeting Date/Agenda Items

The next regular Board of Directors meeting is September 24, 2012 beginning at 6:30.

XI. Adjournment

Mr. Belter moved to adjourn. Mrs. Groppel seconded. The motion passed unanimously.
The meeting adjourned at 8:59 PM.

Minutes submitted by Becky Lund.