

## Board of Directors Meeting Minutes

July 21, 2015

6:15 pm

### Natural Science Academy

**Board members present:** Laura Duffey, Jill Best, Judy Malmon

**Board members absent:** Steve Allwine, Angela McGuire, Jennifer Strong

**Staff present:** Kendra Hunding, Laura Ferguson, Tracy LaFerriere

**Visitors:** Holly Garnell, Audubon Center of the North Woods

### Non-quorum meeting, no voting

- I. **Call Meeting to Order** *called to order at 6:35 pm*  
*NSA Mission and vision read by Kendra Hunding*
- II. **Visitors/Non-agenda items.** *Holly Garnell introduced herself*
- III. **Approval of agenda.** *Minor changes added to agenda. Agenda accepted.*
- IV. **Consent Items** (items that are routine and on-controversial and need no discussion. Will be approved by a single motion. Board members may request an item be moved to Discussion/Action Items for individual consideration)
  - a. Approval of June 17, 2015 school board meeting minutes
  - b. Approval of 2015/2016 school calendar  
*Because this is a non-quorum meeting, all items were tabled until the August 18 Board of Directors meeting.*
- V. **New Member Orientation/NSA Powerpoint** *Laura Ferguson went over the Board of Director manual and its contents. A master manual with all board meeting minutes, agendas, and supporting documents will be housed and available in the NSA office.*
- VI. **Discussion/Action Items**
  - a. Q & A for new board members *Board members asked questions and discussed answers with staff.*
  - b. Vote in officers *tabled until August 18*
  - c. Start deadlines for board goals. *Board goals were discussed and deadlines were set for goals # 1 and #5. Jill Best will type and organize goals along with recommended deadlines.*
  - d. Start board calendar for the year *Board of Directors meetings will continue through June 2016 on the 3<sup>rd</sup> Tuesday of every month.*
  - e. Audubon Center of the North Woods Operations Survey *Laura Ferguson explained the survey and Laura Duffey signed it on behalf of the board.*
- V. **Reports**
  - a. Financial report (Tracy LaFerriere) *There was no financial report.*

- b. Administrator report (Kendra Hunding) *Current enrollment is 81 students. Increase is likely due to well-attended monthly open houses. There is a waiting list for grades K-1. The MCA and MAP tests are done. MCA scores will be released at the end of August. An article/advertisement about the school will appear in the next Minnesota Monthly magazine. The school lost a K-1 teacher, is hiring a new K-1 teacher, a new grade 4-5 teacher, and a part-time special education teacher. Kendra Hunding will move out of the classroom to do administrative work for the 2015-2016 school year.*
  - c. Mission Milestone. *Garden club is meeting every other Wednesday . The school will receive 4 new digital cameras provided by a grant from the ACNW.*
  - d. Schoolyard report (Laura Duffey) *A stand-up composter was donated, will be delivered before school year. Log play space was moved. New wood chips will be refreshed before the school year.*
- VII. **Set agenda for August 18 meeting.** *The August 18 meeting will include:*
- a. *NSA powerpoint/orientation*
  - b. *Distribute board binders (welcome packet)*
  - c. *Sign Board Code of Conduct and/or Board Member Expectations*
  - d. *Vote in new3 officers*
  - e. *Discussion of board goals*
  - f. *Reports on goal accomplishments*
  - g. *Continue to set deadlines for goals*
  - h. *Approve/start board calendar*
  - i. *Report on individual board training opportunities and accomplishments*
  - j. *Work time: Discuss/Update board bylaws*
  - k. *Work time: to address ACNW Operations Survey*
  - l. *Financial report*
  - m. *Administrator report*
  - n. *Mission milestone*
  - o. *Schoolyard report*
- VIII. Board/Committee Action Deadlines *For the August 18 meeting:*
- a. *Jill Best will type and distribute the Board Goals*
  - b. *Judy Malmon will analyze the proposed Code of Conduct/Board Member Expectations, recommend a document that all members should sign, and distribute that document.*
  - c. *Laura Ferguson will create and bring board member binders to all board members.*
- IX. Adjourn meeting. *Meeting was adjourned at 8:15 pm.*