

July 12, 2016 Board Meeting Minutes

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, July 12, 2016 5:30 p.m.

Location: Natural Science Academy

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

Board members absent: Heather Owen

(Note that Angela McGuire resigned from the Board prior to this meeting.)

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 5:30 pm.

b. NSA Mission and Vision read by Steve Allwine.

II. Appointments and Agenda:

a. Appoint Jared Bird, Mike Engeldinger, and Katrina Nichols to the board. Laura Duffey moved to appoint these three individuals to the NSA Board, effective today. Steve Allwine seconded. Motion was approved.

b. Approve today's agenda. Today's agenda was discussed and items added and moved.

Krista Claude moved to approve the agenda with these modifications. Laura Duffey seconded. Motion was approved.

III. Strategic Planning work time. Krista Claude facilitated a work session where the Board continued discussions and drafting of the NSA five-year strategic plan.

IV. Visitors/Non-agenda items:

a. No visitors.

V. Consent Items:

a. Approve May 17, 2016 Board meeting minutes. Laura Duffey moved to approve minutes without modification. Krista Claude seconded. Motion was approved.

b. Approve June 21, 2016 board meeting minutes. Laura Duffey moved to approve minutes without modification. Krista Claude seconded. Motion was approved.

VI. Discussion/Action Items:

a. Approve contract for Designs for Learning (special ed contractor). There was a discussion regarding whether the responsibility for criminal background checks needed to be included in the contract. We decided to proceed with the contract without modifications. Krista Claude moved to approve. Katrina Nichols seconded. Motion was approved. As a follow-up, the Board will draft and approve both a Background Checks and Contracts policy to avoid any future confusion regarding these processes.

b. Approve contract for Financial Business Mgr. This contract was distributed and reviewed. Katrina Nichols moved to approve. Mike Engledinger seconded. Motion was approved.

c. Vote in officers: chair, treasurer, secretary. We reviewed the responsibilities of these officers as described in our by-laws, and discussed who would be interested in holding these positions. Katrina Nichols motioned to elect Laura Duffey as chair, Steve Allwine as secretary, and Jared Bird as treasurer. Mike Engledinger seconded. Motion was approved.

d. Set term limits to stagger terms. Laura Duffey facilitated a discussion to determine the terms that will be set for each Board member to ensure staggered terms. Laura Duffey documented these terms and will distribute to the board.

e. Approve FY2017 budget. We briefly discussed the key budget drivers and answered questions. Krista Claude moved to approve the proposed budget. Jared Bird seconded. Motion was approved. FY2017 approved budget:

General Fund

Revenues: \$699,510

Expenditures: \$686,665

Net Income: \$12,845

Beginning Balance: \$124,783

Ending Balance: \$137,628

f. Review and evaluate progress on 2015/2016 board goals. We reviewed and discussed the board goals set last year. Going forward, we will set and review board goals that are aligned with the Strategic Plan we are drafting. Krista Claude will create a board goals document that aligns with the Strategic Plan, and we will review this at the August meeting.

g. Appoint members to lead and sit on committees and workgroups. We discussed the duties of each, whether this would be a committee or workgroup, and who was interested in each.

i. Personnel committee – Krista Claude moved that the Personnel committee include Laura Duffey, Steve Allwine and Heather Owen. Jared Bird seconded.

Motion was approved. ii. Finance committee – As our newly elected treasurer, Jared Bird will chair this committee, and Mike Engledinger will continue to serve on the committee. We will finalize this committee's membership at the next meeting.

iii. World's Best Work Force committee – Laura Duffey will ask Heather Owen if she would be interested in leading this committee.

At 8:04, Laura Duffey asked permission to extend the meeting 30 minutes. All agreed.

iv. Facilities workgroup – Kendra Hunding, Katrina Nichols, and Mike Engledinger are interested in serving on this workgroup.

v. ACNW contract renewal workgroup – Krista Claude is interested in serving on this workgroup.

h. Strategic Planning next steps – The first draft of the final Strategic Plan document will be distributed for review at the next meeting. To ensure ample discussion time, we agreed to start the next meeting at 6:00 instead of 6:15.

i. Board member training check-in – Discussed status of first year required board member training.

VII. Committee and Work Group Reports:

a. Financial Report – This report was skipped as we approved the budget today.

b. Marketing Report – Kendra Hunding reported on NSA's presence at Strawberry Fest.

c. LEAP Report – Kendra Hunding reported that LEAP phase 1 will be installed on Aug 6.

She will send more information about the time and what volunteers are needed.

d. Administrator's Report – Kendra Hunding reported that the MN comprehensive testing results should be coming soon, but we expect most of our classes will not meet the sample size needed to report. Enrollment for next year is currently at 86 students, plus

a few on the waiting list.

e. Mission Milestone – Kendra Hunding indicated that there is nothing to report as school

is out of session.

VIII. Set agenda for future Board meetings:

- a. Review board calendar
- b. Review first draft of strategic plan document
- c. Discuss one year board goals
- d. Contract policy
- e. Background check policy
- f. Finalize any remaining or additional committees and workgroups

IX. Adjourn Meeting: At 8:30, Katrina Nichols moved to adjourn the meeting. Laura Duffey seconded. Motion was approved.