

**Nova Classical Academy
Board of Directors Meeting Minutes
Regular Meeting
September 19, 2011**

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

Directors Absent: None

Advisors Present: Brian Bloomfield, Miranda Morton, Dawn Ellerd (NPTO Representative), Nancy Baumann, Mrs. Smith (Friends of Nova board)

Others in Attendance: Nova parents and staff

I. Call to Order

The meeting was called to order at 6:33 PM. Damon Fraser led the meeting.

II. Approval of Agenda

Mr. Bujan moved to approve the amended agenda, pulling the Nova-Friends of Nova lease approval and adding the ad hoc committee Executive Director Performance Review, approval of Governance policies, approval of Finance and Budget committee and approval of a charge to the Governance Committee. Ms. Johnson seconded. The motion passed unanimously.

III. Presentation

Ms. Danforth presented on the college counseling program, including the development of Nova's college profile, priorities for students in high school, prospective colleges based on the interest of SoR students and their families, and the PowerPoint available on the parent section of the Nova website to highlight the college counseling process.

IV. Public Comment

There was no public comment.

V. Consent Agenda

- A. Regular Meeting Minutes from August 22, 2011
- B. Special Meeting Minutes from August 30, 2011
- C. Accept Gift Donations

Mrs. Groppel moved to approve the consent agenda. Ms. Johnson seconded. The motion passed unanimously.

VI. Treasurer/ Finance Update

Mr. Corrigan and Mrs. Baumann highlighted some pieces in the Treasurer's report, included the preliminary budget and the impact of the cash flow changes (point 5 in the

narrative.) Mr. Corrigan also spoke about the two resolutions from the Finance and Budget Committee.

VII. Reports received by the Board

a. Administration Report

Mr. Bloomfield highlighted a few things in his report, included the newly released MCA data. There was a brief report about the beginning of the school year.

There was a brief discussion about the WADM and enrollment. Mr. Bloomfield and Mrs. Morton gave an update about Special Education compliance and the new Child Find process.

Mr. Bloomfield spoke about the list of employees.

Mr. Bloomfield spoke about the annual report and the update of attrition numbers and MCA data.

Mr. Bloomfield spoke about the organizational chart for Nova's administration and recommendations from Mr. Tarvin, including a revised Executive Director job description. Mr. Fraser requested a further report of administrative growth over the past few years for comparison in the next month.

b. Board Chair Report

There was no Board Chair Report this month.

c. Board Committees

i. Curriculum Report

There was no Curriculum report this month.

ii. Development Report

Ms. Johnson gave a verbal report. They are working with people on the Marketing Committee, working on their goals for the year and looking at further grant writing.

iii. Finance and Budget Report

iv. Governance Report

Mr. Bujan highlighted two major pieces; the parent seat recommendation and the approval of the remaining mandatory policies.

2nd Reading of Data Retention Policy

1st Reading of Mandatory Policies

d. Ad Hoc Committees

i. Facilities Report

Mr. Bloomfield gave a brief update including information about our upcoming bond rating and our delivery date, which is being pushed back to August 1st. There will be further information at an upcoming special meeting.

ii. Executive Director Performance Review Committee

Mrs. Krizan spoke about the proposed goals for Mr. Bloomfield for SY 2011-12, which included three main categories. Mr. Bloomfield added that he feel it is important that the Executive Director always have a goal regarding the financial health of the school and spoke a bit about the SoL review. There was discussion.

e. NPTO Report

Mrs. Ellerd will forward the minutes from the NPTO meeting soon. Also, the NPTO is making a sizeable donation to Nova to start the year.

VIII. Board Updates/Action Items

a. Charge to Governance Committee

Mr. Corrigan, “Resolved, the Board forward the draft Fund Categorization Policy per GASB 54 to the Governance Committee for review and processing.

– with modifications to add the Executive Director as the person who can assign fund balances and coordinate the fund balance goal of this policy to reference current policy 702.” Ms. Lund seconded. There was discussion. The motion passed unanimously.

b. Approve Membership of Finance and Budget Committee

Mr. Corrigan, “Resolved, the Board approve the membership of the Finance and Budget Committee to include: Tom Corrigan (Chair), Miranda Morton, Jeffrey Ellerd, Sarah Taylor, Brian Bloomfield, Seth Berlin, Thanh-Thuy Tran, Ken Silver, Dan Greenfield, Emily Smith, and Tom Blindt.” Mrs. Krizan seconded. There was discussion. The motion passed unanimously.

c. Approve List of Employees

Mr. Fraser, “Resolved, that the Board approves the Executive Director to hire the personnel listed in the September 2011 Administration report for the 2011-12 school year.” Mrs. Groppe seconded. There was discussion. The motion passed unanimously.

d. 2011 Annual Report

Ms. Lund, “Resolved, that the Board of Directors approves the 2011 Annual Report and instructs the Executive Director to submit it both to MDE and to the Authorizer.” Mrs. Taggart seconded. There was discussion. The motion passed unanimously.

e. Search Process for New Principal

Mrs. Krizan, “Resolved, that the Board of Directors instructs the Executive Director to outline and begin a search process to hire a second principal for the 2012-13 school year.” Mr. Foat seconded. There was discussion. The motion passed unanimously.

f. Board Member Appointment

Mr. Bujan, “Resolved, that upon the unanimous recommendation of the Governance Committee, Nova parent Mark Miller is appointed to the vacant parent board seat, with a term commencing September 20, 2011, and continuing through June 30, 2012.” Mr. Belter seconded. The motion passed unanimously.

g. Emergency Approval of Mandatory Policies

Mr. Bujan, “Resolved, that pursuant to the unanimous recommendation of the Governance Committee, the following revised mandatory policies set forth below are adopted under the emergency/legislative exception to the normal/permanent policy adoption process as set forth in NCA Policy 103.IV, effective September 19, 2011, with a 1-year duration or such shorter period until such policies shall be adopted utilizing the normal/permanent process recommended below;

Resolved, further, that the normal/permanent policy adoption process for revised mandatory policies set forth below is hereby commenced by a 1st reading on

September 19, 2011, except for NCA Policy 9-110, for which this will be the 2nd reading (NCA Policy 9-110 having had a 1st reading on August 22, 2011).

- 9-110 (Data Inventory, Retention and Destruction Policy)
- 9-417 (Chemical Use & Abuse)
- 9-418 & 9-418F (Drug-Free Workplace/Drug-Free School & Acknowledgement of Drug-Free Workplace/Drug-Free School Policy)
- 9-419 (Tobacco-Free Environment)
- 9-501 (School Weapons Policy)
- 9-502 Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
- 9-506 (Student Discipline) & 9-506F (Notice of Suspension)
- 9-515 & 9-515F & 9-515FF (Protection and Privacy of Pupil Records & Public Notice & Juvenile Justice System Request for Information)
- 9-516 (Student Medication)
- 9-521 (Student Disability Nondiscrimination)
- 9-522 & 9-522F (Student Sex Nondiscrimination (Title IX & Unlawful Sex Discrimination Towards a Student Report Form)
- 9-524 (Internet Acceptable Use & Safety Policy & Internet Use Agreement – Student Form/Employee Form)
- 9-531 (The Pledge of Allegiance)
- 9-532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
- 9-533 (Wellness)."

Mrs. Groppe seconded. There was discussion. The motion passed unanimously.

h. Approve RJM Agreement

Mrs. Groppe, "Resolved, that the Board authorize the Executive Director to finalize the Agreement between RJM and the Friends of Nova Classical Academy and instructs the Friends of Nova to sign and execute that agreement." Mr. Corrigan seconded. There was discussion. The motion passed unanimously.

i. Approve Loan Documents

Ms. Lund, "Resolved, that the Board authorize the Executive Director to finalize the Loan documents between the City of St Paul and the Friends of Nova Classical Academy and instruct the Friends of Nova to sign and execute that agreement." Mr. Corrigan seconded. There was discussion. The motion passed unanimously.

j. Appoint Thomas Kipp to FoN Board

Mr. Fraser, "Resolved, that the Board appoints Thomas Kipp to serve as Director on the Friends of Nova Board effective immediately for a term period of five (5) years." Mrs. Krizan seconded. The motion passed unanimously.

k. Approve Executive Director Goals for 2011-12

Mrs. Krizan, "Resolved, that the Board approves the Executive Director goals for the 2011-12 school year as presented at the meeting." Ms. Foat seconded. There was discussion. The motion was tabled until the September 26th Special Meeting.

IX. Public Comment

There was no public comment.

X. Next Meeting Date/Agenda Items

The next regular Board of Directors meeting is October 24, 2011 beginning at 6:30 at the Upper Campus. There will also be a Special Meeting next Monday, September 26, beginning at 6:30 to vote on the POS rating and the lease agreement between Nova and Friends of Nova and return to the tabled motion about the Executive Director goals.

XI. Adjournment

Mr. Belter moved to adjourn. Ms. Johnson seconded. The motion passed unanimously. The meeting adjourned at 9:18 PM.

Minutes submitted by Becky Lund.