

**Nova Classical Academy
Board of Directors Meeting Minutes
Regular Meeting
June 30, 2014**

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

Directors Absent: Tonya Johnson Nicholie

Advisors Present: Bruce Watkins, Susan Hooe (NPTO representative)

Others in Attendance: Nova parents and staff

I. Call to Order

The meeting was called to order at 6:32 PM. Dianne Krizan led the meeting. She began by welcoming Mr. Watkins, Executive Director, and Mrs. Hooe, NPTO Liaison.

II. Working Meeting: Academic Goals and Measures

Mr. Greenfield spoke about the development of a goal for Mr. Watkins around the establishment of an academic support system. There was discussion. Some supporting elements, such as rigor and grading, that should either be included as sub-points of the goal or in future Board discussions were also suggested. There was further discussion of how to develop this goal and measurable benchmarks.

The Board discussed metrics and the suggested academic dashboard. There was discussion about the data teachers used over the past year to monitor student progress; multiple sources were used (tests, standardized assessments, anecdotal evidence). There was also discussion about the suggested academic dashboard and concerns with the metrics because they're assessments that we don't teach specifically towards. Do we want to continue to use these to be able to compare Nova to other schools? Do we want to look for other assessments that are more closely aligned to Nova's curriculum? What information do we hope to gain from the assessments? We need multiple measures that look at state standards, student growth, and Nova's Classical mission. Ideally, we start by looking at what's easily accessible and go from there. There was discussion about what data we currently collect and how it's used.

The state has an element of its MMR data that looks at student growth, but it follows what MDE looks for which may not be what Nova wants to look at.

Mr. Watkins spoke about our Authorizer's requirements and how we need to consider those as well.

There was further discussion about the MCAs and the ERBs.

Mr. Watkins suggested having a presentation to the Board about data and measurement to help with this discussion as well as have discussions with other schools to find out what they use and what is working for them.

There was discussion about what metrics colleges look at.

This discussion will continue in July with the new Board as well.

III. Recognition of Retiring Board Members

Mr. Greenfield recognized the three Board members whose terms are ending today: Mrs. Groppe, Ms. Lund, and Mrs. Krizan. He thanked them for their work.

IV. Business Meeting: Approval of Agenda

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

V. Public Comment

There was no comment.

VI. Consent Agenda

- A. Regular Meeting Minutes from May 27, 2014
- B. Accept Gift Donations
- C. Add Bruce Watkins to the Finance and Budget Committee

Mr. Ellerd moved to approve the consent agenda with the addition of item C. Mrs. Johnson seconded. The motion passed unanimously.

VII. Treasurer/ Finance Update

Nothing has changed since last month; we're still projected to have a 16.7% fund balance at the end of the year. There was discussion regarding the development of the field. There was discussion regarding revenue for trips as it's harder to find that within the report compared to expenses. There was also discussion about how in-depth the Board should go with the budget to not step into day-to-day operations.

VIII. Reports received by the Board.

a. Administration Report

Mr. Watkins thanked Dr. Bloomfield for his help in the transition in leadership and Mrs. LaFrombois in helping to get out the Board packet. He spoke about some other items on the Nova calendar and an upcoming piece that needs to happen for MDE. Mr. Watkins also spoke about the progress in hiring a Director of Student Services.

b. Board Chair Report

Mrs. Krizan highlighted the inclusion of the governance agenda from the December retreat and the updates which show what we've accomplished with it and what should continue to be developed. She also highlighted that the section "Cultivate Staff Engagement" is the one where the Board has not taken any action yet. Mrs. Krizan also reviewed the Board's progress towards the goals we set for the year. There was discussion.

c. Board Committees

i. Academic Excellence Report

Mrs. Krizan spoke about the 5 core skills recommended by the committee. There was discussion about its purpose. Mrs. Lehmann spoke about some of the characteristics that are not included that we may want to think about. There was further discussion. Mrs. Lehmann also asked, are these skills teachable and measurable? There was further discussion about getting staff feedback regarding this document.

ii. Finance and Budget Report

iii. Governance Report

There was a 1st reading of the amended Bylaws. There was discussion clarifying the amendments.

Mrs. Krizan spoke about a Board training resource regarding Classical Education and asked that Nova add a Classical component to their ongoing training. She passed out *Classical Education: The Movement Sweeping America* to continuing Board members and highlighted three chapters that Board members should read.

Mrs. Johnson spoke about her concerns regarding fundraising that is occurring (Booster club and the Empire Mock Trial garage sale) without Board oversight. She asked that Governance and Finance and Budget look at the Fundraising Policy (#703). There was discussion.

d. Ad Hoc Committees

i. School Climate Committee

A deeper report will occur in July. Mrs. Johnson spoke briefly about the survey results and follow-up surveys.

e. NPTO Report

Mrs. Hooge spoke about the new slate of NPTO officers and ongoing NPTO projects and upcoming events.

IX. Board Updates/Action Items

a. Continue the School Climate Committee

Mrs. Johnson, "Resolved, that the Board approves the 'School Climate' ad hoc committee for the 2014-2015 school year with the purpose to:

Further examine the results of the School Climate Survey and gather additional information as necessary.

Recommend priority areas to the Board.

Research best practices to assist administration in finding way to address priority areas.

Evaluate the possibility of grant funding to implement any programs or changes."

Mrs. Groppe seconded. There was discussion. The motion passed unanimously.

b. Authorization of Electronic Transfers

Mr. Ellerd, “Resolved, that the Finance and Budget committee recommends that the Executive Director or Board Treasurer be authorized to enter into agreements to make electronic fund transfers (wire transfers) as permitted by M.S.471.38. The Business Manager is to initiate the authorized electronic fund transfers and will submit a list of such transfers at the next regular school board meeting after the transfers take place, as presented.” Ms. Lund seconded. The motion passed unanimously.

c. Designation of Depositories

Mr. Ellerd, “Resolved, the Finance and Budget committee recommends that Anchor Bank be designated as the official depository of charter school funds, subject to their furnishing collateral security and otherwise comply with the provisions of M.S. 118A.03 and:

a) The Board treasurer or Executive Director are authorized to accept and release collateral as required

b) The Board Chair, Board Chair-elect, and the Board Treasurer, are authorized to sign checks, signature cards, and other forms and documents required from time to time by the depository; and

c) this resolution shall be valid until superseded.” Ms. Lund seconded. The motion passed unanimously.

d. Board Officers and Committee Chairs

Mr. Ellerd, “Resolved the Board approves the following slate of Officers and Committee chairs to be effective on July 1, 2014:

Board Officers

Dan Greenfield – Chair

Paul Mason – Chair Elect

Jeff Ellerd - Treasurer

Laura Westrum – Secretary

Standing Committee Chairs

Roxane Lehman and Bruce Watkins – Academic Excellence

Jeff Ellerd – Finance and Budget

TBD – Governance

Ad Hoc Committee Chairs

Andrea Johnson – School Climate.” Mrs. Groppe seconded. The motion passed unanimously.

e. Approve Out of School Time Charter Amendment

Ms. Lund, “Resolved that the Board approves the charter amendment regarding out of school time as presented in the June 30, 2014 Board packet.” Ms. Lewine seconded. The motion passed unanimously.

X. Next Meeting Date/Agenda Items

The next regular Board meeting will be on Monday, July 28, 2014 beginning at 6:30.

XI. Adjournment

Mr. Ellerd moved to adjourn. Mr. Belter seconded. There was discussion. The motion passed unanimously. The meeting adjourned at 9:22 PM.

Minutes submitted by Becky Lund.