

Board of Directors Meeting Minutes

October 20, 2015

6:15 pm

Natural Science Academy

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

Board members absent: none

Staff present: Kendra Hunding, Laura Ferguson, Tracy LaFerriere

Visitors present: Jodi James, potential teacher board member; Krista Claude, potential community board member

- I. **Call Meeting to Order** *called to order at 6:20 p.m.*
NSA Mission and vision read by Kendra Hunding
- II. **Visitors/Non-agenda items.** *Two visitors, as noted above. No non-agenda items.*
- III. **Approval of agenda.** *Agenda was modified to add Board Member Expectations as Consent item, to add Appointment of New Board Members as Discussion/Action item, to add the Annual Report as a Report item, and to correct the title on Board vs. Administrative responsibilities. Angela McGuire moved to approve agenda as amended. Judy Malmon 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. Approval of September 15, 2015 board meeting minutes. *Jill Best moved. Steve Allwine seconded. Minutes were approved.*
 - b. Approval of Annual Charter School Assurances form. *Form was signed by board chair.*
 - c. Board Member Expectations. *All board members signed the final, approved draft of this document, to be kept in the Board of Directors binder.*

- V. **Discussion/Action Items** (for individual consideration)
- a. **Appointment of New Board Members**—*Katrina Nichols declined board appointment; the board accepts her resignation. New board member candidates Krista Claude and Jodi James were introduced to the board members and briefly introduced themselves. Board chair appointed new board members Krista Claude and Jodi James, effective immediately.*
 - b. **Board vs. Administrative Responsibilities.** *Board reviewed and discussed list of responsibilities excerpted from “501 Commons.” Document reflecting discussion filed with board documents in the Board Binder.*
 - c. **Discuss ACNW Site Visit letter.** *Discussion of contents of letter, dated September 2, 2015, following up from the ACNW site visit in April of 2015. Board members will respond to concerns raised in a written letter to the authorizer, and will come to next board meeting prepared to address how we are moving forward.*
 - d. **Board Goal: pick one to address.**—*Jill Best –board has selected goal of Enroll new families/Marketing as primary focus. Members observed that progress has been made on most goals listed in Board Goal sheet.*
 - e. **How to engage families**—*Discuss ideas submitted by members. Ideas submitted included: Dec. 8 dance party; author’s night with Mike and Ann Preble (Jodi James as contact); family game night; outdoor event such as sledding; clean up of Riverside Park; have families make sign to announce adoption of park; St. Paul Men’s Chorus + spaghetti/taco dinner served by board fundraiser; great gatherings (school community members host/present events for other school community members, leveraging potentially secret skills). Jill will share list with the parent action committee and follow up with the board.*

8:00 pm: Laura Duffey confirmed that all board members agree to stay beyond 8.

- f. **Set up marketing committee.**—*Kendra Hunding, Angela McGuire, Krista Claude will be the initial board members to initiate the marketing committee. Jill will announce committees to parent action committee at their next meeting.*

- g. **World's Best Workforce** – *Laura Ferguson explained about this MN Dept of Ed. Program, in which all schools are required to participate*
- h. **New Bylaws.** *Judy Malmon—Board reviewed, discussed and edited proposed revisions to bylaws, and comments thereto by David Greenberg of ACNW. Judy Malmon moved that Board approve bylaws as edited, to be submitted to ACNW and filed with the Secretary of State; Steve Allwine seconded. Motion carried.*
- i. **Board training opportunities.**—*Audubon Center now pays for 2 people to go to Nov. 13-14 Charter School Board conference. Jill Best and Steve Allwine plan to split attendance for Fri.-Sat. training. Registration deadline Oct. 30.*

VI. **Reports:**

- a. **Administrator evaluation committee**—*An emergency meeting was held September 16 for Steve Allwine and Laura Duffey to evaluate Kendra Hunding and Laura Ferguson. Their report was submitted to the authorizer and is available on GoogleDocs.*
- b. **Schoolyard report**—*Jill Best—A parent group moved the woodchips. Following up from an insurance review, nails were removed from logs, and logs with rebar will need to be removed.*
- c. **Parent Action Committee meeting.**—*The newly established Parent Action Committee is very energetic and enthusiastic about planning and executing events. Committee will hold monthly meetings.*
- d. **Family Events committee (aka WBW committee).**—*The BBQ event scheduled for Sept. 17 was cancelled due to rain. Jill Best will attend the Nov. 5 Parent Committee meeting to discuss planning of Dec. 8 event.*
- e. **Financial Report.**—*Tracy LaFerriere*
- f. **Administrator Report/Annual Report.**—*Kendra Hunding—NSA received another 'Crazy 8' math grant to help kids feel like math is fun and positive; this should be up and running by November. NSA will be selling fair trade animal hats for a fundraiser; sale notice will go out to families and will be posted on website. NSA will be doing a fundraiser night*

through Café Zupas in Woodbury. The school is in need of a paraprofessional and a special education teacher sub/permanent replacement. The Board approved the NSA annual report at a special meeting on Sept. 30.

g. Mission Milestone – Kendra Hunding—Kids are having fun outside!

VII. Board/Committee Action/Deadlines: (items that will be worked on outside of the board meeting; who will work on the tasks; when they will be completed)

- Jill is going to Nov. 5 Parent Committee meeting
- At Dec. meeting will appoint Nominating Committee
- Judy will submit approved bylaws to ACNW
- Board members will send Jill their Google email addresses
- Laura Ferguson will draft written response to ACNW site visit letter

III. Set Agenda for Nov. 17 meeting

- Holly Garnell, ACNW will give 15-min presentation about our authorizer in Nov.

IV. Adjourn Meeting—Angela McGuire moved to adjourn, Jill Best seconded; meeting adjourned at 9:25 p.m.