

**Nova Classical Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
February 24, 2014**

**Directors Present: Jason Belter, Jeff Ellerd, Dan Greenfield, Karen Groppe, Andrea Johnson, Dianne Krizan, Roxane Lehmann, Annie Lewine, Becky Lund, Tonya Johnson Nicholie**

**Directors Absent:**

**Advisors Present: Brian Bloomfield, Nancy Baumann, Miranda Morton**

**Others in Attendance: Nova parents and staff**

**I. Call to Order**

The meeting was called to order at 6:33 PM. Dianne Krizan led the meeting.

**II. Working Meeting: Governance Plan**

The Board discussed the strategic plan and the three year Governance Plan, which was started at the December Board training.

The discussion focused on the first goal of the plan: Be in the top 5% of all Minnesota schools academically. There was discussion about the dashboard. There was also discussion about what are we using to say that we rate in the top 5% - MCA scores, MMR data, various MDE designations, AP tests, etc. There was also discussion about the audience for the 5% ranking, external and/or internal; what do we want to do with this goal? How do we know we're achieving what we say we'll achieve with our curriculum; what can we use to measure it? There was discussion. We also want to define metrics for other areas like virtue, specialists, and extra-curriculars.

Next steps: Consider rewording the goal to take out the 5% and then under strategies build external and internal measures where we have more specific metrics. A first goal would be to further develop those measures such as through our academic dashboard. There was discussion.

**III. Business Meeting: Approval of Agenda**

Mrs. Groppe moved to approve the agenda with the removal of the discussion with an Executive Director search firm. Mr. Greenfield seconded. The motion passed unanimously.

**IV. Public Comment**

There was public comment.

**V. Consent Agenda**

A. Regular Meeting Minutes from January 27, 2014

B. Accept Gift Donations

Ms. Lund moved to approve the consent agenda. Mr. Belter seconded. The motion passed unanimously.

**VI. Treasurer/ Finance Update**

Mr. Ellerd stated that things are continuing as before. Mr. Greenfield asked about the budget for next year and progress in looking two – three years ahead. Mr. Ellerd said that the Finance and Budget Committee has done one for next school year and because of so many unknowns the budgets show a deficit of \$100,000, with no donations accounted for. There was further discussion. At this time we are missing information from the state to do a realistic budget for two - three years down the road. A draft budget for next school year will be presented to the Board in May. There was also discussion about the health care cost increase, which is on the radar of the administration and the Finance and Budget Committee. There was discussion about a plan to increase our fund balance, which will most likely be presented to the Board in March. There was further discussion of the extra-curricular budget.

**VII. Reports received by the Board.**

**a. Administration Report**

Dr. Bloomfield highlighted that Nova has 5 National Merit Finalists. He also spoke about the lunch program and the successful ala carte addition this year. He spoke about the motion to extend employment offers for next school year. Finally, Dr. Bloomfield spoke about potential changes (band, start time, reading structure in the SoG) for next year as well as the community feedback on those changes. At this time there will be no changes in the band program and start time. He shared the current data regarding the SoG reading program. Finally, he spoke about the proposal to just use Singapore math in K, which will go before the Curriculum Committee in March. No further changes are proposed at this time.

There was discussion about other items in the report and about extra-curriculars.

Dr. Bloomfield's last day at Nova will be June 18, 2014.

**b. Board Chair Report**

Ms. Krizan spoke briefly about the annual calendar. She also spoke about the Pillars of Parent Partnership document.

**c. Board Committees**

**i. Academic Excellence Report**

**ii. Finance and Budget Report**

Mr. Ellerd spoke about the Green Space report. There was discussion. A decision doesn't need to be made at this time, but the issue should be revisited before the end of the school year.

**iii. Governance Report**

Ms. Lund spoke briefly about updated policy 102.

There was a discussion about an extended leave policy. The general consensus was to "guarantee a student's return" in the policy with a conservative cap on the number of students allowed to leave in a year. Mrs. Groppe also suggested that if a grade level is overenrolled (to a degree to be determined), then no extended leave would be granted.

**d. Ad Hoc Committees**

**i. School Climate Committee**

Mrs. Johnson spoke about the survey.

**ii. ED Review Committee**

**iii. ED Search Committee**

Mr. Greenfield spoke about the interviews with search firms and the recommendation to work with Carney Sandoe. He also spoke about the different options they offer and the reasons behind the committee's recommendation to look for an interim Executive Director. There was extensive discussion about the need to hire a search firm and the amount of money it may cost. There will be more information and discussion in March.

There was discussion about next steps

**e. NPTO Report**

Mrs. Lagerquist spoke about the March 2<sup>nd</sup> roller skating party, the spirit wear sale, the March 11<sup>th</sup> virtue panel, and the parent advisory for the Upper School.

**VIII. Board Updates/Action Items**

**a. Authorization for Employment Offers**

Mr. Belter, "Resolved, that the Board authorizes the Executive Director to offer employment agreements per the Administration's recommendations." Mr. Greenfield seconded. There was discussion. The motion passed unanimously.

**b. Adopt Pillars of Parent Partnership Document**

Mrs. Groppe, "Resolved, that the Board formally adopts the Pillars of Parent Partnership document." Mrs. Johnson seconded. The motion passed unanimously.

**c. Charge to Find an Interim Executive Director**

Ms. Lund, "Resolved, that the Search Committee is authorized to begin the search for an interim executive director for the 2014-2015 school year and to recommend appropriate candidate(s) to the Board." Mrs. Johnson seconded. There was discussion. The motion passed unanimously.

Mrs. Groppe moved to extend the meeting time. Mr. Greenfield seconded. There was discussion. The motion passed unanimously.

**IX. Board Chair Comment**

None at this time.

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

The next regular Board meeting will be on Monday, March 31, 2014, beginning at 6:30. There will be a special Board meeting on Monday, March 10<sup>th</sup> at 7:00 PM to discuss the interim Executive Director position.

**XI. Adjournment**

Mr. Ellerd moved to adjourn. Mr. Greenfield seconded. The motion passed unanimously. The meeting adjourned at 9:54 PM.

#### IV. A. Regular Meeting Minutes

Minutes submitted by Becky Lund.