

**Nova Classical Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
May 20, 2024**

**Directors Present: Colleen Hansen, Becky Lund, Suzanne McInroy, Theresa Nelson, Sasha Ross, Todd Sample, Bavi Weston**

Jeremy Hubbell is no longer eligible to serve as a teacher board member.

**Directors Absent: Nneka Constantino**

**Advisors Present: Brett Wedlund, Tamra Paschall, Missy Johnson, Kriscel Estrella, Heather Meeker** (NPTO Representative)

**Others in Attendance: Nova staff, parents, students** (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. Suzanne McInroy chaired the meeting.

**II. Business Meeting: Approval of Agenda**

Ms. Ross moved to approve the agenda. Ms. Hansen seconded. The motion passed unanimously.

**III. Consent Agenda**

- A. FY 25 Contracted Services Agreement with Indigo Education for Due Process Facilitator services
- B. HR Director Employment Agreement for SY25-27
- C. Contracted Services with CKC Good Foods for FY25
- D. Approve the summary of the May closed session: "The Board finds that Dr. Wedlund is highly effective in completing the duties of the Executive Director and in meeting the goals set for SY24."
- E. Appoint Brian Lapham and Paula Roberto to the Friends of Nova board of directors for three-year terms that begin on July 1, 2024.
- F. 2<sup>nd</sup> reading/potential approval of revised policy 533 (Wellness)
- G. 2<sup>nd</sup> reading/potential approval of revised policy NP 304 (Gifted and Talented Services)
- H. 1<sup>st</sup> reading of revised policy NP 307 (Counting All Students)
- I. 1<sup>st</sup> reading of revised policy 709 (Student Transportation Safety)
- J. May 2024 minutes
- K. Approve Triennial Wellness Assessment

Ms. Lund moved to approve the consent agenda. Ms. Weston seconded. There was discussion. The motion passed unanimously.

**IV. Board Training**

There was no training this month.

**V. Public Comment**

Parent Heather Meeker asked if the school could purchase a microwave.

## **VI. Reports received by the Board**

### **A. Executive Director Report**

Dr. Wedlund highlighted the administrative team's work to transition from year 1 of the strategic plan to year 2 including how the work is going to shift from gathering data to looking at what that means for us so we can move forward. There was discussion. Ms. Hansen thanked Dr. Wedlund for his work with DaVinci, which has been completed.

### **B. Board Chair Report**

Ms. McInroy thanked the board members who attended graduation. She also recognized board members who are completing their terms – Theresa Nelson and Sasha Ross. Thank you for your service on the Board and the committees! Ms. McInroy also recognized the work of Dr. Hubbell and Ms. Williamson over the past year.

Ms. McInroy charged the Governance Committee with recommending a teacher to fill the vacant teacher seat left by Dr. Hubbell.

She also mentioned bringing back mentoring the new board members to help acclimatize them to their new role on the Board.

Finally, Ms. McInroy reviewed the nominations for board officers and committee chairs.

Ms. Hansen, “Resolved that the board officers and committee chairs be as follows:

Board Chair: Suzanne McInroy

Vice Chair: Bavi Weston

Secretary: Becky Lund

Treasurer: Todd Sample

Budget and Finance Chair: Todd Sample

Academic Excellence Chair: Colleen Hansen

Governance Chair: Becky Lund

Executive Director Review Chair: Bavi Weston.” Ms. Nelson seconded. The motion passed unanimously.

There was discussion regarding updating the website.

### **C. Board Committees**

#### **i. Governance Report**

Ms. Lund gave an update on the required changes to Bylaws and policies that need to be in place by August 1. We will be using the emergency approval process to get this done, but then will go through our more thorough process.

#### **ii. Finance and Budget Report**

Ms. Ross gave a brief update. There was no discussion.

#### **iii. ED Review Committee**

Ms. Hansen gave a brief update. There was no discussion.

#### **iv. Academic Excellence Report**

Ms. Hansen gave a brief update. There was no discussion.

**D. Student Representative Report**

There was no report this month.

**E. NPTO Report**

Mrs. Meeker spoke about their upcoming summer meeting. They'll be looking at the budget and their fall calendar. She also mentioned that the NPTO is looking at ways to make serving on the NPTO board easier, especially regarding the treasurer position, and that they still have some open positions. NPTO meetings will still be on the first Tuesday of the month but will be from 5:30 – 6:30 pm.

**VII. Business**

**A. Renewal of Business Insurance Policies**

Dr. Wedlund gave background information regarding the insurance policies for Nova Classical (as a school) and for Friends of Nova Classical (as our landlords). There was discussion.

Ms. Nelson, “Resolved, that the Board approves the business insurance policies for Nova Classical Academy and for Friends of Nova Classical Academy”. Ms. Hansen seconded. There was discussion. The motion passed unanimously.

**B. FY25 Testing Calendar**

Dr. Johnson presented the FY25 Testing Calendar. There was discussion and many clarifying questions.

Ms. Hansen, “Resolved, that the Board approves the FY25 Testing Calendar.” Ms. Lund seconded. The motion passed unanimously.

**C. FY25 Student & Family Handbook**

Dr. Johnson highlighted major changes in the Student & Family Handbook. Dr. Wedlund gave some additional background information. There was discussion.

Ms. Lund, “Resolved, that the Board approves the 2024-2025 Student & Family Handbook.” Ms. Nelson seconded. There was discussion. The motion passed unanimously.

**D. Licensed Instructional Staff Development & Evaluation Handbook.**

Dr. Johnson highlighted major changes with the LIS Development and Evaluation Handbook as well as rationale behind those changes. She gave background information regarding how she got input from faculty regarding these changes. There was discussion.

Ms. Hansen, “Resolved, that the Board approves the Licensed Instructional Staff Development & Evaluation Handbook.” Ms. Nelson seconded. The motion passed unanimously.

**E. Discussion of Board Goals**

Ms. McInroy led the Board in a discussion of the board goals from SY25. The Board has completed its five goals for the year. Ms. McInroy spoke about how to develop the goals for the next year; using committee goals to influence these. There was discussion. Potential goals should be sent to Ms. McInroy before the July meeting.

**F. Executive Director Proposed FY25 Goals**

Ms. Hansen presented the proposed ED goals for SY25. There was discussion.

Ms. Ross, “Resolved, that the Board approves the following goals for the Executive Director in SY 25:

1. Ensure that Nova Classical is positioned to begin the 2025/2026 school year fiscally sound, measured by the following:
  - a. Nova Classical ends the 2025/2025 school year within 2% of the final revised budget, and
  - b. Nova Classical ends the year no more than 1% below projected enrollment as documented in the school’s final board-approved budget and MARSS reporting system.
2. Continue the work started with the approval of the core components of classical education by:
  - a. Ensuring that Nova Classical’s staff receives training in the components of classical education, and
  - b. Developing systems to support and evaluate teachers in ensuring that all students receive consistent and explicit education using these components.
3. Create a prioritized list of areas to address based on the findings of the Equity Audit.
4. Present the Board with a concept plan for facilities expansion for them to take action on it.
5. Present the Board with a plan to finance a facilities expansion with an estimated cost that is similar to the concept plan for them to take action on it.
6. Create structures and systems to regularly highlight the outstanding outcomes and actions of individuals and groups of staff and students.” Ms. Nelson seconded. The motion passed unanimously.

**VIII. Next Meeting Date/Agenda Items**

The next regular board meeting will be on Monday, July 29, 2024.

**IX. Adjournment**

The meeting was adjourned at 7:39 p.m.

Minutes submitted by Becky Lund.