

**Nova Classical Academy
Board of Directors Meeting Minutes
Regular Meeting
November 21, 2011**

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

Directors Absent: Damon Fraser

Advisors Present: Brian Bloomfield, Nancy Baumann, Mrs. Ellerd (PTO Representative)

Others in Attendance: Nova parent

I. Call to Order

The meeting was called to order at 6:30 PM. Dianne Krizan led the meeting.

II. Approval of Agenda

Ms. Lund moved to approve the agenda, Mrs. Groppe seconded. The motion passed unanimously.

III. Public Comment

There was no public comment.

IV. Consent Agenda

- A. Regular Meeting Minutes from October 24, 2011
- B. Approve Development Committee membership
- C. Accept Gift Donations

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

V. Treasurer/ Finance Update

Mr. Corrigan and Mrs. Baumann highlighted that there are some oddities in the actual versus budget numbers due to the use of cash basis accounting during the year, but the budget and year-end numbers are adjusted to the accrual basis. In January, Mrs. Baumann will prepare a year-end forecast, especially to highlight any areas that may be coming in slightly above budget. We're still doing well with our cash flow. There was discussion about our ADM, our WDM and our current enrollment numbers.

VI. Reports received by the Board

a. Administration Report

Mr. Bloomfield highlighted a few things in his report, as well as an enrollment update and board member email addresses (which will be discussed further in January). Mr. Bloomfield gave an update about our Special Education compliance and our continued improvements in our documentation and "child

find” process. We are following up with 17 families that we had flagged with concerns to let them know that they can have us continue the process if they wish. 7 families have indicated that they would like to follow up. If the child qualifies for a full evaluation, the money would need to come from the General Education fund. Mr. Bloomfield also clarified some areas of his report on math from the supplement. There was discussion. Finally, Mr. Bloomfield shared the progress on the redesigned Nova logo.

b. Board Chair Report

There was none this month.

c. Board Committees

i. Curriculum Report

2nd reading of revised policy 305

Mrs. Taggart and Mrs. Groppe spoke about the open forum regarding a small school environment. It will be on Tuesday, January 10, 2012.

There was discussion.

ii. Development Report

Ms. Johnson gave a brief update, including the over \$34,000 donated to Nova on Give to the Max Day.

iii. Finance and Budget Report

iv. Governance Report

Mr. Bujan gave a brief summary.

3rd Reading of Mandatory Policies

(Ms. Johnson left at 8:01 PM.)

1st Reading of Certain Policies

Mr. Bujan spoke about other policies.

Mr. Bujan also spoke about the board retreat in December. We will meet at the Upper Campus. It will be added to the calendar as a special meeting and the public will be invited.

There was discussion regarding the election report and process. This was done in response to submitted public comment. The board agreed that the changes to the process as previously submitted by the Governance Committee were an improvement and were consistent with the process requested in the public comment.

d. Ad Hoc Committees

i. Facilities Report

Mr. Bloomfield gave a brief update. He also spoke about windows that open, though the building was priced out with fixed windows. It would cost \$68,000 to make every window in the school open. This will be voted on at our special meeting in December.

ii. Executive Director Review Committee

Mrs. Krizan gave a brief update and shared the Executive Director Competency Evaluation (board and self-evaluation).

e. NPTO Report

Mrs. Ellerd gave a brief update.

VII. Board Updates/Action Items

a. Final approval of certain policies

Mr. Bujan, “Resolved, that the foregoing mandatory policies, having had a 1st reading on September 19, 2011, and a 2nd reading on October 24, 2011, are hereby adopted with an effective date of November 21, 2011; and

Resolved, further, that the administration shall forthwith post the foregoing policies in the mandatory policy section of the Nova website.

- 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 (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. Taggart seconded. The motion passed unanimously.

b. Emergency approval of certain policies

Mr. Bujan, “Resolved, that pursuant to the request of MDE and Friends of Education, Nova’s Authorizer, the following new 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 November 21, 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 mandatory policies set forth below is hereby commenced by a 1st reading on November 21, 2011.

- Policy 9-504 (Student Dress and Appearance);
- Policy 9-609 (Religion)
- Policy 9-801 (Equal Access to School Facilities).” Ms. Lund seconded. The motion passed unanimously.

c. Amendment to Governance Election Report

Mrs. Taggart, “Be it resolved that the Board amend the Governance Committee Report on the 2011 Board Election under discussion section 7, titled “Voter Privacy/ Confidentiality”, to state that it was observed that some of those counting ballots opened the envelopes and these same people also proceeded to place

opened ballots right side up in a pile to be counted.” The motion was not seconded.

VIII. Public Comment

There was no public comment.

IX. Board Chair Comment

There was no comment.

X. Next Meeting Date/Agenda Items

The next regular Board of Directors meeting is January 30, 2012 beginning at 6:30 at the Upper Campus. There will be a day of board training on Saturday, December 3, 2011, beginning at 9:00, which is posted as a special meeting.

XI. Adjournment

Mrs. Groppe moved to adjourn. Mrs. Taggart seconded. The motion passed unanimously. The meeting adjourned at 8:40 PM.

Minutes submitted by Becky Lund.