

**Nova Classical Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
June 13, 2011**

**Directors Present: Jason Belter, John Bujan, Sarah Dumont-Brown, Brandon Foat, Damon Fraser, Kirsten Hornseth, Dianne Krizan, Becky Lund, Wendy Swanson-Choi**

**Directors Absent: Tom Corrigan**

**Advisors Present: Brian Bloomfield, Miranda Morton, Kate Tetmeyer (NPTO Representative)**

**Others in Attendance: Nova parents**

**I. Call to Order**

The meeting was called to order at 6:31 PM. Dianne Krizan led the meeting.

**II. Approval of Agenda**

Ms. Lund moved to approve the agenda from the BoD supplement. Mrs. Hornseth seconded. The motion passed unanimously.

**III. Board Chair Comments**

Mrs. Krizan skipped her comments in light of the lengthy board packet.

**IV. Public Comment**

There was public comment.

Mr. Bujan arrived at 6:32.

**V. Consent Agenda**

- A. Regular Meeting Minutes from May 16, 2011
- B. Accept Gift Donations

Mr. Fraser moved to approve the consent agenda. Mrs. Hornseth seconded. The motion passed unanimously.

**VI. Treasurer/ Finance Update**

Mr. Fraser gave the treasurer's report. He said that the final budget for SY2011 would most likely come before the BoD in August. He also said the Budget and Finance Committee is working on a 2-3 year budget to present to the BoD in August or September, which is needed as a part of the bonding process. Mr. Fraser also gave some background information about the SY 2012 budget, which is fairly conservative, and the latest reports on state funding.

**VII. Reports received by the Board**

**a. Administration Report**

Mr. Bloomfield highlighted a few things. He is requesting permission to allow the school to purchase a miniature bus. Mr. Bloomfield gave an update about the facilities process and the time restraints facing us with the underwriting application and the Review and Comment for the MN Dept. of Education, both of which should be done by the end of this week. Mr. Bloomfield also spoke about the concern regarding the relationship between CSDC and Bouma Construction. He also spoke about the process in selecting an architect and that we should be able to select one by the end of this week. There was discussion. Mr. Bloomfield also spoke about the need to involve more members of the Nova community as well as to continue to move the process forward. He proposed creating an ad hoc BoD committee. There was further discussion.

There was discussion regarding our current agreement with Craig Kepler.

Mr. Bloomfield reviewed his suggestions for changes at the Upper Campus for next year. There was discussion, kudos, and further discussion.

Mr. Bloomfield discussed his end of year report. There was discussion. Board members were asked to review the Administrative Structure report.

**b. Board Chair Report**

Mrs. Krizan passed off to Mrs. Hornseth to move on the proposed Board officers and committee chairs. Mrs. Krizan also gave some suggestions to the Governance Committee regarding the open board parent seat to focus on a candidate that would chair the Development Committee. There was discussion.

**c. Board Committees**

**i. Curriculum Report**

Mrs. Hornseth presented the Content and Resource maps.

**ii. Development Report**

**iii. Finance and Budget Report**

**iv. Governance Report**

Final Reading of Policy #9-514 (Bullying)

Final Reading of Policy #9-526 (Hazing)

Approval of state mandated policies/ 1<sup>st</sup> Reading

2<sup>nd</sup> Reading of Policy #9-413 (Harassment/ Violence)

**d. Ad Hoc Committees**

**i. Strategic Planning Committee**

Mrs. Krizan spoke about the process the Board went through with the development of strategic plan. Mr. Bloomfield added further details.

There was discussion. Mrs. Hornseth and Mrs. Krizan will meet with Mr. Bloomfield to discuss next steps and further work with the strategic plan.

**e. NPTO Report**

Mrs. Tetmeyer spoke about the refiling of their finances with the state.

**VIII. Board Updates/Action Items**

**a. Authorize the purchase of vehicle**

Mrs. Hornseth, "Resolved, that the Board approved the purchase of a passenger bus and authorizes the Executive Director to make such a purchase." Mr. Belter seconded. There was discussion. The motion passed unanimously.

**b. Form ad hoc Building committee**

Mrs. Hornseth, “Resolved, that an *ad hoc* Building committee of the Board of Directors be created. The committee will be chaired by the Executive Director. Further resolved that the committee is empowered to make financial and substantive decisions, regarding the facility project at Victoria Park and is authorized to enact such decisions with the authority of the Board of Directors.” Mr. Belter seconded. There was discussion. The motion was withdrawn. There was further discussion about which type of committee should be formed – ad hoc or advisory to the administration.

of Mrs. Krizan, “Resolved, that an *ad hoc* Building committee of the Board of Directors be created. The purpose of the committee is to carry out the planning, design, administrative and executive groundwork precedent to allow the completion of the Victoria Park Facility Project (the “Project”) by the beginning fall term, 2012. Within the following listed exceptions, the committee shall have the authority and discretion to fulfill the aforesaid purpose in between regular or special board meetings, subject to ratification by the board at the next available regular or special board meeting. The exceptions to the committee’s authority are as follows:

1. Commitment of any school funds in any one obligation greater than \$10,000; and
2. The execution of final financial or legal contracts/obligations for the Project.

The committee will be chaired by the Executive Director, and shall consist of no more than 4 additional members. The following are hereby appointed as initial members:

Brian Bloomfield  
Miranda Morton  
Jeff Ellerd  
Tom Blindt

The committee shall have a duration through December of 2012.

The committee chair shall provide reports to the board at each BoD meeting.”

Mrs. Hornseth seconded. The motion passed unanimously.

**c. Administrative Report Recommendation**

Mr. Fraser, “Be it resolved that the Board charge Mrs. Hornseth, Mr. Bujan and Mr. Bloomfield to interview and recommend the hiring of a leadership consultant. This recommendation shall be at the regular July board meeting. The goal of the leadership consultant would be to work with the board and administration as described in the June administrative report.” Mrs. Hornseth seconded. There was discussion. Mr. Bujan, Ms. Dumont-Brown, Mr. Foat, Mr. Fraser, Mrs. Hornseth, Mrs. Krizan, Ms. Lund, Ms. Swanson-Choi voted in favor. Mr. Belter voted against. The motion passed.

**d. Approve recommended maps**

Ms. Lund, “Resolved, that the Board accept the presented new and revised curriculum maps per the Curriculum Committee. (Anatomy and Physiology

Elective, Comparative Anatomy Elective, Molecular Biology Elective, Genetics Elective, Advanced Algebra, Pre-Calculus, Calculus AB, Calculus BC, Humanities, Latin, and 1st-4th grade Science).” Mr. Belter seconded. The motion passed unanimously.

**e. Approve Policy #9-514 and #9-526**

Mr. Bujan, “Resolved that the Board adopt policy #9-514 as of today, June 13, 2011.

Also resolved that the Board adopt policy #9-526 as of today, June 13, 2011.” Mrs. Hornseth seconded. The motion passed unanimously.

**f. Approve certain mandated policies**

Mr. Bujan, “Resolved, that revised mandatory policies set forth hereafter are hereby adopted under the emergency/legislative exception to the normal/permanent policy adoption process as set forth in NCA Policy 103.IV, effective June 13, 2011, with a 1-year duration or such shorter period until permanent policies shall be adopted utilizing the normal/permanent process commenced below;

Resolved, further, that the administration shall promptly create an online mandatory policy manual section on the Nova website to include mandatory policies;

Resolved, further, that the normal/permanent policy adoption process for revised mandatory policies set forth herein is hereby commenced by a 1<sup>st</sup> reading on June 13, 2011.

Revised mandatory policies:

- 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

Ms. Lund seconded. There was discussion. The motion passed unanimously.

**g. Officers and Committee chairs for 2011-12**

Mrs. Hornseth, “Resolved, that the Board of Directors elects the following individuals to serve as Officers and Committee chairs for the 2011-12 school year effective July 1, 2010:

Officers

Kirsten Hornseth, Chair

Damon Fraser, Chair-Elect

Becky Lund, Secretary

Tom Corrigan, Treasurer

Standing Committee Chairs

Tom Corrigan, Finance & Budget committee chair

Becky Lund and Karen Groppe, Curriculum committee co-chairs

John Bujan, Governance committee chair

Kirsten Hornseth, Development committee chair.” Mr. Fraser seconded. There was discussion. Mr. Belter, Mr. Bujan, Ms. Dumont-Brown, Mr. Fraser, Mrs. Hornseth, Mrs. Krizan, Ms. Lund, Ms. Swanson-Choi voted in favor. Mr. Foat abstained. The motion passed.

**IX. Public Comment**

There was public comment.

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

There will be a special meeting on Monday, June 27, beginning at 6:30, primarily to make decisions regarding the facilities process. The board will meet every other week during the summer to continue progress with facilities.

The next regular Board of Directors meeting is July 18, 2011 beginning at 6:30 at the Upper Campus. Bruce from Piper Jaffrey will come and do a budget tutorial on our bonding.

**XI. Adjournment**

Ms. Lund moved to adjourn. Mr. Belter seconded. There was recognition of Dianne Krizan as our Board Chair for the past two years. THANK YOU! The motion passed unanimously. The meeting adjourned at 9:30 PM.

Minutes submitted by Becky Lund.