

**Nova Classical Academy
Board of Directors Meeting Minutes
Special Meeting
July 22, 2013**

Directors Present: Jason Belter, John Bujan, Jeff Ellerd, Dan Greenfield, Karen Groppe, Andrea Johnson, Dianne Krizan, Roxane Lehmann, Becky Lund

Directors Absent: Damon Fraser (Note: Suzannah Toso is no longer eligible to serve on the Board since she has resigned from her teaching position at Nova.)

Advisors Present: Brian Bloomfield, Jane Lagerquist (NPTO)

Others in Attendance: Nova parents

I. Call to Order

The meeting was called to order at 6:04 PM. Dianne Krizan led the meeting.

II. Approval of Agenda

Mr. Belter moved to approve the agenda with the addition of approving the creation of a performance review task force under the action items. Ms. Johnson seconded. The motion passed unanimously.

III. Public Comment

There was no public comment.

IV. Reports received by the Board.

a. Administration Report

i. Update on start of 2014 school year/ changes

Dr. Bloomfield highlighted a few of his updates, including a committee looking at student safety, the Lower School day-length changes, the Upper School house program, and changing to a seven-period day in the Upper School. There was discussion. Dr. Bloomfield also spoke about the administrative changes to the Upper School, the work on the Writing program, and the work of our Director of Student Support Services. There was further discussion about the Lower School reading program and other pieces from the report including extra-curriculars.

b. Board Chair Report

i. Board survey results

Mrs. Krizan thanked Mr. Bujan for his work with the survey. Mrs. Krizan highlighted some of our bottom areas, especially looking at showing progress on board goals and developing more potential board candidates. There was discussion about how to show progress and what “dashboards” might be helpful in doing so. Mrs. Krizan asked the committee chairs to have a discussion about committee goals for the next year at their next meeting.

ii. Strategic plan priorities

Mrs. Krizan spoke about choosing some areas to focus on for the coming year; what does the BoD need to spend more time on and what are priorities for the Executive Director. There was discussion about each of our five goals and which strategies are priorities. There are at least four areas that will require more board conversations. Mrs. Krizan will follow-up on these areas via an email to board members to further prioritize.

The Board continued to discuss the strategic plan with Dr. Bloomfield and what further information is needed to set his goals for the year. He would like to focus on engaging parents as volunteers and building a stronger sense of staff culture and belonging to the school. There was further discussion.

Mrs. Krizan reviewed areas that Board members can continue to provide feedback: prioritizing strategic goals for the year and feedback to Mr. Greenfield about the Performance Review.

c. Board Committees

i. Finance and Budget Report

Mr. Ellerd spoke about the land acquisition proposal from the committee. Both the Finance and Budget Committee and the Friends of Nova board recommend the purchase.

V. Board Updates/Action Items

a. Land Purchase Agreement

Mr. Ellerd, “Resolved, the Board directs Friends of Nova to approve and sign a purchase agreement between Friends of Nova and Brighton Realty for the approximately 1-acre parcel of land for \$630,000.

Further resolved, the Board authorizes an allocation of \$230,000 in Nova monies to Friends of Nova for the acquisition of the parcel.

Further resolved, the board authorizes Treasurer Jeff Ellerd and Executive Director Brian Bloomfield to execute all services and functions in support of this purchase.” Ms. Lund seconded. There was discussion. Mr. Belter, Mr. Ellerd, Mr. Greenfield, Mrs. Groppe, Ms. Johnson, Mrs. Krizan, Ms. Lehmann, and Ms. Lund voted in favor. Mr. Bujan abstained. The motion passed.

b. Engage Attorney

Mr. Ellerd, “Resolved, the Board directs Friends of Nova to engage Craig Kepler as the attorney for the purchase of land at Victoria Park.” Mr. Greenfield seconded. The motion passed unanimously.

c. Performance Review Task Force

Mrs. Krizan, “Resolved, that a Performance Review Task Force be created for the purpose of establishing performance goals for the Executive Director for the 2013-14 year and facilitating the review process for the 2013-14 year.

Further resolved, that the task force be led by Chair-Elect Greenfield and be comprised of two additional Directors to be named by the regular August Board meeting.

Further resolved, that the Performance Review Task Force report back to the Board at the regular August Board meeting with recommendations of the Executive Director’s goals for the 2013-14 school year.” Mr. Greenfield seconded. The motion passed unanimously.

d. Filling the Vacant Teacher Chair and Upcoming Community Member Chair

Ms. Lund, “Resolved that the Governance Committee is charged with finding and recommending candidates to fill the vacant teacher chair and the upcoming vacant community member chair on the Board and reporting back at the regular September meeting.” Mr. Bujan seconded. There was discussion. The motion passed unanimously.

VI. Public Comment

There was public comment.

VII. Board Chair Comment

Mrs. Krizan explained that Mr. Fraser is on vacation, but we will recognize his leadership as Board Chair in August.

VIII. Next Meeting Date/Agenda Items

The next regular Board of Directors meeting is August 26, 2013, beginning at 6:30 PM.

IX. Adjournment

Mr. Ellerd moved to adjourn. Ms. Lund seconded. The motion passed unanimously. The meeting adjourned at 8:46 PM.

Minutes submitted by Becky Lund.