

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

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

Directors Absent: None

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

Others in Attendance: Nova staff and 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. Groppe moved to approve the agenda with the addition of the SoR presentation after the approval of the agenda and the addition of the closed session to discuss the Executive Director performance review after the second public comment. Ms. Johnson seconded. The motion passed unanimously.

III. School of Rhetoric Presentation

Mr. Bloomfield presented highlights from his SoR report. The purpose of the report was to ensure that everyone understand that we are not done with this enterprise; even though we have had a lot of success we still have a lot areas in which we can improve. He touched on the five main areas of his report (Classical Education, Academics, Extra-Curriculars, College Preparedness and Culture). Mr. Bloomfield finished by mentioning areas for future development.

IV. Public Comment

There was public comment.

V. Consent Agenda

- A. Regular Meeting Minutes from January 30, 2012
- B. Special Meeting Minutes from January 30, 2012
- C. Special Meeting Minutes from February 6, 2012
- D. Accept Gift Donations

The regular minutes from January 30, 2012 and the special minutes from February 6, 2012 were removed from the consent agenda. Ms. Lund moved to approve the revised consent agenda, items B and C. Mr. Belter seconded. The motion passed unanimously.

Mrs. Krizan moved to approve the revised regular minutes from January 30, 2012 and the special minutes from February 6, 2012 with a typo in each corrected. Mr. Corrigan seconded. The motion passed unanimously.

VI. Treasurer/ Finance Update

Mr. Corrigan and Mrs. Baumann highlighted a few areas. Mrs. Baumann spoke about the updated budget and mentioned that February is the last month we'll receive money from the state based on their new payment plan. We will need to use our line of credit to meet our obligations in June, but will be able to pay it off when we receive July's payment. Mr. Bloomfield also highlighted some areas, including that we will spend any budget surplus we may have on our new building. There was discussion.

VII. Reports received by the Board

a. Administration Report

Mr. Bloomfield highlighted two items. First, our final enrollment number of 821 on-time applications for next year and some new trends were starting to see with the enrollment increase in grades other than kindergarten. Second, Ms. Kelley has accepted the position of Principal of the Lower School and is enthusiastically attending various training and will be at the April 14th SweeTen event. There was discussion. Finally, Mr. Bloomfield mentioned that parent attendance at parent education nights has been rather flimsy this year; 14 attendants over 3 nights. We need to find other ways to bring parents into the school. There was discussion. Later in the meeting Mr. Bloomfield spoke about offering employment agreements.

b. Board Chair Report

Mr. Fraser spoke about the updated BoD meeting calendar. He also spoke about renewing the authorizer agreement including the assurances document. A finalized contract should be ready for approval in April. Mr. Fraser also spoke about refreshing our current strategic plan and finishing it up or doing some work over the summer to create a new plan in line with our new school and our first graduating class. There was discussion.

c. Board Committees

i. Curriculum Report

Mrs. Groppe gave an update about a potential dashboard regarding Nova's overall health. It needs to be prioritized and possibly narrowed before being used. There was discussion.

Mrs. Groppe and Mrs. Taggart gave an update about the feedback from small school environment forum as well as some next steps. This will be a part of our further strategic plan discussions in April.

ii. Development Report

Ms. Johnson spoke about the SweeTen event and other upcoming Development events.

iii. Finance and Budget Report

Mr. Corrigan spoke about teacher salaries and Nova's salary scale.

iv. Governance Report

Mr. Bujan made some general comments on the Governance Committee's decision to recommend filling the open board seat. He also read a

response he wrote to questions regarding this recommendation. There was discussion.

Policy Readings:

1st Reading of Policy 9-709 and Policy 9-806

2nd Reading of Policy 9-414 (Mandated Reporting)

3rd Reading/ potential approval of Certain Policies:

- Policy 9-504 (Student Dress and Appearance)
- Policy 9-609 (Religion)
- Policy 9-801 (Equal Access to School Facilities)
- Revised Policy 301 (Application and Enrollment)
- Policy 706 (Acceptance/ Administration of Gifts)
- Policy 714 (Classification of Fund Balance...)

d. NPTO Report

Come roller skate on March 11!

VIII. Board Updates/Action Items

a. Resolution to Offer Employment Agreements

Mr. Fraser, “Resolved, that the Executive Director is authorized to offer employment agreements per the Administration’s recommendations.” Mr. Corrigan seconded. There was discussion. The motion passed unanimously.

b. Amendment to the Nova Faculty Salary Scale

Mr. Corrigan, “Resolved, that the Board adopt the recommendation from the F&B committee: Indicate on the scale that faculty who advance beyond the existing limits of the scale will have their salary individually negotiated with the Executive Director and ratified by the Board of Directors.” Mr. Bujan seconded. There was discussion. The motion passed unanimously.

c. Adoption of Policies

Mr. Bujan, “Resolved, that the following policies, having had a 1st reading on November 21, 2011, and a 2nd reading on January 30, 2012, are hereby adopted with an effective date of February 27, 2012; and Resolved, further, that the administration shall forthwith post the foregoing policies in the policy section of the Nova website.

- Amendment of Existing Policy 301 (Application and Enrollment Policy)
- New Policy 706 (Acceptance and Administration of Gifts)
- New Policy 714 (Classification of Fund Balances to Comply with Statement No. 54 of the Governmental Accounting Standards Board (GASB).” Mr. Belter seconded. The motion passed unanimously.

d. Adoption of Mandatory Policies

Mr. Bujan, “Resolved, that the following mandatory policies, having had a 1st reading on November 21, 2011, and a 2nd reading on January 30, 2012, are hereby adopted with an effective date of February 27, 2012; and Resolved, further, that the administration shall forthwith post the foregoing policies in the mandatory policy section of the Nova website.

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

e. Appointment of a Community Member to the Board

Mr. Bujan, “Resolved, that the Board designates the vacant interim Parent seat as a vacant Community Member seat and furthermore accepts the recommendation from the Governance Committee and appoint Dr. Roxanne Lehman to the vacant Community Member seat effective at the conclusion of this board meeting for the duration of the 2012 school year (term to expire June 30, 2012).” Mrs. Krizan seconded. There was discussion. Mr. Belter, Mr. Bujan, Mr. Corrigan, Mr. Foat, Mr. Fraser, Mrs. Krizan, Ms. Johnson, and Ms. Lund voted in favor. Mrs. Groppe and Mrs. Taggart voted against. The motion passed.

f. Form a Small School Community Ad Hoc Committee

Mrs. Groppe, “Resolved, that an ad hoc small school community committee of the Board of Directors be created. The committee will be chaired by Karen Groppe and Teresa Taggart, be comprised of at least 5-6 members, including one representative from the NPTO, and will last the duration of 4 months.” Mrs. Taggart seconded. There was discussion. The motion was withdrawn without a vote.

IX. Public Comment

There was public comment.

X. Board Chair Comment

There was no comment.

XI. Next Meeting Date/Agenda Items

The next regular Board of Directors meeting is April 23, 2012 beginning at 6:30 at the Upper Campus. The Board will continue to look at further work we can do with the SoR. Mr. Bloomfield and Mr. Rovn are tentatively scheduled to present about Nova’s athletic program and extra-curriculars. The Board will also take another look at our strategic plan.

XII. 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, “In recognition of Mr. Bloomfield successfully managing three distinct and demanding jobs this school year as executive director, upper school director, and project manager of the Victoria Park expansion, and in noting the progress made to date against the goals the Board adopted on September 26, 2011, the Board rates Mr. Bloomfield’s performance as “Exceeds Expectations” and accepts the performance review as presented by the subcommittee.” Ms. Lund seconded. Mr. Belter, Mr. Bujan, Mr. Corrigan, Mr. Foat, Mr. Fraser, Mrs. Groppe, Mrs. Krizan, Ms. Johnson, and Ms. Lund voted in favor. Mrs. Taggart voted against. The motion passed.

XIII. Adjournment

Mr. Fraser moved to adjourn. Mr. Foat seconded. There was discussion. The motion passed unanimously. The meeting adjourned at 9:46 PM.

Minutes submitted by Becky Lund.