

**Nova Classical Academy
Board of Directors Meeting Minutes
Regular Meeting
February 27, 2023**

Directors Present: Mel Hernandez, Nick LaRusso, Becky Lund, Suzanne McInroy, Sasha Ross, Diane Ruday, Bavi Weston, Jennie Winter

Directors Absent: Colleen Hansen

Advisors Present: Brett Wedlund, Michael Pelofske (via Zoom), Brooke Tousignant (via Zoom), Missy Johnson (via Zoom), Kriscel Estrella, Ginger Gabor (via Zoom), Joe Aliperto (Dieci Finance, via Zoom), Ava Jane Lynch (student representative)

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. Ross moved to approve the agenda. Ms. Ruday seconded. Ms. Lund, Ms. McInroy, Ms. Ross, Ms. Ruday, and Ms. Weston voted in favor. Ms. Hernandez and Ms. Winter abstained. The motion passed.

III. Consent Agenda

- A. 2nd reading, potential approval of revised policy 531 (Pledge of Allegiance)
- B. 2nd reading, potential approval of revised policy 214 (Out of State Travel for Board Members)
- C. 1st reading of revised policy 505 (Speech and Distribution of Materials)
- D. Regular Board Minutes – January 20, 2023
- E. 1st reading of revised policy 515 (Protection and Privacy of Student Data)
- F. 1st reading of revised policy NP 601 (Gender Inclusion)
- G. 1st reading of revised policy 401 (Equal Employment)

Ms. Lund moved to approve the consent agenda. Ms. McInroy seconded. Ms. Lund, Ms. McInroy, Ms. Ross, Ms. Ruday, Ms. Weston, and Ms. Winter voted in favor. Ms. Hernandez abstained. The motion passed.

IV. Public Comment

Keith Faulken submitted public comment expressing displeasure with closing the school for three snow days in a row and asking that decisions be made carefully to keep students in the classroom.

V. Audit

Lucas Chase from CliftonLarsonAllen LLP reviewed the auditor's report. In summary, we had an unmodified/ clean opinion, which is the best result possible. He reviewed enrollment, statement of net position including long-term liabilities, and several specific funds like our reserve fund (increased about \$396,000), food service fund, and general fund. Our fund balance is about 47% of our total revenues and it grew over the year. We came in about 2% under budget for FY22. The only finding was relating to weaknesses in

internal control of financial reporting with our food services. The issue has been addressed, but the auditor recommends continuing to evaluate our processes.

VI. Reports received by the Board

A. Executive Director Report

Dr. Wedlund highlighted that he's had a couple of families reach out regarding e-learning days or snow days. Several families have asked why Nova doesn't do that; this year we have 17 extra school days built into our year and next year we have 10. Additionally, e-learning days are capped at 5 per year.

B. Board Chair Report

Ms. Winter asked for any further feedback on potential training topics. The current plan is to invite Gail Gilman back to talk about next steps with our strategic plan including roles and responsibilities, board roles (relating to events in Stillwater to make sure that we're following best practices, SpEd 101 at Nova, and a classical education speaker from the MN Classical Conference. She also reviewed additional topics that should be reviewed each year to keep the Board up to date.

Ms. Winter also spoke about the Board making lots of progress on our current goals.

Ms. Winter also added that our Authorizer has said that no board members can join a board meeting from off-site (virtually) without at least three days notification AND publicizing their address. There was discussion.

C. Board Committees

i. Governance Report

Ms. Lund mentioned that the nominations period begins on Wednesday.

Dr. LaRusso joined the meeting at 6:36.

ii. Finance and Budget Report

Dr. Wedlund shared that if Nova Classical receives the Employee Retention Credit, Nova's fund balance would allow us to do a one-time project of about \$4.5 – 5 million without having to raise additional funds or do further bonding.

iii. ED Review Committee

They will meet again next week Wednesday.

iv. Academic Excellence Report

Ms. Ruday went over highlights of the report. There are some areas of concern, but plans are in place to support grade levels and students who aren't showing growth based on our winter FastBridge data. There was discussion.

v. NPTO Report

There was no report this month.

vi. Student Representative Report

Ms. Lynch spoke moving to spring extra curriculuar. Several winter sports are getting close to wrapping up their seasons and captains' practices are starting for spring sports. Mock Trial is heading to state. One Act plays placed second at state. NHS is working on several projects like a blood drive, a clothes drive, and

an international night. Roses were sold during lunch and distributed on Valentine's Day. Snow Days activities were unfortunately cancelled because of snow days, but have been rescheduled. Tomorrow marks the start of thesis defenses for seniors and they will continue throughout March.

VII. Business

A. First Reading of the SY23-24 Employee Handbook

Ms. Estrella presented the SY23-24 Employee Handbook and highlighted the redline changes. There was discussion about paid time off.

Ms. Weston, "Resolved, that the Board approved the SY23-24 Employee Handbook with the addition of clearly stating that employees paid bimonthly on the 15th and last day of the month on the bottom of page 13." Ms. Lund seconded. Dr. LaRusso, Ms. Lund, Ms. McInroy, Ms. Ross, Ms. Weston, and Ms. Winter voted in favor. Ms. Hernandez and Ms. Ruday abstained. The motion passed.

B. SY23-24 Enrollment Targets

Ms. Gabor presented information regarding the need to raise our enrollment numbers in 11th and 12th grade to better fit our current situation of retaining more students in the high school. There was discussion.

Ms. Lund, "Resolved, that the Board approves increasing enrollment in 11th and 12th grades to 78 beginning with the 23-24 school year.

Further resolved that the Board approves overenrolling 6th grade by 8 students, 7th grade by 3 students, 8th grade by 3 students, 9th grade by 5 students, and 10th grade by 3 students through the last day of the summer. 11th and 12th grade will not be overenrolled." Dr. LaRusso seconded. There was discussion. Dr. LaRusso, Ms. Lund, Ms. McInroy, Ms. Ross, Ms. Ruday, Ms. Weston, and Ms. Winter voted in favor. Ms. Hernandez abstained. The motion passed.

VIII. Next Meeting Date/Agenda Items

The next regular board meeting will be on Monday, March 27, 2023.

IX. Adjournment:

The meeting was adjourned at 7:29 p.m.

Minutes submitted by Becky Lund.