

**Nova Classical Academy
Board of Directors Meeting Minutes
Regular Meeting
August 29, 2022**

Directors Present: Colleen Hansen, Mel Hernandez, Nick LaRusso (via Zoom), Becky Lund, Suzanne McInroy, Sasha Ross, Diane Ruday, Jennie Winter

Directors Absent: None

Advisors Present: Brett Wedlund, Missy Johnson, Michael Pelofske, Joe Aliperto (Dieci Finance) (via Zoom), Jenni Lohse (NPTO) (via Zoom), Kriscel Estrella (via Zoom)

Others in Attendance: Nova staff, parents (Note: While this meeting was held in-person at 1455 Victoria Way, it was also made available on Zoom.)

I. Call to Order

The meeting was called to order at 6:00 pm. Jennie Winter chaired the meeting.

II. Business Meeting: Approval of Agenda

Ms. Lund moved to approve the agenda with the addition of items to the Consent Agenda – to add Suzanne McInroy to the Governance Committee, add Colleen Hansen to Academic Excellence, and to approve the July 25, 2022 minutes. Ms. Ross seconded. There was discussion. The motion passed unanimously.

III. Consent Agenda

- A. 2nd reading/ potential approval of revised policy NP 404 (Background Checks)
- B. 2nd reading/ potential approval of revised policy NP 405 (Anti-Nepotism)
- C. Approval of revised “yearly review” policies: 402 (Disability Nondiscrimination), 410 (Family and Medical Leave), 413 (Violence and Harassment), 414 (Mandated Reporting), 506 (Student Discipline), 514 (Bullying Prohibition), 515 (Protection and Privacy of Student Data), 521 (Student Disability Nondiscrimination), 522 (Title IX Policy), 524 (Internet Acceptable Use), 526 (Hazing Prohibition), 806 (Crisis Management)
- D. Approval of the 2022-2023 Governance Committee Goals
- E. Memorandum of Understanding between Ramsey County and Nova Classical Academy (Foster Care Transportation)
- F. Contracted Service Agreement with Anna Howell (Special Education Due Process)
- G. Approve Nick LaRusso as Executive Director Review Committee Chair and approve Becky Lund, Sasha Ross, and Jennie Winter as 2022-2023 EDRC members
- H. Approve Diane Ruday as Academic Excellence Committee Chair
- I. Add Suzanne McInroy as a member of the Governance Committee
- J. Add Colleen Hansen as a member of the Academic Excellence Committee
- K. Regular Board Minutes – July 25, 2022

Ms. Hernandez moved to approve the consent agenda. Ms. Ruday seconded. The motion passed unanimously.

IV. Public Comment

There was no public comment.

V. Board Training

Ms. Lund provided [training](#) on Robert's Rules of Order including their purpose, how to make a motion, and areas of the Rules that Nova Classical is most likely to utilize.

The Board discussed "friendly amendments"; they may be used in some situations, but other situations will call for the more formal process of making a motion to change a motion.

VI. Reports received by the Board

A. Executive Director Report

Dr. Wedlund highlighted one additional issue; Nova had internet issues over the weekend, but as far as we know is now back up and working. He also added that sports are back up and running and several teams have had their first game of the year. We've also hired another special education teacher. Ms. Hernandez asked if there were any updates about strategic planning; there are not at this time.

B. Board Chair Report

There was no discussion.

C. Board Committees

i. Governance Report

There was no discussion.

ii. Finance and Budget Report

There was no report this month. Ms. Ross said their main point of discussion over the summer is regarding the employee retention credit.

iii. ED Review Committee

There was no report this month.

iv. Academic Excellence Report

There was no report this month. Mrs. Ruday is anticipating having the next meeting in mid-September.

v. NPTO Report

Mrs. Lohse stated that the NPTO approved new board members and a budget in July. They also have some open positions including the secretary and social media. The next meeting is September 6th. The Book Fair will be on October 1st. Great Gatherings will be in November.

vi. Student Representative Report

There was no report this month. There was discussion about how the student representative is selected. Ava Jane Lynch will be the representative this year.

VII. Business

A. Employee Retention Credit

Dr. Wedlund reviewed information from June and the change to a vendor that is more familiar to Nova. Mr. Aliperto spoke about the need to make sure that it doesn't conflict with the costs for which we solicited the PPP loan/grant. We can now provide the paperwork required to show that we aren't funding the same salaries through the ERC. Magill is charging 5% of the credit and only if received; there were no upfront costs. They also shared that we don't know for sure we're

eligible for the credit and that we should not spend it right away just in case we may have to pay it back, although Nova Classical has gone through due diligence to show that we are moving forward in good faith. There was discussion.

Ms. Ross, “Resolved, that the Board approves applying for the Employee Retention Credit, and if the money is granted, Nova will hold on to the money until October 1, 2024 or until another Minnesota charter school with this credit goes through an audit, whichever comes first. Further resolved, that the Board approves paying Magill Accounting 5% of any received money from the Employee Retention Credit.” Ms. Ruday seconded. There was discussion. The motion passed unanimously.

Ms. Hernandez, “Resolved that the Board take a five-minute break.” Ms. Lund seconded. The motion passed unanimously.

B. Board Goals

Ms. Winter presented the draft 2022-2023 board goals. There was discussion and clarifications regarding the accomplishment criteria. There was also discussion about Board communications and how to best share committee information.

Ms. Lund, “Resolved, that the Board approves the following board goals for the 2022-2023 school year:

1. Develop 5-year strategic plan.
2. Develop robust executive director review process and follow that process to review the executive director this year.
3. Develop and implement plans to recruit and maintain active membership in Nova’s boards and committees.
4. Maintain Nova’s financial stability.
5. Continue to provide and improve outstanding educational opportunities for Nova students.

Further resolved, that the Board approves the presented plan and accomplishment criteria.” Ms. Ruday seconded. The motion passed unanimously.

C. Remove Policy NP302 (Early Admission to Kindergarten)

Dr. Wedlund gave background information; if we keep the policy as it is, MDE will not approve our contract with Friends of Education. The revisions would be extensive to ensure equity and we rarely do any early admissions. There was discussion.

Ms. Lund, “Resolved, that the Board removes policy NP302 (Early Admission to Kindergarten) effective immediately.” Dr. LaRusso seconded. The motion passed unanimously.

D. Friends of Nova Vacant Seats

Ms. Ross, “Resolved, that the Board charges the Governance Committee with developing a process to fill vacant seats on the Friends of Nova board and provide candidates for the Nova Classical Board to approve as soon as possible.” Ms. McInroy seconded. There was discussion. The motion passed unanimously.

E. Filling Vacant Board Seat

The Governance Committee has three interested candidates and will meet with them at the September 12th GC meeting. Ms. Lund asked if the Board has any feedback

about what background or skills we are looking for. There was discussion. The Governance Committee should keep equity and inclusivity in mind.

F. Tentative Board Training Calendar

Ms. Winter presented the board training calendar and asked for feedback. There was discussion. Several additional topics for future training were suggested.

G. Boys Hockey Cooperative

Dr. Wedlund presented background information.

Ms. Lund, “Resolved, that the Board dissolves the current existing boys hockey cooperative between Nova Classical and St. Paul Academy and Summit School. Further resolved, that the Board approves a new boys hockey cooperative hosted by St. Paul Academy and Summit School.” Ms. Hansen seconded. The motion passed unanimously.

H. Designation of Identified Official with Authority for MDE External User Access Recertification System

Dr. Wedlund gave background information.

Ms. Lund, “Resolved that the Board authorizes Brett Wedlund to act as the Identified Official with Authority (IOwA) for Nova Classical Academy 4098-07.” Ms. Hansen seconded. The motion passed unanimously.

VIII. Next Meeting Date/Agenda Items

The next regular board meeting will be on September 26, 2022.

IX. Adjournment:

The meeting was adjourned at 8:15 p.m.

Minutes submitted by Becky Lund.