

Natural Science Academy

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NSA Mission: Academic achievement through study and exploration of the natural world.

NSA Vision: Through its "Nature Immersion" curriculum, the Natural Science Academy will:

- Provide an exemplary elementary science program.
- Cultivate and grow each student's connection to the natural world.
- Foster creative and critical thinking.

Create and sustain a safe, supportive, nurturing community in which to learn, explore and *grow*.

Board of Directors Meeting
Tuesday, Sept 20, 2016 6:15 p.m.
Location: Natural Science Academy

Board members present: Laura Duffey, Katrina Nichols, Krista Claude, Mike Engledinger, Heather Owen, Jared Bird, Steve Allwine

Board members absent: None

Ex-officio present: Kendra Hunding, Laura Ferguson, Tracy LaFerriere

Visitors present: None

Presiding: Laura Duffey (President)

Secretary: Steve Allwine

I. Call Meeting to Order (6:15PM):

- a. Laura Duffey called the meeting to order at 6:15 pm.
- b. NSA Mission and Vision read by Krista Claude.

II. Visitors/Non-agenda items (6:18PM):

- a. No Guests or public comments
- b. Agenda discussion
 - i. Concerns about timing (Kendra)
 - ii. Kendra – Board should do a self-assessment before doing board goals
 1. Suggested MACS board assessment
- c. Laura D recommendation – Strategic plan at 30 mins, Board goals – 10 mins, Kendra board assessment 10 mins, board calendar 5 mins, Table policies workgroup,
 - i. Reauthorization due on Nov 15th, needs to be completed by Oct 15th meeting or need a separate meeting
 - ii. Ammended agenda
 1. IV d moved to Reports
 2. IV e tabled
 3. IV c changed to 5 mins
 4. IV d changed to 10 mins

III. Consent Items: Moved to approved, seconded and passed 6:26PM

- a. *Approve modified agenda.*
- b. *Approve Aug 16, 2016 Board meeting minutes.*
- c. *Approve criminal background check policy – Bird*

IV. Discussion/Action Items:

- a. *Laura Duffey*. Review Board vs. Administration responsibilities (6:27PM)
 - i. President Duffey discussed the differences between board and administration. Board monitors the effectiveness of how administration is meeting their goals. The big picture goal is what is done in cooperation. (Kendra agreed that she felt it was covered correctly). The information in the document came from the last board. Discussion about setting objectives for senior administrators and lead teachers. We need a teacher on the personnel committee, so that there is teacher influence in a teacher powered school. Teachers decide who works at the school in a teacher powered school. Board and administrator should collaborate with administrator hire/fire decisions. Jared suggested to change ORGANIZATION to NSA.
- b. *Krista Claude*, Discuss and approve final strategic plan (6:43PM)
 - i. Open floor for discussion
 - 1. Katrina – Looks like board goals are included in the strategic plan. Needs to be more family friendly and easier to understand. Focus areas seem like goals. Kendra H – Focus areas, boil it down to 2-3 word statements (mission/vision, facilities,) Want to avoid vague concepts like ‘best in class’ as it is not definable. This needs to be simplified as it is a public viewable document
 - a. Krista’s response – The first couple pages are an overview, and this plan tends to follow typical corporate best practice.
 - 2. Laura D – Do we make a family friendly version of the document?
 - 3. Laura F – How did we get from a concept of where we want to be in 5 years? And this document looks like how things are being done today. There are things that we are doing today and that is not a plan for 5 years, there are things that we want to grow in and there are things that we want to maintain. She thinks that it would be easier to write it together live, versus looking at all the different versions of the documents.
 - a. Krista’s response – Reviewed the process for those who had not been here at the beginning of the process. Notes for 1,3,5 year, then reviewed themes, documented themes, last meeting of overview. If we need to do something else, then we need to understand where we failed.
 - b. Laura D response – Is the board willing to rehash the document at 30 minutes meeting
 - c. Jared – tracking comments can get tough with 9 or 10 people, in favor of hammering it out at a meeting
 - i. Jared will try to find a time for people and a location at 3M to work through the document, and then Laura F will check if it is required to be under the open meeting law and if so, it will need to be documented.
- c. *Krista Claude*, Discuss and approve one year board goals (7:03PM)
 - i. Table the Board goals until after the evaluations
 - ii. Laura F – Gave examples, Make X number of policies this year. How do we want to proceed
 - iii. Kendra – Recommends that we go through a self-evaluation to be able to knowledgably discuss and set the board goals.
 - iv. Jared to create a sharepoint form and send out a link (by Friday)
 - v. Krista looked at board goals to see what we might want to start on– need to update the by-laws to include the election process, need to start the facilities requirements (Kendra will work after Nov 15th)
 - vi. Laura F – Renewals need to be focused on first

- vii. Laura F – would like to add board participation
- viii. Kendra – Need to be more intentional and assign members to events
- ix. Jared to make the form, complete the form and collate data prior to board retreat
- d. *Laura Duffey, Work group/committees and members*
 - i. MOVED TO REPORTS per amended agenda
- e. *Laura Ferguson, Kendra Hunding, Setting up deliverables and timetable for future policies work group*
 - i. *TABLED per amended agenda*
- f. *Laura Duffey, Board Calendar Discussion (7:23PM)*
 - i. Review month ahead and review what needs to be done
 - ii. Annual report due nov 1st
 - iii. Board has to approve it , so needs to approve at the Oct meeting
 - iv. WBWF – should happen in the fall, would like it to happen before Dec 1
 - 1. Need to know the advisory board and the date of the event
 - v. Leadership training at Audubon training in Nov (11,12)
 - 1. Reimbursable, but donations are encouraged.
 - vi. Nov 15th – Reauthorization due to Audubon
 - 1. Nov Board meeting (suggested Nov 14th) to allow for adjustments to authorization on the 15th.
 - a. Review 3 months out each meeting
- g. *Laura Duffey - Reauthorization deadline is Oct. 18 meeting/possible move Board meeting date in Nov. (7:38PM)*
 - i. Move Nov board meeting to 14th to allow for the document adjustments; however, if there are a lot of changes, then it will be difficult to complete it by Nov 15th
 - 1. Needs to be completed by Nov 7th to make it into board packet

At 7:53, Jared asked permission to extend the meeting past 8:00. All agreed.

V. Committee and Work Group Reports:

- a. *Financial Report – Traci Laferriere (7:42PM)*
 - i. Financial committee met 9/20/16
 - ii. Updates made to cash flow documents, because of enrollment update (72 (budget), 78 (State pay on), 81 (actual)) – fund balance 29% if we keep on target.
- b. *Personnel Report – Steve Allwine, Heather Owen (7:45PM)*
 - i. Items in progress to be reviewed and approved at a later date
 - 1. yearly process
 - 2. Charter
 - 3. Review Kendra’s self-eval
 - 4. Scoring
 - 5. Add a teacher to the committee
- c. *Marketing Report – Kendra Hunding (7:49PM) –*
 - i. No marketing happening at the moment, other than coaching new parents
 - ii. Working with PAC group for dates and balance church’s calendar
 - iii. People appear to be happy with the school
 - iv. Need to get the meeting going again, because Angela was helping and has left the board
- d. *LEAP Report – Kendra Hunding – (7:52PM)*
 - i. Church having outdoor services, so they are sharing the environment
 - ii. Had to rope off the log because of nesting bees
 - 1. Not aggressive

- 2. Teachable moment for the kids and church
- iii. Need to start meeting again November
- iv. Next item is the sand area with the outdated playground, want shade and big rocks
- e. *Administrator's Report – Kendra Hunding – (7:55PM)*
 - i. first 6 weeks are getting kids set with rules
 - ii. testing starts at 3 weeks
 - iii. 82 students
 - iv. Café Zupas Oct 25th
 - v. Testing beginning of Oct
 - vi. Friday Sept 30th pizza night at Borner Farm
 - vii. Open house Oct 13th (Jared, Steve, Katrina)
 - viii. MACS Board training passed around
 - ix. Lion's Levee park –
 - 1. Treasure hunting
 - 2. What lives in the water
 - 3. Dragonflies and Damselfly
 - x. Big River Journey Sept 26th
 - xi.

**8:00PM – Vote on extension of time past 8PM, passed

- f. *Mission Milestone – Kendra Hunding* – included in Administrator's reports
- g. *World's Best Workforce* – discussed in board calendar discussions, so further report was tabled (8:03PM)

Action Items –

- Jared to send out a doodle poll for working session
- Next Meeting Agenda -- Plan the WBWF event, people need to come with ideas for the event
- Jared to create a form for self-eval for board and assign a due date
- Board to complete the self-eval form
- Laura F to forward the email about the administrator retreat - Done
- Nov 14th meeting for Nov
- Laura D Update By laws to cover the election process
- Katrina to Interview Kendra
- Next meeting Oct 18
- Review Personnel committee charter

- VI. **Adjourn Meeting:** At 8:07, Katrina Nichols moved to adjourn the meeting. Heather Owen seconded. Motion approved.