

**Nova Classical Academy
Board of Directors Meeting Minutes
Regular Meeting
November 15, 2010**

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

Directors Absent: Brandon Foat

Advisors Present: Brian Bloomfield, Miranda Morton, Nancy Baumann, Kate Tetmeyer (NPTO Representative), Ms. Beebe

Others in Attendance: Nova parents

I. Call to Order

The meeting was called to order at 6:34 PM. Dianne Krizan led the meeting.

II. Approval of Agenda

Mrs. Hornseth moved to approve the amended agenda. (There was the addition of the bullying policy under the Governance Committee.) Mr. Corrigan seconded. The motion passed unanimously.

III. Board Chair Comments

Mrs. Krizan mentioned that the auditor will be coming later in the meeting.

IV. Public Comment

There was no public comment.

V. Consent Agenda

- A. Regular Meeting Minutes from October 18, 2010
- B. Accept gift donations

Ms. Lund moved to approve the consent agenda. Mrs. Hornseth seconded. The motion passed unanimously.

VI. Treasurer/ Finance Update

Mr. Fraser corrected an error in the report – the break-out numbers for the food service are incorrect, though the overall year-to-date balance is correct.

Mr. Hoogeveen from LarsonAllen LLP presented the Fiscal 2010 Financial Statements and Executive Audit Summary. Nova had no findings, material or otherwise, which means Nova is doing an excellent job managing its financial operations. Mr. Hoogeveen also pointed out that Nova already has procedures in place to address financial concerns that are common with charter schools. We've filed this audit with the state, as required. The Finance and Budget Committee will be discussing a few items noted during the audit at their December meeting, as well as how the committee can assist with the audit

process. Mr. Bloomfield also spoke about some of the revenue problems we're having with our food program and a potential way to boost participation.

VII. Reports received by the Board

a. Administration Report

Mr. Bloomfield highlighted several things. October and November have been very busy parent outreach months and have prompted a lot of communication with parents. The Classical Educational Certification program has met three times and is progressing well. Mr. Bloomfield and Mrs. Morton will be interviewing 6 people for the Operational Manager position. Mr. Bloomfield also spoke about offering some financial help to students in the free or reduced lunch program if they wish to participate in extra-curricular activities. 82.65% of Upper Campus families signed up to attend conferences last month and approximately 99% of those attended. Uniform Advisory will meet tomorrow to begin looking at improving Nova's uniform guidelines. Mr. Bloomfield also highlighted the results of the practice ACT test (PLAN). Mr. Corrigan asked if there was a difference between the scores of the freshmen compared to the sophomores. Mrs. Hornseth asked how long these students have been at Nova. Mr. Bloomfield said the majority have been at Nova 2 or more years. Mrs. Hornseth also asked for an analysis based on students' tenure at Nova.

Mr. Bloomfield presented the Lower School Director Agreement.

b. Board Chair Report

Mrs. Krizan stated that we have resolved the intellectual property agreement in the contract for the Executive Director and it has been executed according to the Board's charge, thanks to Mr. Stemkovski and his guidance. She also thanked Mr. Bloomfield and Mrs. Dumont-Brown for their help planning the upcoming community forum.

c. Board Committees

i. Curriculum Report

ii. Development Report

Ms. Swanson-Choi reminded us that tomorrow is Give to the Max Day. We're starting to get responses back from organizations regarding financial support, but are learning that it will be a longer process than we had first thought.

iii. Finance and Budget Report

The committee is working on the proposal for the schools in Minneapolis, which is due soon. They're also working on looking at the Victoria Park property. One concern is that they have run into some difficulties working with CSDC and are looking into other options. There was discussion.

iv. Governance Report

Two corrections to the report: the meeting was on November 1st and the budget is 5.5 million.

Mr. Bujan reviewed the charges to the Governance Committee and the motions the Committee has brought to the Board.

Mr. Bujan also spoke about our anti-bullying policy and how it doesn't cover electronic bullying or cyber bullying. He presented a temporary addition to the policy to make it compliant with Minnesota statutes.

- d. **Ad Hoc Committees**
 - i. **Strategic Planning Committee**
- e. **NPTO Report**

Mrs. Tetmeyer gave an update about teacher grants and the Great Gathering kick-off.

VIII. Board Updates/Action Items

a. Motion to Execute an Agreement for the Lower School Director

Mr. Fraser, "Be it resolved that the Board adopt the recommendation from the Administration to execute the enclosed employment agreement, for the Lower School Director and authorize the Board Chair to finalize and execute the agreement." Ms. Lund seconded. There was discussion. The motion passed unanimously.

b. Motion to Appoint a Responsible Authority

Mr. Bujan, "Resolved, that pursuant to the provisions of Minnesota Statutes, section 13.02, subdivision 16, Mr. Brian Bloomfield, an employee of the School District, is hereby appointed Responsible Authority for Nova Classical Academy School District Number 4098-07. Mr. Bloomfield is hereby authorized to take all actions necessary to ensure that all programs, administrative procedures and forms used within this School District are administered in compliance with the provisions of Minnesota Statutes, Chapter 13 and with Minnesota Rules, Chapter 1205." Mr. Belter seconded. The motion passed unanimously.

c. Motion on Data Retention Processes

Mr. Bujan, "Resolved, that the administration review the suggested Data Retention Policy draft for Minnesota school districts published by the Minnesota Department of Administration, Information Policy Analysis Division, for its applicability for adoption by the school, with or without revisions, and report back to the board at the January 2011 board meeting." Mrs. Hornseth seconded. The motion passed unanimously.

d. Motion on Public Comment for Board Meetings

Mr. Bujan, "Resolved, that the administration shall create a electronic mailbox within the Nova website, designated as [*publiccomment@novaclassical.org*], for the collection of all written public comment intended for inclusion in board packets, effective January 1, 2011;

Resolved further, that effective with the next board meeting/package after January 1, 2011, written public comment in board packets shall be located in a separate supplement, clearly designated as Written Public Comment Supplement to Board Packet for [date of board meeting];

Resolved further, that the Board Secretary shall be responsible for collecting all applicable written public comments which are received by 4 PM of the Thursday before a board meeting, and shall also insert a heading or introductory page in the Supplement explaining that included items are public

comment and only represent the views of their author(s), and shall further affix upon supplement pages a watermark designating them as public comment;

Resolved further, that the chair or designee shall have the discretion to determine inclusion in the Supplement.” Ms. Lund seconded. There was discussion. The motion passed unanimously.

e. Motion on Development Committee Membership

Mrs. Swanson-Choi, “Resolved, to make Seth Berlin a member of the Development Committee.” Mrs. Hornseth seconded. The motion passed unanimously.

f. Motion to Approve Changes to Policy 9-514 (Anti-Bullying) Using the Emergency Policy Passage

Mr. Bujan, “Whereas, Board Policy 103 provides for an emergency procedure to adopt school policies required by law, and

Whereas, mandatory policy 514 (Bullying Prohibition Policy) does not presently include prohibitions against intimidation and bullying using electronic or Internet technologies as required by Minnesota Statutes Section 121A.0695; it is hereby

Resolved, that mandatory policy 514, Section II.A. is amended by adding the following:

"This policy also applies to any misuse of electronic technology (including the Internet) including, but not limited to conduct that is:

1. teasing, intimidating, defaming, threatening, or terrorizing;
2. bullying or hazing behavior regardless of whether such acts are committed on or off School property and/or with or without the use of School resources."

Resolved, further, that the Legal References Section is hereby amended to read as follows:

"Legal References:

Minn. Stat. § 120B.22 (Violence Prevention Education)

Minn. Stat. § 120B. 232 (Character Development Education)

Minn. Stat. § 121A.0695 (School Board Policy: Prohibiting Intimidation and Bullying)

Minn. Stat. § 121A. 40 - 121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.69 (Hazing Policy)"

Resolved, further, that the Governance Committee is charged to review mandatory board policies on hazing and bullying and give its report and recommendations at the next regular board meeting.” Mr. Fraser seconded. There was discussion. The current policy is not compliant with current Minnesota statutes, which is why the emergency approval procedure needed to be used. The motion passed unanimously.

IX. Public Comment

There was no public comment.

X. Next Meeting Date/Agenda Items

Next Board meeting is January 24, 2011 beginning at 6:30 at the Upper Campus. The Community Forum is January 20, 2011. We'll be looking at the Executive Director performance review.

XI. Adjournment

Mrs. Hornseth moved to adjourn. Mr. Fraser seconded. The motion passed unanimously. The meeting adjourned at 8:35 PM.

Minutes submitted by Becky Lund.