

Natural Science Academy

920 Holley Avenue, Suite 3

Saint Paul Park, MN 55071

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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, May 17, 2016 6:15 p.m.

Location: Natural Science Academy

Board members present: Laura Duffey, Krista Claude, Angela McGuire, Jodi James

Board members absent: Steve Allwine

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

Visitors present: None

I. Call Meeting to Order:

- a. Laura Duffey called the meeting to order at 6:21 pm.
- b. NSA Mission and Vision read by Laura Duffey.

II. Visitors/Non-agenda items:

- a. Note that prior to this Board meeting, there was a Strategic Plan working session from 5:30 – 6:15 pm that was attended by Laura Duffey, Krista Claude, Jodi James, Kendra Hunding, Laura Ferguson, Tracy LaFerriere and Mike Engeldinger.
- b. No visitors.

III. Approval of Agenda:

- a. Krista moved to approve the agenda with no modifications. Angela seconded. Agenda was approved.

IV. Consent Items:

- a. Approve April 19, 2016 Board meeting minutes. Angela moved to approve with no modifications. Krista seconded. Minutes were approved.

V. Discussion/Action Items:

- a. *Lead Teacher Evaluation – Laura Duffey* – Discussed last year's lead teacher evaluation process, the deadlines for this year's evaluation, and what should be included in this year's process. We appointed an Evaluation Working Group - Laura Duffey and Angela McGuire will be on this working group. At next month's meeting, the working group will propose this year's review process, which they will then implement. In addition, Kendra and Laura F will complete their self-evaluations as soon as possible. Once this year's review is completed, the Evaluation Working Group will propose a timeline and process for future years' evaluations.

- b. *Discuss procedure for appointment of new Board members - Laura Duffey* – Because we have experienced recent attrition on the board, we are in a position to appoint new Board members to take their place. Laura D has interviewed three Board member candidates, and two have chosen to go forward to the next step. We discussed whether anyone else should interview the candidates, and decided it was not necessary for these candidates. Laura will bring their appointments forward for approval at next month’s meeting. We also discussed the need to document more formal procedures for mid-term Board appointments. This will be added to our list of policies and processes to be drafted.
- c. *New Board member packet – Laura Duffey* – The current new Board members have been given the Board Expectations document, but we would like to have a more complete new Board member packet ready for future appointments. We agreed to launch a New Board Member Packet working group in August. Krista agreed to serve on this working group. In August, we will ask the new Board Members if one of them would be willing to join this working group.
- d. *Review proposed FY2017 budget – Tracy Laferriere* - Tracy reviewed the proposed assumptions that would be used to formulate the 2017 budget. We had lengthy discussions about what enrollment number to project based on the applications we have so far, the need for a Technology expense line item and how much that should be, and what target Fund Balance range we would like to maintain. Tracy will take this input and formulate the proposed 2017 budget, which we will review and approve at next month’s meeting. In addition, we agreed that we should focus on doing anything and everything possible to retain families who have enrolled at NSA for next year. Keeping enrollment as high as possible is the most impactful thing we can do to ensure we have funds to meet our mission and goals, while maintaining a healthy Fund Balance.
- e. *Review ACNW document deadlines - Laura Ferguson* - We discussed ACNW document deadlines and additional things we can do to ensure they are met.

VI. Reports:

- a. *Financial Report - Tracy LaFerriere* - Tracy overviewed this month’s financial results. Detailed reports were also sent to and reviewed by the Finance Committee.
- b. *Marketing Report*
 - i. *Angela McGuire* - The marketing survey is complete but has not yet been distributed because the annual report survey was a higher priority. We discussed ways to collect targeted input for the marketing survey prior to the end of the school year.
 - ii. *Kendra Hunding* – An open house was held on April 21st and was well attended. Kindergarten and new student round-up was also well attended.
- c. *School yard Work Group – Kendra Hunding* – First phase plans are moving forward. Kendra is looking for ways to get more volunteers for the paver work.
- d. *Administrator Report – Kendra Hunding* – MCA testing is completed, but did encounter several challenges due to technology issues. This reinforces the importance of addressing NSA’s technology issues prior to the next school year. Seed Store is going well and has made about \$500. Seed Store will be in Newport on Sunday, May 22nd, the Wild Bird Store. Laura Ferguson and Kendra Hunding went to the Academic Performance Testing and Environmental Performance Indicator and 5-year evaluation plan workshop. Everyone is invited to the end of the school picnic and graduation, June 8th, at 10am and the Mid-May Mash-up Display Showcase on Friday, May 27th.

Laura Duffey asked for permission to extend the meeting past 8:00 pm and all agreed.

- e. *Board training – Kendra Hunding* – Kendra reviewed completed and outstanding Board training. A couple of items are outstanding and she reminded the Board of the importance of

- finishing this up as soon as possible.
- f. *Mission Milestone – Kendra Hunding* - Kendra reviewed progress against our EE goals.
 - g. *Strategic Planning Next Steps – Krista Claude* - We agreed to continue to devote extra time to this in order to complete it prior to the Annual Report. We will hold another Strategic Planning working session from 5:30 to 6:15 before next month's Board meeting. Krista will include notes and discussion items in the Board Packet so everyone can prepare.
 - h. *WBWF – Strategic goals – Laura Ferguson* – For everyone's reference, the World's Best Work Force statute was included in the board packet. We will include a discussion of this at an upcoming Board meeting.

VII. Set agenda for future Board meetings:

- a. Update by-laws election process – TBD
- b. Decide how Board terms will roll – July or August
- c. Evaluation Working Group propose process for this year - June
- d. New Board members' appointments – June
- e. FY17 Budget Review and Approval – June
- f. Strategic Planning Progress and Next Steps - June
- g. Lease aid application - June
- h. Plan next WBW event – TBD
- i. Discuss WBWF statute - TBD
- j. Procedure for appointing new Board members - TBD
- k. New Board member packet working group - August
- l. More formal and documented go-forward Lead Teacher Evaluation process - TBD

- VIII. Adjourn Meeting:** Jodi James moved to adjourn the meeting. Angela seconded. All approved. Meeting adjourned at 8:35 pm.