

**Nova Classical Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
August 22, 2011**

**Directors Present: Jason Belter, John Bujan, Tom Corrigan, Damon Fraser, Karen Groppe, Dianne Krizan, Andrea Johnson, Becky Lund, Teresa Taggart**

**Directors Absent: Brandon Foat**

**Advisors Present: Brian Bloomfield, Dawn Ellerd (NPTO Representative), Nancy Baumann**

**Others in Attendance: Nova parents**

**I. Call to Order**

The meeting was called to order at 6:31 PM. Damon Fraser led the meeting.

**II. Approval of Agenda**

Mrs. Krizan moved to approve the agenda with the addition of a resolution to approve S & P Credit Rating in the action items. Mr. Belter seconded. The motion passed unanimously.

**III. Public Comment**

There was no public comment.

**IV. Consent Agenda**

- A. Regular Meeting Minutes from July 18, 2011
- B. Special Meeting Minutes from August 8, 2011
- C. Revised slate of BoD Officers/ Membership
- D. Accept Gift Donations

Mrs. Krizan moved to approve the consent agenda. Mrs. Groppe seconded. The motion passed unanimously.

**V. Treasurer/ Finance Update**

Mr. Corrigan and Mrs. Baumann stated that our financial reporting form now will be modified to fit the forms used during our audit.

Ms. Johnson arrived at 6:34.

Mrs. Baumann noted that we have been audited, but we have not yet received a final report.

The state changed the payback schedule to charter schools, so we should be getting our payments earlier. Also, we'll get larger payments for SY 2012 through February, but then no payments for the rest of the year.

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

### **a. Administration Report**

In addition to the things in his report, Mr. Bloomfield reported that the state released the results of the Science portion of the MCA's; Nova is 30 to 35 % above most other schools, although we did not break 80% proficiency as we had hoped. Our full MCA scores will not be available until September.

Mr. Bloomfield also said that Nova is in the process of starting the renewal process with our advisor, which is a bit early, but a piece that needs to be in place to secure our bonding.

Finally, Mr. Bloomfield highlighted the focus of the Classical Institute.

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

There was no Board Chair Report this month.

### **c. Board Committees**

#### **i. Curriculum Report**

Mrs. Groppe highlighted pieces from the report. There was discussion

#### **ii. Development Report**

Ms. Johnson gave a verbal report. They're looking at redoing Nova's brochure, joining a local business group and setting the fundraising goal for the year. There was discussion.

#### **iii. Finance and Budget Report**

There was no Finance and Budget report this month.

#### **iv. Governance Report**

Mr. Bujan highlighted some tasks being done by the Governance Committee. He also spoke about the Data Retention Policy.

3<sup>rd</sup> Reading of mandatory policies

1<sup>st</sup> Reading of Data Retention Policy

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

#### **i. Facilities Report**

Mr. Bloomfield gave four updates:

- 1) Shop plans are available to see.
- 2) We are expecting a draft of our audit back this week, which will be included in our bond paperwork.
- 3) Our forecast budget should also come back this week.
- 4) Lumen Christi made an offer to possibly sell some of the LC land to Nova for \$4,000,000. This does not change our current plans with the Victoria Park land. It just isn't financially viable at this time.

### **e. NPTO Report**

Their next meeting is Wednesday.

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

### **a. Executive Director Review Task Force**

Mrs. Krizan, “Resolved, that an Executive Director Task force be created for the purpose of establishing performance goals for the Executive Director for the 2011-12 year and facilitating the review process for the 2011-12 year.

Further resolved that the task force be led by Director Krizan and be comprised of John Bujan and Brandon Foat.

Further resolved, that the Executive Director Task Force report back to the Board at the regular September Board meeting with recommendations on the Executive Director’s goals for the 2011-12 school year.” Ms. Lund seconded. There was discussion. The motion passed unanimously.

**b. Charge to the Governance Committee**

Mr. Bujan, “Be it resolved that the Governance committee is charged with recommending to the Board of Directors a candidate or candidates to fill the vacant Parent seat. The committee should report back to the Board its recommendations no later than the September 2011 regular meeting.” Ms. Lund seconded. There was discussion. The motion passed unanimously.

**c. Adopt the Physics Content and Resource Map**

Ms. Lund, “Be it resolved that the Board of Directors accept the Curriculum committee’s unanimous recommendation to adopt the Physics Content and Resource Map.” Mr. Belter seconded. There was discussion. The motion passed unanimously.

**d. Move Money from the General Fund to the Lunch Fund**

Mr. Corrigan, “Resolved, that the Board authorize the Executive Director to transfer \$3,462.09 from the General Fund (Fund 01) to the Lunch program fund (Fund 02) with an effective date of June 30, 2011.” Mrs. Groppe seconded. There was discussion. The motion passed unanimously.

**e. Mandatory Policies**

Mr. Bujan, “Resolved, that the following mandatory policies, having been adopted on an interim basis on June 13, 2011, and having had 1st and 2nd readings pursuant to Nova Board Policy 103, respectively, on June 13 and July 17, 2011, are hereby adopted on a permanent basis effective August 22, 2011:

- 9-102 EQUAL EDUCATIONAL OPPORTUNITY
- 9-214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS
- 9-401 EQUAL EMPLOYMENT OPPORTUNITY
- 9-402 DISABILITY NONDISCRIMINATION POLICY
- 9-404 EMPLOYMENT BACKGROUND CHECKS
- 9-404F INFORMED CONSENT FORM FOR POLICY 9-404
- 9-406 PUBLIC AND PRIVATE PERSONNEL DATA
- 9-406F CONSENT TO RELEASE – REQUEST FROM AN INDIVIDUAL
- 9-407 EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES
- 9-410 FAMILY AND MEDICAL LEAVE POLICY
- 9-412 EXPENSE REIMBURSEMENT

Resolved, further, that the administration shall forthwith post the foregoing policies on the Nova website.” Mrs. Krizan seconded. The motion passed unanimously.

**f. Approve S & P Credit Rating**

Mr. Fraser, “Be it resolved, the Board authorizes Friends of Nova to engage Standard & Poor as its rating agency for the charter school revenue bonds at an amount not to exceed \$30,000.” Mr. Bujan seconded. There was discussion. The motion passed unanimously.

**g. Adopt Enrollment Plan for Victoria Park Project**

Mr. Belter, “Being as the proposed 91,000 square foot facility at Victoria Park is to be ready for the 2012-12 school year, and

Being that there is a need to have more students seated in the first year than Nova’s current growth plan allows,

Resolved that the Board adopt the following enrollment plan: for the 2012-2013 school year the Executive Director is instructed to open a fourth section of Kindergarten and to enroll third sections in grades seven and eight.

Further resolved, per policy 305, that for the 2012-13 school year the Executive Director is instructed to enroll a maximum of 20 students in each section of Kindergarten and 26 students in each section of grades 1-12.” Ms. Lund seconded. There was discussion. Mr. Belter, Mr. Bujan, Mr. Corrigan, Mr.

Fraser, Mrs. Groppe, Ms. Johnson, Mrs. Krizan, Ms. Lund voted in favor. Mrs. Taggart voted against. The motion passed.

**VIII. Public Comment**

There was no public comment.

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

The next regular Board of Directors meeting is September 19, 2011 beginning at 6:30 at the Upper Campus. There will also be a Special meeting before that date, but a date hasn’t been chosen at this time.

**X. Adjournment**

Mrs. Krizan moved to adjourn. Mr. Belter seconded. The motion passed unanimously. The meeting adjourned at 8:23 PM.

Minutes submitted by Becky Lund.