

**Nova Classical Academy
Board of Directors Meeting Minutes
Regular Meeting
November 29, 2021**

Directors Present: Mel Hernandez, Claudia Gumbiner Hungs, Divya Karan (participated via Zoom), Nick LaRusso (participated via Zoom), Becky Lund, Frank Ross, Sasha Ross, Diane Ruday (participated via Zoom), Jennie Winter

Directors Absent:

Advisors Present: Brett Wedlund, Michael Pelofske (participated via Zoom), Missy Johnson (via Zoom), Joe Aliperto (via Zoom), Heather Gray (NPTO, via Zoom), Marcos Odegard (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 6:01 pm. Frank Ross led the meeting.

II. Business Meeting: Approval of Agenda

Ms. Lund moved to approve the agenda. Ms. Gumbiner Hungs seconded. All present members and Dr. LaRusso, Ms. Ruday, and Ms. Karan voted in favor. The motion passed unanimously.

III. Consent Agenda

- A. 2nd reading/ potential approval of revised policy NP 201 (Board Roles and Responsibilities)
- B. 2nd reading/ potential approval of revised policy NP 202 (Expectations...)
- C. 2nd reading/ potential approval of revised policy NP 203 (Board Meetings)
- D. 1st reading of revised policy NP 500 (Electronic Devices)
- E. 1st reading of revised policy 110 (Data Retention)
- F. 1st reading of revised policy NP 204 (Election of Board Members)
- G. October 25, 2021 Board Minutes
- H. Emergency approval of new policy NP 803 (Employee Vaccinations)
- I. Add Mel Hernandez to the Budget & Finance Committee

Ms. Winter moved to approve the consent agenda with the addition of adding Mel Hernandez to the Finance & Budget Committee. Ms. Gumbiner Hungs seconded. There was discussion. Two further updates were made: Policy NP 803 should have all the deadlines be January 13, 2021 and “sick leave” is changed to “PTO”. All present members and Dr. LaRusso, Ms. Ruday, and Ms. Karan voted in favor of the updated consent agenda including the updates to NP 803. The motion passed unanimously.

IV. Public Comment

There was no public comment.

V. Board Training

There was no training at this meeting.

VI. Reports received by the Board

A. Executive Director Report

Dr. Wedlund highlighted that the Boys Cross Country team won the state championship and that we passed last year's "Give to the Max" total and had more unique donors than last year as well as a higher percentage of repeat donors. There was discussion about current staffing and about the communications survey.

B. Board Chair Report

Mr. Ross praised the hard work of the Nova administration, faculty, and staff.

C. Board Committees

i. Governance Report

Ms. Lund asked for Board feedback on the Governance Committee's proposed changes to Nova's Bylaws, specifically regarding the creation of a standing Executive Director Review Committee and changing the "Chair-Elect" position to a "Vice Chair" position that doesn't necessarily moving into the "Chair" role. There were positive reactions toward the suggested changes, so the Governance Committee will continue with their recommendations.

ii. Finance and Budget Report

Ms. Winter thanked Ms. Hernandez for joining the Finance & Budget Committee and thanked Ms. Gumbiner Hungs for her hard work with the committee. Ms. Ross highlighted a few things to keep on our radar: the upcoming revised budget in January and our high fund balance (thinking of projects for the future to spend it down). There was discussion, especially about the fund balance and possible ways to use it.

iii. Academic Excellence Report

Ms. Gumbiner Hungs highlighted a few areas from the report. There was discussion regarding document storage for the Academic Excellence Committee.

D. Ad Hoc Committees

E. NPTO Report

Ms. Gray highlighted the upcoming NPTO meeting and the Upper School Parent Advisory Committee meeting. She also said the NPTO provided a lunch for teacher inservice last week. There was discussion. There was also discussion regarding the US Parent Advisory Committee. There was also discussion regarding conference turn-out.

F. Student Report

Mr. Odegard spoke about the NHS blood drive, the SoR fall choir concert, and college applications for Seniors. He also acknowledged the work of Mr. Shuman and the teachers who recommend students for that. Fall sports recently wrapped up and now winter activities are starting like basketball, Mock Trial, and One-Act plays. There are several other events in the works from different clubs and groups. Students are starting to feel burned out, but are still grateful to be able to come to school in person. There was discussion and more accolades for Mr. Shuman. There was also discussion about schools that have had to go to distance learning and what might cause Nova to do that. Dr. Wedlund said that we'd consider it when we had evidence of community spread at Nova and no real way to control it. Right now

we're not seeing it linked to a population in the building. There was gratitude for setting high standards and following medical best-practices from the beginning.

VII. Business

A. FY21 Financial Audit

Dennis Hoogaveen from CliftonLarsonAllen LLP presented for Michelle Hoffman and walked the Board through the financial statements. They've issued a clean – unmodified – audit report. We had no findings for FY21. It's as good an audit report as possible. Mr. Hogamim recommended sharing these results with our community. Dr. Wedlund asked for Mr. Hoogaveen's input regarding what a healthy fund balance is; based on his experiences, he said 20 – 25% seems to be a sweet spot. There was further discussion.

Ms. Lund, "Resolved, that the Board accepts the FY21 Financial Audit." Ms. Winter seconded. All present members and Dr. LaRusso, Ms. Ruday, and Ms. Karan voted in favor. The motion passed unanimously.

B. FY21 Annual Report

Dr. Wedlund gave background information. Dr. Johnson also shared information regarding the report and how it connects to our charter renewal. There was discussion including about the presentation of some data that wasn't a good representation of the whole because not all students were able to be assessed due to distance learning.

Dr. LaRusso, "Resolved, that the Board approves the FY21 Annual Report." Ms. Lund seconded. All present members and Dr. LaRusso, Ms. Ruday, and Ms. Karan voted in favor. The motion passed unanimously. There was discussion.

C. Strategic Plan Facilitator

Dr. Wedlund gave background information leading to his recommendation including the limited resources for hiring a strategic plan facilitator. The MSBA is very inclusive of all stakeholders including different listening sessions, coding feedback, and working with a strategic plan committee. They offer more feedback and participation opportunities than other facilitators. The process is 3 – 4 evening meetings over approximately three months with a deliverable including clear, measurable goals. The problem is that MSBA is booked and can't guarantee working with us before next fall. Dr. Wedlund recommends going with MSBA even though it doesn't fit with our ideal timeline.

Dr. LaRusso, "Resolved, that the Board approves hiring MSBA to be our strategic plan facilitator." Ms. Winter seconded. There was discussion. All present members and Dr. LaRusso, Ms. Ruday, and Ms. Karan voted in favor. The motion passed unanimously.

D. Update on Student and Staff Wellness

Dr. Wedlund presented survey data on student and staff wellness. There was discussion regarding what Nova has done to help students be well at school. Dr. Wedlund pointed out that we're planning to deliver 70 – 75% of our content this year because we've added other pieces to support student wellness while still trying to do our usual pieces.

Ms. Karan left at 8:50 p.m.

Dr. Wedlund gave information regarding current staffing decisions to hire more in-house substitutes and why he's not filling the communications position right now. He also spoke about a potential future recommendation to change days in second semester to be staff inservice (non-student contact) days. There was discussion about timeline and process to inform families and get feedback from them.

Ms. Gumbiner Hungs, "Resolved, that the Board extends it meeting until business is concluded." Ms. Winter seconded. All present members voted in favor and Dr. LaRusso and Ms. Ruday voted in favor. The motion passed unanimously.

Ms. Ruday left at 9:00 p.m.

Dr. LaRusso left at 9:01 p.m.

There was further discussion about the potential future recommendation as well as the ramifications. Mr. Ross asked what the administration needs from the Board moving forward. Dr. Wedlund explained that it would be helpful to explain that stressed teachers will reduce student achievement more than loss of instructional time reduces student achievement. There was further discussion.

VIII. Next Meeting Date/Agenda Items

The next regular board meeting will be on January 31, 2021. The Board's annual retreat will be on Saturday, December 11, 2021.

IX. Adjournment:

The meeting was adjourned at 9:06 p.m.

Minutes submitted by Becky Lund.