

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 Minutes

Tuesday, April 19, 2016

6:15 p.m.

Location: Natural Science Academy

Board members present: Laura Duffey, Jodi James, Krista Claude, Steve Allwine

Board members absent: Angela McGuire

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

Visitors present: Mike Engeldinger, David Greenberg, Heather Owen

- I. **Call Meeting to Order.** *Called to order at 6:15 pm.*
 - a. *NSA Mission and Vision read by Krista Claude.*
- II. **Visitors/Non-agenda items.**
 - a. *There are three visitors.*
 - b. *Jodi James agreed to take minutes.*
- III. **Approval of Agenda.** *Agenda was discussed. There was a proposal to add a Discussions sub-item to appoint an interim secretary. Steve Allwine moved to approve agenda with this modification. Krista Claude seconded. Agenda was approved.*
- IV. **Consent Items** (items that are routine and non-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. *Approve March 15th and March 22nd, 2016 board meeting minutes. It was proposed that the March 22 minutes be revised to include the approximate number of parents present. Krista moved to approve the minutes with the proposed revision. Laura Duffey seconded. Minutes were approved.*
 - b. *Approve 2016/17 School Calendar. Kendra Hunding answered questions about the calendar. A request was made to include the school-year in the title when the calendar is published. Steve Allwine moved to approve the calendar. Laura Duffey seconded.*

Motion was approved.

V. **Discussion/Action Items** (for individual consideration)

- a. **Election Results** – *Mike Engeldinger and Tracy LaFerriere* - Mike and Tracy counted ballots and reported the School Board Election results: 30 total ballots; 28 votes for Krista Claude, Laura Duffey, Jodi James, Heather Owen; 27 votes for Steve Allwine, 25 votes for Angela McGuire. There were also two write-ins. There was a discussion regarding the number of votes needed for a valid election. The Board decided to follow what was written in the most recent version of the approved NSA School Board Election Policy (25). The election was therefore declared valid. Krista Claude, Laura Duffey, Jodi James, Heather Owen, Steve Allwine, and Angela McGuire will begin elected terms on July 1. Laura Duffey will send the Board Expectations documents to the three people who have indicated interested serving through write-ins or by expressing verbal interest. If they agree to the expectations and want to serve, Laura will bring their information to the Board for review and appointment approval. It was noted that the process of identifying a valid election, and also for write-in candidates, should be modified in the by-laws to be more specific and clear prior to the next Board Election cycle.
- b. **Technology** – *Kendra Hunding* - Kendra informed the Board that the administration has identified a critical need to acquire additional computers, both to satisfy testing needs and for ongoing use in the classroom. She requested that Board members let her know of any information they have regarding cost-effective means of acquiring computers. Kendra will work with WAM to document the school's additional computer needs. The computers need to be acquired prior to the 2016-17 school year and will be incorporated into next year's budget.
- c. **ACNW: Academic and Financial Evaluations** - *David Greenberg (ACNW) and Kendra Hunding* – David overviewed the 2014-15 ACNW Academic and Financial Evaluations Report. David and Kendra answered questions about items in the report. One evaluation item is in a Pending status due to missing data. Kendra will meet with David to show him the relevant data so that this item can be resolved ASAP. An agenda item will be added to next month's Board meeting to review ACNW due dates for document submissions, as the evaluation noted that NSA has been late in the delivery of these documents.
- d. **Appointing an Interim Secretary** – *Laura Duffey* – Jodi James agreed to serve as interim secretary for April, May and June. We will appoint a new secretary after the new Board members are in place in July.

VI. **Reports**

- a. **Financial Report** - *Tracy LaFerriere, Mike Engeldinger, and Steve Allwine* – Steve summarized financials, and Tracy reported that full financial details had been reviewed with Finance Committee members. The next steps for drafting and approving the FY17 budget were discussed. Since Enrollment projections are a major driver of the budget, we will discuss Enrollment projections and budget scenarios at next month's meeting. The F17 budget will need to be fully approved in the June meeting.
- b. **Marketing Report** – *Kendra Hunding* -
 - i. An NSA open house will be held on 4/21. There have also been a lot of tours

and classroom visits. Board presence desired: 6:30 – 7:30 on Thursday.

- ii. A Café Zupas fundraiser/community awareness event happened Tuesday April 5th, and it brought in \$160 for Project Leap.
 - iii. Krista gave an update of the ongoing work and progress of the marketing workgroup.
 - iv. Kendra may be asking the Board to sign up to attend local events on behalf of NSA.
- c. **Schoolyard Work Group** – *Kendra Hunding* – Kendra gave an update on Project Leap. Volunteer landscape architect completed initial plans. Church has agreed to all plans and to help with funding, as this represents permanent improvements on their property. Currently obtaining needs and pricing for first phase.
- d. **World's Best Workforce Work Group** – *Laura Duffey* – This year's WBW events are complete. We need to ensure to continue this work by holding a quality and timely community event next year.
- e. **Administrator Report** – *Kendra Hunding/ Laura Ferguson* – Just finished spring NEA MAP testing today. MCA are only for Grades 3-5, and only grade 5 take the science. Enrollment for next year, 80 total. Full for K-1 and 2-3. We have 1 spot for K-1. Seed Store fundraising event, which includes seeds that the students package, opens this week. Seeds are prime and \$2 each packet. The proceeds go to Project Leap. Kendra updated who still has Board training to document and/or complete.
- f. **Monthly Report on EE/Mission Goal** – *Kendra Hunding/Laura Ferguson* – Kendra reviewed examples of progress against each EE goal. This included examples of EE and outside learning every day. Kendra reviewed the data, with outdoor experiences daily, and Edventure trips. She also reviewed community events and Earth Week event. There will be a family event on the final day of Earth Week.
(**Laura D.** asked if we could take a five minute break and then resume, and complete the Board Meeting with the Strategic Planning. This was agreed upon.)

VII. **Board Work Time**

- a. Strategic Planning – All – Krista facilitated an input gathering session regarding Enrollment strategies. We discussed how to accelerate the process in order to ensure our Strategic plan is complete by August. We decided to hold a one hour meeting prior to next month's meeting to complete input gathering, and begin the analysis process. Krista will send an email to everyone summarizing action items and next steps.

VIII. **Set agenda for May 17 meeting – and future board meetings.**

- a. Update by-laws election process – June
- b. New Board appointments – May
- c. Decide how Board terms will roll – July or August
- d. Review ACNW document deadlines - May
- e. FY17 Budget Discussion – May
- f. FY17 Budget Approval – June
- g. Plan next WBW event – June or July
- h. Strategic Planning work time – June prior to Board Meeting

- IX. **Adjourn Meeting** – *Krista Claude moved to adjourn the meeting; Laura Duffey seconded. Meeting adjourned at 8:32 pm.*