

Board of Directors Meeting Minutes

August 18, 2015

6:15 pm

Natural Science Academy

Board members present: Laura Duffey, Jill Best, Judy Malmon, Steve Allwine, Angela McGuire

Staff present: Kendra Hunding, Laura Ferguson, Tracy LaFerriere

Visitors: none

- I. **Call Meeting to Order** *called to order at 6:20 pm*
NSA Mission and vision read by Angela McGuire and Kendra Hunding
- II. **Visitors/Non-agenda items.** *none*
- III. **Approval of agenda** *Minor typos fixed. Steve Allwine moved to approve. Judy Malmon seconded.*
- 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
- V. Discussion/Action Items for individual consideration)
 - a. Approval of June 17, 2015 school board meeting minutes *Judy Malmon moved. Laura Duffey seconded.*
 - b. Approval of 2015/2016 school calendar *Steve Allwine moved to approve. Judy Malmon seconded.*
- VI. **New Member Orientation/NSA Powerpoint** *Kendra Hunding presented powerpoint that is shown to prospective families at school open houses. 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.*
- VII. **Discussion/Action Items**
 - a. Q & A for new board members: *Board members asked questions and discussed answers with staff. It was noted that all new board members must take and document training in charter school administration, finance, and ?? within 6 months of being elected.*
 - b. Vote in officers: *New officers are: 1) Chair—Laura Duffey, 2) Secretary –Judy Malmon, 3) Treasurer—Steve Allwine. Steve Allwine moved, Jill Best seconds*
 - c. Sign Board Code of Conduct and/or Board Member Expectations *tabled until Sep. 15, 2015 meeting.*
 - d. Set deadlines for board goals: *Jill Best presented the board goals. The Board set goals, tasks, deadlines, and assignments for the first 2 goals.*
 - Goal 1: All board members will understand their roles and responsibilities and know where to access board information and documents.*
Steve Allwine will create a board calendar that includes meeting, deadlines, dates for policy review, etc. by Oct. 20, 2015

Jill Best will ensure that all members know board vs. directors responsibilities and post it on google docs for all board members and staff to review by Sep. 15, 2015.

Judy Malmon will create a code of conduct/ board member expectations (from existing documents), and ensure all members sign it by Sep. 15, 2015.

Laura Ferguson will create and distribute a welcome packet to new board members that includes bylaws, policies, annual report, charter agreement, minutes, etc. DONE (5/15/2015)

Goal 2: Board will connect with current families

The NSA board will host a back to school welcome activity in September 2015.

All board members will create a list of ideas for possible ways to connect the board and school with families by 9/15/2015.

The board will offer questions to include on the annual NSA parent satisfaction survey, discuss survey results. (Questions due April 2016. Families receive survey in late April. Board will discuss results in May.

At least 1 board member will be present at all school activities during the 2015-2016 school year.

The board will ensure that all board policies are posted on the NSA website

Keep board connected with school. Each board agenda will include a time for school staff will share a story about student activities, achievements, or other school-related news.

The board will develop a plan to make the annual meeting more inviting to families.

e. *World's Best Workforce Laura Ferguson introduced the WBW concept. A committee will need to be created with at least 1 board member involved.*

f. *Work Time*

i. *Plan fall family welcome event Potluck/BBQ on 9/17/2015, 6:30 – 8 pm. Jill Best will create flyer. Steve Allwine will grill. Other board will bring hot dogs & buns.*

ii. *Review ACNW Operations Survey and last year's report. No longer applicable. Board goals are covering.*

iii. *Create plan for updating by-laws. They need to be more specific. Judy Malmon will discuss with David Greenberg to examine and propose new by-laws at Sep. 16 meeting.*

VII. Reports

a. **Goal accomplishment rep[orts**

- Board goals (Jill Best)
- Code of Conduct/Board member expectations – Judy Malmon
- Board binder in office – Laura Ferguson

- New board member documents – Laura Ferguson
 - Share individual board training opportunities and accomplishments –
Board is invited to attend the Nov. 13-14 ACNW training.
- b. Financial report – Tracy LaFerriere
 - c. Administrator report – Kendra Hunding *80 students enrolled. 5 new staff hired. New website will be launched. Kendra's title is "senior lead teacher." The Board needs to create a personnel committee to review administrator evaluations. Laura Ferguson and Kendra Hunding completed their own administrative evaluations.*
 - d. Mission Milestone – Kendra Hunding *garden club meeting every other week. NSA booth at Newport Pioneer Days attracted new families.*
 - e. Schoolyard Report – Laura Duffey *new schoolyard coordinator is Jill Best. New school yard signage presented*

IX. Set agenda for Sep 16., 2015 board meeting

The meeting will include:

- *All board members will sign board code of conduct/expectations documents. – Judy Malmon*
- *Work time to go over board and executive director responsibilities (from Commons 101) – Kendra Hunding or Laura Ferguson*
- *Work time to continue setting board goals.*
- *Judy will report on her conversation with David Greenberg on what parts of the by-laws need updating*
- *Discuss/set committee for World's Best Workforce*
- *Discuss/set committee to evaluate/review NSA administrator*

X Board/committee action deadlines

Jill Best and Laura Duffey will meet to move forward on the schoolyard project

Judy Malmon will integrate board code of conduct/expectations documents.

Jill Best will update Board Goals

Judy Malmon will contact David Greenberg about NSA bylaws

XI. Adjourn

Meeting was adjourned at 9:05 pm. Moved by Angela McGuire. Seconded by Laura Duffey