

**Nova Classical Academy
Board of Directors Meeting Minutes
Regular Meeting
June 18, 2012**

Directors Present: Jason Belter, John Bujan, Tom Corrigan, Brandon Foat, Damon Fraser, Andrea Johnson, Dianne Krizan, Roxane Lehmann, Becky Lund

Directors Absent: Karen Groppel, Teresa Taggart

Advisors Present: Brian Bloomfield, Miranda Morton, Mrs. Ellerd (PTO Representative)

Others in Attendance: Nova staff and parents, Parnassus PTO members

I. Call to Order

The meeting was called to order at 6:32 PM. Damon Fraser led the meeting.

II. Approval of Agenda

Mr. Belter moved to approve the agenda. Mr. Foat seconded. The motion passed unanimously.

III. Public Comment

There was public comment.

Dianne Krizan arrived at 6:40 PM.

IV. Consent Agenda

- A. Revised Regular Meeting Minutes from April 23, 2012
- B. Regular Meeting Minutes from May 21, 2012
- C. Add Julianna Olsen as a member of the Development Committee
- D. Accept Gift Donations

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

V. Treasurer/ Finance Update

Mr. Bloomfield highlighted a few areas, including that Nova is in a better financial situation than expected at the end of the year. There was discussion. We are in the line of credit until July 15. We still haven't received our \$150,000 grant money. The Budget and Finance Committee continues to look at our cash flow.

VI. Reports received by the Board.

a. Board Chair Report

Mr. Fraser reviewed the updated BoD Calendar and some work that will be done discussing fundraising and community development. Mrs. Krizan spoke about goals for the upcoming year and their purpose; fundraising, focusing on the work to have a successful next year in the new building, academic goals, and

solidifying Nova's "brand". Mr. Fraser will put these goals into the Board calendar.

b. Administration Report

Mr. Bloomfield highlighted all of the items in his report, including dates for the BoD meetings which have been pushed to the last Monday of the month to accommodate finance updates. He also spoke about data collection of homework logs, a follow-up of complaints made to MDE or FOE, our new building is on schedule and Victoria Way has been built. Mr. Bloomfield also gave a brief end-of-year update and goals the administration is looking at for the next school year.

Mrs. Morton spoke about the reading program that was partially implemented in the SoG this year and will be fully implemented next year.

Mr. Bloomfield reviewed the SoR general curriculum plan. There was discussion.

c. Board Committees

i. Curriculum Report

ii. Development Report

Ms. Johnson spoke about some of the highlights of the Development Committee; raising over \$128,000, increased the percentage of families donating to Nova to 69%, had over 50 families donate at least \$1,000, had a successful first SweeTen event, and had two successful Give to the Max days.

iii. Finance and Budget Report

Mr. Fraser complimented the draft of a Finance and Budget Manual. Mr. Corrigan spoke more about the project.

iv. Governance Report

Mr. Bujan spoke about the policies before the BoD.

Policy Readings:

3rd Reading/ potential approval of policy 614

2nd Reading of revised 100 and 200 level policies.

d. NPTO Report

Their next large event is the Ice Cream Social in August. Mrs. Ellerd highlighted some other areas of the report.

VII. Board Updates/Action Items

a. Board Goals for 2012-13

Mrs. Krizan, "Resolved, that the Board of Directors adopts the 2012-13 goals as presented with the addition of a sub-goal under strengthening Nova's brand for staff development." Ms. Lund seconded. There was discussion. The motion passed unanimously.

b. Meeting Dates for Regular Board Meetings

Mr. Fraser, "Resolved that the regular Board of Director meetings occur on the last Monday of the month for SY 2012-13, with the exception of December and March, which will be used for further board training instead of a regular meeting." Mr. Bujan seconded. The motion passed unanimously.

c. Officers and Committee Chairs

Mr. Fraser, “Resolved, that the Board of Directors approves the following slate of Officers and Committee chairs effective on July 1, 2012:

Officers

Damon Fraser, Chair

Dianne Krizan, Chair-Elect

Becky Lund, Secretary

Jeff Ellerd, Treasurer

Standing Committee Chairs

Jeff Ellerd, Finance & Budget committee chair

Karen Groppe, Curriculum committee chairs

John Bujan, Governance committee chair

Andrea Johnson, Development committee chair.” Mr. Belter seconded. The motion passed unanimously.

d. Annual Banking Resolutions

Authorization of Electronic Transfers

Mrs. Krizan, “Resolved, that the Finance and Budget committee recommends that the Executive Director or Board Treasurer be authorized to enter into agreements to make electronic fund transfers (wire transfers) as permitted by M.S.471.38. The Business Manager is to initiate the authorized electronic fund transfers and will submit a list of such transfers at the next regular school board meeting after the transfers take place, as presented.” Mr. Foat seconded. The motion passed unanimously.

Designation of Depositories

Mrs. Krizan, “Resolved, the Finance and Budget committee recommends that Anchor Bank be designated as the official depository of charter school funds, subject to their furnishing collateral security and otherwise comply with the provisions of M.S. 118A.03 and:

a) The Board treasurer or Executive Director are authorized to accept and release collateral as required

b) The Board Chair, Board Chair-elect, and the Board Treasurer, are authorized to sign checks, signature cards, and other forms and documents required from time to time by the depository; and

c) this resolution shall be valid until superseded.” Mr. Foat seconded. The motion passed unanimously.

e. Adoption of Policy 614

Mr. Bujan, “Resolved, that Policy 614, having had a 1st reading on April 23 2012, and a 2nd reading on May 21, 2012, is hereby adopted with an effective date of June 18, 2012; and

Resolved, further, that the Administration shall forthwith post the foregoing policies in the policy section of the Nova website.” Ms. Lund seconded. The motion passed unanimously.

f. Renewal of MSHL Membership

Mrs. Krizan, “Resolved, that the governing Board of School District Number 4098-07, County of Ramsey, State of Minnesota delegates the control, supervision, and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League,

and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

Further resolved, that the high school listed below, Nova Classical Academy, is authorized by this, the Governing Board of said school district, to renew its membership in the Minnesota State High School League; and

Further resolved, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's Official Handbook, on file at the office of the school district or as it appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities." Ms. Johnson seconded. There was discussion. The motion passed unanimously.

g. Approve the SoG Reading Curriculum Changes

Ms. Lund, "Resolved that the Board approves the changes to the School of Grammar reading curriculum as presented in the Curriculum Committee report." Mr. Foat seconded. The motion passed unanimously.

VIII. Board Chair Comment

Mr. Fraser commended Mr. Corrigan and Mr. Foat on their Board service. **Thank you!**

IX. Public Comment

There was public comment.

X. Closed Session

The board meeting was closed to discuss the Executive Director Review. When the meeting was reopened, the following motion was made:

Mrs. Krizan, "The Board again affirms Mr. Bloomfield's performance as "Exceeds Expectations"." Mr. Bujan seconded. The motion passed unanimously.

XI. Next Meeting Date/Agenda Items

The next regular Board of Directors meeting is July 30, 2012 beginning at 6:30 at the Upper Campus.

XII. Adjournment

Ms. Lund moved to adjourn. Mr. Belter seconded. The motion passed unanimously. The meeting adjourned at 8:18 PM.

Minutes submitted by Becky Lund.