

**Nova Classical Academy
Board of Directors Meeting Minutes
Regular Meeting
August 24, 2015**

Directors Present: Jason Belter, Ann Brodeur, Jeff Ellerd, Dan Greenfield, Laura Hobbs, Claudia Gumbiner Hungs, Roxane Lehmann, Annie Lewine, Paul Mason, Robb Westawker

Directors Absent: Tonya Johnson-Nicholie

Advisors Present: Eric Williams, Nancy Baumann, Brooke Tousignant, Robin Cerio (NPTO representative)

Others in Attendance: Nova parents and staff

I. Call to Order

The meeting was called to order at 6:33 PM. Paul Mason led the meeting.

II. Working Meeting:

a. School/Life Balance Survey Presentation

Mr. Williams gave an overview of the staff discussion surrounding the school/life survey. Staff members were asked to respond to three questions. (How do we maintain rigor and still meet the needs of students who struggle?/What steps would need to be taken for us to be known for offering a system of rigor, accountability, and support that works for all students? One that is health for all students./What can we do to support all students to thrive academically, socially, and emotionally?) There was discussion around how to communicate with parents that something is happening with survey results. Mr. Mason recommended that there needs to be movement toward action items. Ms. Lewine noted that the first focus should be on making the homework accessible for all students rather than cutting homework in half. This will be on the agenda for this Wednesday's Upper School faculty meeting.

b. Board and Executive Director Goals (Annual Calendar)

Mr. Williams provided further details on the outlined executive director goals. There was discussion about each potential goal. Mr. Belter asked about the formation of the executive director review committee which will be chaired by Ms. Brodeur. Mr. Williams referenced a potential best practices model on MSBA that could be used.

III. Business Meeting: Approval of Agenda and Regular Meeting Minutes

Mr. Belter moved to approve the agenda as modified and accept meeting minutes from July 27, 2015. Mr. Greenfield seconded. The motion passed unanimously.

IV. Public Comment

There was no public comment.

V. Consent Agenda

- A. Approval of Payment of Bills and Electronic Transfers
- B. Accept Gift Donations

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

VI. Treasurer/ Finance Update

FY2015 closes with a 22% fund balance. Our bonds were renewed at BBB-. Auditors were here last week and were very complimentary. There was discussion about the financial reports included in the Board packet.

VII. Reports received by the Board.

a. Administration Report

Mr. Williams gave an update on enrollment. Contracts exceeding \$10,000 will be brought to the Board for approval next month.

b. Board Chair Report

Mr. Mason asked for each committee to create a list of goals for the September Board meeting that will be published on websites. There was discussion about the process of establishing those goals. Mr. Greenfield noted that the ad hoc committees need to be renewed for each academic year. Ad hoc committees will be reauthorized in September. Committee chairs should also update membership lists for September's meeting. Mr. Mason outlined other points of discussion for future Board meetings.

c. Board Committees

i. Academic Excellence Report

Mr. Williams shared about potential goals for the Academic Excellence Committee this coming year.

ii. Finance and Budget Report

The committee met last Wed and discussed the budget along with current enrollment. Ms. Baumann explained further the process of offer letters and potential for retro-calculation of COLA. Mr. Ellerd asked that the creation of the 10-year facilities plan be added to the charge for the Finance and Budget Committee.

iii. Governance Report

Mr. Greenfield reminded committee chairs about the Open House nights. A 1-page synopsis has been created that will be available. Mr. Greenfield also brought attention to the Board survey.

d. Ad Hoc Committees

i. Development Committee Report

The first meeting will be this coming Saturday.

ii. Human Resources Committee Report

The Human Resources Committee will be evaluating current policies related to HR as well as evaluating policies from MSBA that need to be adopted.

iii. School Climate Committee

Ms. Brodeur gave a summary of work completed last year and outlined ongoing work for this coming year. There was discussion about the new student/family orientation subcommittee.

e. NPTO Report

The Kindergarten picnic was very successful. There are many events happening during the first week of school.

VIII. Board Updates/Action Items

a. Approval of the 2015 Annual Report

Mr. Greenfield, “Resolved, that the Board approves the 2015 Annual Report as submitted.” Ms. Brodeur seconded. The motion passed unanimously.

b. Approval of 2015-16 Nova Classical Academy Employees

Ms. Hobbs, “Resolved, that the Board approves the 2015-16 Nova Classical Academy Employees.” Mr. Belter seconded. The motion passed unanimously.

c. Approval of the 2015-16 Student-Parent Handbook

Motion tabled until September

d. Approval of the 2015-16 Employee Handbook

Motion tabled until September

e. Approval of School Lunch Prices

Mr. Ellerd, “Resolved, that the Board approves the increase in school lunch price as submitted.” Mr. Greenfield seconded. There was discussion. The motion passed unanimously.

f. Accept Resignations

Ms. Hobbs, “Resolved, that the Board accepts the resignation of the following staff members:

Brittany Peltier, Physical Education/Health Education Teacher, effective at the end of the 2014-15 school year

Jackie Jones, Educational Assistant, effective immediately

Margaret Bona, Educational Assistant, effective immediately

Sarah Kalonick, Educational Assistant, effective immediately

Dana Ashley, Special Education Teacher, effective August 12, 2015

Kristen Chirafisi, Reading Specialist, effective July 29, 2015

Kate Hendrickx, Student Activities Manager, effective Friday, August 17, 2015”

Ms. Lewine seconded. The motion passed unanimously.

g. Approval of Hiring Connie Knowles, Reading Specialist

Mr. Belter, “Resolved that the Board approves the hiring of Connie Knowles as a Reading Specialist, MA +2.” Ms. Brodeur seconded. The motion passed unanimously.

h. Approval of Hiring Lynda True, Interim Upper School Rhetoric Teacher

Mr. Ellerd, “Resolved, that the Board approves the hiring of Lynda True effective immediately as an interim Upper School Rhetoric teacher during Dr. Whalen’s approved leave of absence.” Ms. Gumbiner Hungs seconded. The motion passed unanimously.

i. Approval to Post a Part-Time Assistant Activities Coordinator Position

Mr. Ellerd, “Resolved, that the Board approves the posting of a part-time Assistant Activities Coordinator for one year at 20 hours per week.” Ms. Hobbs seconded. The motion passed unanimously.

j. Approval to Post a Part-Time Security Position

Mr. Belter, “Resolved, that the Board approves the posting of a part-time (3 hours/day) Security Position for one year.” Ms. Lewine seconded. The motion passed unanimously.

k. Approval of FMLA Leave for Alyson McCann, Fourth-Grade Teacher

Ms. Hobbs, “Resolved, that the Board approves the FMLA leave for Alyson McCann, Fourth-Grade Teacher, from mid-October through the end of January 2016.” Mr. Ellerd seconded. The motion passed unanimously.

l. Approval of Short-Term Leave for Ann Antus, Special Education

Ms. Lewine, “Resolved, that the Board approves a short-term leave for Ann Antus, Special Education Teacher, beginning September 21, 2015 and lasting approximately four weeks.” Mr. Greenfield seconded. The motion passed unanimously.

m. Approval of the Cost of Living Wage Adjustment for Administration, Faculty, and Staff

Ms. Brodeur, “Resolved, that the Board approves a 1% cost of living wage adjustment (COLA) for administration, faculty, and staff, with the exception of employees hired after the end of the 2014-15 school year, with the reconsideration in the October/November 2015 based on funding and student enrollment.” Ms. Gumbiner Hungs seconded. There was discussion. Finance and Budget committee will look more closely at the raises non-faculty members receive in relation to raises faculty receives. The motion passed unanimously.

n. Approval to Post a Part-Time Upper School Reading Specialist Position

Mr. Ellerd, “Resolved, that the Board approves the posting of a part-time, .5 Upper School Reading Specialist position.” Ms. Gumbiner Hungs seconded. There was discussion. The motion passed unanimously.

IX. Next Meeting Date/Agenda Items

The next regular Board meeting will be on Monday, September 28, 2015 beginning at 6:30 PM.

X. Adjournment

Mr. Belter moved to adjourn. Mr. Greenfield seconded. The motion passed unanimously. The meeting adjourned at 9:22 PM.

Minutes submitted by Laura Hobbs.