



Board of Directors Meeting Minutes

MEETING NAME: <i>Board of Directors</i>	Meeting called to order by: Mike Engeldinger	MEETING DATE & TIME: August 21, 2018 @ 6:15 pm	Guests in attendance: Zach Fjelstad		
MTG LOCATION: NSA Learning Lab	Time Meeting adjourned @:	MTG FACILITATOR: Interim Board Chair			
Board Member, Position:	Present	Board Member, Position:	Present	Ex-officio Members, Position:	Present
Mike Engeldinger, Interim Chair	Present	Heather Owen, Parent Member		Kendra Hunding, Lead Teacher	Present
Katrina Nichols, Secretary	Present	Andrew Wirtz, Parent Member	Present	Traci LaFerriere, Business Manager	Present
LEGEND: P = Present / C = Call in			Quorum meets (.50) of (4+1), rounded to the next wholenumber = 3; Members Present =		

Natural Science Academy Mission

- Academic achievement through study and exploration of the natural world.

Natural Science Academy Vision

- Through its "Nature Immersion" curriculum, the Natural Science Academy (NSA) 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

I. Call meeting to order-

6:19 p.m. Meeting called to order by Mike Engeldinger

II. Visitors & Non-agenda Items-

Lotus contract for ASD services (evaluation and IEP meetings). Nichols moves to approve contract for 18-19 school year. Wirtz seconds. Ayes unanimous.

III. Approval of the Agenda-

Wirtz moves to approve agenda, Nichols seconds. Motion passes unanimously.

IV. Consent Items- Note that consent items are items to be approved via a single motion. However, individual items may be motioned to be moved to the Discussion/Action items section.

a. July 17, 2018 Board Meeting Minutes

b. Approve Letter of Resignation of Kate Maki from the board (due to conflict of interest as NSA staff member)

Wirtz moves, Nichols seconds approval of consent items. Motion passes unanimously. Maki's resignation is effective the date of her letter. Board approves resignation.

V. Discussion/Action Items

a. Audubon Center of the North Woods (ACNW) Notice of Concern Follow-up & Performance Data Request

Nichols reports that the NOC follow up is being worked on and the data has already been compiled. Nichols suggests that the data from the performance data request should be redacted before the board packet is made public.

b. Discussion Regarding Election Policy Conflict & State Statute

Engeldinger reports that he thought there may be conflict between the election policy and statute regarding appointees and start and end dates (specifically the part about the term of an appointed member being one year vs. until the next election period), but after review of statute and the policy, could not find a conflict. Wirtz suggests that the election policy be reviewed by committee to be reported on at September's meeting and definitively taken care of before November's meeting. Engeldinger suggests that board member terms be recorded in the monthly agenda/minutes template, to be adjusted each voting period.

c. Board appointment- Zach Fjelstad

Nichols moves to appoint Zach Fjelstad effective August 22, 2018. Wirtz seconds. Ayes unanimous.

d. Review of Items Presented during Finance Committee (Mike Engeldinger)

All finance committee discussion items were put in the board packet. Committee consisted of Engeldinger, Rocquebert, Hunding, and LaFerriere. Since Rocquebert is no longer a board member and Engeldinger's resignation is effective tomorrow, Engeldinger decided the documents should be discussed at the full board meeting. Wirtz volunteers to be a member of the finance committee. Audit fieldwork started August 3. Auditor suggested having a trustee position-- someone(s) who review financial source documents periodically.

VI. Reports

a. Financial Report & Financial Statements, presented by Traci LaFerriere

Reports through June 2018. Fund balance percentage is 30.8%. FY19 Budget included, based on 80 kids, enrollment projected for more than that. Staffing pattern is different, too. Have a budget that allows for planned changes -- enrollment is 94, which is 14 more kids than budgeted. Extra money will fund those changes. LaFerriere is putting together a draft of reallocated money to address the Notice of Concern from ACNW to be sent to ACNW by August 24, 2018.

Audit field work is August 3. Auditor has contacted a sampling of board members for interview.

Approve June & July Financial Statements and Financial Report, subject to audit.

Wirtz moves to approve, Owen seconds. Ayes unanimous.

b. Minnesota Association of Charter Schools (MACS) Charter Report

Onboarding- New Member Orientation & Beyond

MACS guidance for onboarding new board members. LaFerriere brings up that we had a handbook at one point, and could charge Special Projects Coordinator with the project of finding and revamping those resources. Engeldinger reiterates that we have the option to outsource the project to MACS. Wirtz suggest we get a quote and review the cost-effectiveness of the option at the September meeting.

Pioneers in Minnesota's Charter School Movement, by Wayne Jennings

Minnesota Depart. Of Education (MDE) & MACS webinar on setting up a SE Regional Crisis Team

Rock 'N' Read Project grant funding available from legislature

c. Policy Committee, presented by Katrina Nichols

Zach Fjelstad volunteers for policy committee. He also volunteers to be the treasurer of the board. Wirtz volunteers to be board chair. Nichols moves to appoint Fjelstad for Treasurer and Wirtz for Board Chair. Owen seconds motion. Ayes unanimous.

d. Marketing Report, presented by Kendra Hunding and Heather Owen

St. Paul Park National Night Out and Newport Pioneer Day marketing events occurred. Led to a few enrollment leads.

e. Administrator's Report/Mission Milestone, presented by Kendra Hunding

Garden (from seed sale seeds) doing well. Nothing much else to report.

f. Board Continuing Education, presented by Mike Engeldinger

MACS has opened board training in the Twin Cities on 08/06/18. New board members need to sign-up

g. Parent Action Committee (PAC) Report, presented by Heather Owen

Events look the same as last year.

h. Works Best Workforce (WBWF), presented by Mike Engeldinger

On track

ACNW with annual report due Nov. 1 and MDE in December

i. Project LEAP Update, presented by Andrew Wirtz

Log project is coming along. Wirtz has farmer friends donating boulders and the transportation. Got a green light from landlord this spring, but after change of landlord staff, there was some delay in project. Church removed the playground equipment, but is delaying boulder project. Picket fence part of the project could be funded with donations already lined up--it was for equipment rental. Landlord said let's proceed with the fencing project. Wirtz says next step is to get comparable quotes for fencing materials. LaFerriere brings up that we increased our rent last lease renewal with the understanding that facilities projects would be completed by the landlord. Hunding asks LaFerriere to write up a summary of that so that the landlord might pay for the fence. Hunding is meeting with landlord on Thursday and will discuss this.

Boulder/Fence issue

VII. ACNW Compliance Check-in

See above for V(a).

VIII. Good & Welfare

IX. Motion to Adjourn Meeting (non-debatable)

Engeldinger moves to adjourn. Ayes unanimous to adjourn. Meeting adjourns at 7:52 p.m.

Next Meeting

Date and Time	Location	Description	Key Contact
Tuesday, September 18, 2018 @ 6:15 pm	Natural Science Academy	NSA Board Meeting	Any Board Member