



Board of Directors Meeting Minutes

MEETING NAME: <i>Board of Directors</i>	Meeting called to order by: Andrew Wirtz, 6:17 p.m.	MEETING DATE & TIME: Oct. 23, 2018, 6:15 pm	Guests: Amanda Wilcox			
MTG LOCATION: NSA Learning Lab	Time Meeting adjourned @: 8:08	MTG FACILITATOR: Interim Board Chair				
Board Member, Position:	0	Present	Board Member, Position:	Present	Ex-officio Members, Position:	Present
Andrew Wirtz, Interim Chair	P				Kendra Hunding, Lead Teacher	
Katrina Nichols, Secretary	P				Traci LaFerriere, Business Manager	
Zach Fjelstad, Treasurer	P					
Heather Owen, Parent Member	Absent, posted resignation					
LEGEND: P = Present / C = Call in			Quorum meets (.50) of 5, rounded to the next wholenumber = 3; Members Present = 4			

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-

6:17

II. Visitors & Non-agenda Items-

Heather's resignation added to action items, policy for religious non-discrimination, religious accomodation, and equal access to school facilities added to discussion items. Data practices policy put in next meeting's to-do list for discussion.

III. Approval of the Agenda-

6:26 Nichols moves to approve the agenda with amendments made listed above. Fjelstad seconds. Motion carries

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. Sept. 2018 Board Meeting Minutes

6:27 Fjelstad moves to approve, Wirtz seconds. All say aye.

V. Action Items

a. Annual Report (Approve)

Fjelstad moves to approve annual report draft. Nichols seconds. All say aye. Wirtz asks that when the final is sent out to ACNW, it be sent to board members too.

6:36 Hunding affirms that will happen.

b. Heather Owen, resignation

6:37

Submitted resignation via email this evening. Fjelstad moves to accept, Wirtz seconds. All say aye.

b. New Member Board Packet (Review, question, approve)

Nichols brings up Description of NSA Board Committee/Workgroups. The current description says work groups are not subject to open meeting law and that the list of committees is not current. Discussion about difference between work group and committee, and the subjectness to open meeting law. Conclusions: if the group is charged by the board with a task and reports back to the board, it's a committee and is subject to open meeting law. A work group is an informal group developed by staff, teachers, or volunteers independently of the board. Since work groups, as defined above, are not involved in school governance, they're not subject to open meeting law. The list of committees should be corrected to reflect this discussion. Nichols volunteers to make those corrections and will submit it for discussion at next board meeting. 501 Commons Best Practices for Boards, Nichols brings up self-assessment might be useful to do quarterly. Wirtz suggests that at each of the next two board meetings 10 of the documents are reviewed in depth, so that all approximately 20 documents are reviewed. By January, then, the new board member packet would be ready to go. Fjelstad asks what we should move on first--the discussion plan presented by Wirtz, or the clarification on Committees/Workgroups. Wirtz moves to accept changes as discussed to the Description of NSA Board Committee/Workgroups (the list of committees therein), Fjelstad seconds. All say aye, none opposed. Wirtz moves that the first 10 documents in the New Member Board Packet be reviewed by all board members at the Nov. 2018 meeting. The remaining documents will be reviewed in Dec. 2018. Fjelstad seconds, all say aye.

c. Process for Appointing New Members (review, approve)

Wirtz recommends that the process be moved to policy committee to draft the next steps of the process after the interview happens--reviewing the materials at the next board meeting, etc. Wirtz moves to send the process to committee, Fjelstad seconds. All say aye.

d. Board Applicants (Review and vote to approve or not each applicant)

7:10

Jared Bird: Wirtz mentions he hasn't met Jared, but has read the email responses to the interview. Board experience (has been on our board before), has raised money for the school. Fjelstad moves to appoint Jared Bird, Nichols seconds. No nays, motion carries. Jill Dahl: Fjelstad moves to approve, Nichols seconds. No nays, motion carries. Jennifer Raymer: parent member, very enthusiastic about helping. Hunding has one concern: opted child out of MAP testing which is one major way we measure student progress, which seems like it might be a conflict with something we do. Wirtz points out that it's sometimes beneficial to have an opposing or challenging or differing perspective. Good to have someone that begs to differ for the sake of it in the moment sometimes. Nichols points out that Raymer says she likes to gather all the information before she moves on the decision, which Nichols says she can get behind. Wirtz moves to appoint Raymer, Nichols seconds. Wirtz and Nichols say aye, Fjelstad abstains. Amanda Wilcox: perceived conflict of interest brought up and addressed. Nichols moves to appoint, Wirtz seconds, Wirtz votes aye. Fjelstad votes nay. Nichols retracts motion and moves to table voting on the appointment of Amanda until next meeting, Nov. 2018. Wirtz seconds, all say aye.

VI. Discussion Items

a. Open Meeting Policy

7:29 Nichols explains this is just a brief of the brief, to clarify for the board Open Meeting Law. Wirtz moves to put the Open Meeting Policy on the agenda as a consent item for next meeting

b. Policy for Religious Non-Discrimination, Religious Accommodation, And Equal Access to School Facilities

7:30 Fjelstad moves to approve the policy as written, Nichols seconds, all say aye.

c. Board Elections and Campaigning Policy

7:35 Nichols moves to table the discussion of this policy because it wasn't included in packet, Fjelstad seconds, all vote aye.

d. Rules of Order - Assign someone to research Robert's Rules and Parliamentary and report back to board next month. Vote then on which we'd like to adopt.

7:37 Fjelstad volunteers to research Robert's Rules and Parliamentary Procedures. Wirtz asks that it just be pros and cons and a recommendation to next board meeting.

VII. Reports

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

7:38 Fjelstad reads aloud the narrative report. Actual ADM is higher than budgeted. Wirtz moves to approve the financial reports presented, subject to audit. Nichols seconds. All say aye.

b. Mission Milestone/Administrator Report, Kendra Hunding

7:43 Env. Lit context is migration, each adventure trip is tied to that. Crosby trip, 2/3s saw their migratory animal, robins. Otters saw an eagle's nest, but now eagles. K/1s did not see monarchs. Apple Orchard--pollinators, K/1s connected to monarchs. Learned about voles as apple pests, one kid said, "Well, they need to eat to survive!" Coming up next month is quarterly academic check-in.

c. Policy Committee, presented by Katrina Nichols and Zach Fjelstad

7:47 Fjelstad and Nichols have done a lot of work on policies this month. Fjelstad would like board to discuss the records retention policy next month, moves to review three policies at next meeting.

d. Marketing Report, presented by Kendra Hunding

7:48 Open House--new student as a result! Kate Maki looked into billboard rental, which is more expensive than thought: about 1200 dollars. Instead, Hunding suggests large letters on the side of the building--about \$1,000 to buy and install. Wirtz suggests having a few bids or estimates presented to the board.

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

7:51 Hunding brings up that Heather was on the Worlds Best Workforce Committee, which means that her resignation leaves a vacancy. Fjelstad moves to discuss the development of the World's Best Workforce. Retracts motion, amends: Fjelstad moves to form the committee and give it a job at the November 2018 board meeting. Nichols seconds. All say aye.

VII. ACNW Compliance Check-in

a. Authorizing activities review

7:56 Was reviewed.

d. Board Training and Development

i. Statute-required trainings check in

Wirtz requests that new appointees should be notified of upcoming board trainings in the email notifying appointees of their appointment.

Reminds/informs Fjelstad that there are MACS trainings available.

ii. Plan for ongoing board training at future meetings

Nichols brings up an idea from a MACS training--having 10 or fewer minutes on the agenda for a short board training led by a board member. Fjelstad suggests doing a board retreat instead. Wirtz says he thinks the rotating 5 minute training idea is a good idea. Suggests perhaps taking a retreat on top of this. If we gave people notice ahead of time of when and what they'd be responsible for researching, this could work.

VIII. Board/Committee Upcoming Deadlines & Discussions

World's Best Workforce due December 1, does not need to be approved by board because the content is in annual report.

IX. Next Meeting

Data practices policy, rules of order discussion, first 10 documents in new member board packet, vote on Amanda Wilcox's and Caitlin Talarico's appointment to the board in Nov. Wirtz resigns effective November. Bird, Raymer, and Dahl can start next meeting.

X. Motion to Adjourn Meeting (non-debatable)

8:08 Fjelstad moves to adjourn, Wirtz seconds, all say aye. Meeting adjourned.

