

Board of Directors Meeting Minutes

November 17, 2015

6:15 pm

Natural Science Academy

Board members present: Laura Duffey, Jill Best, Judy Malmon, Angela McGuire, Jodi James, Krista Claude

Board members absent: Steve Allwine

Staff present: Kendra Hunding, Laura Ferguson, Tracy LaFerriere

Visitors present: Holly Garnell, ACNW

- I. **Call Meeting to Order** *called to order at 6:20 p.m.*
NSA Mission and vision read by Krista Claude

- II. **Visitors/Non-agenda items.** *One visitor, as noted above. No non-agenda items.*

- III. **Approval of agenda** *Jodi James moved to approve agenda with slight modifications. Krista Claude 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 October 20, 2015 board meeting minutes. *Jill Best moved to approve the minutes as amended. Angela McGuire seconded. Minutes were approved.*

- V. **Discussion/Action Items** (for individual consideration)
 - a. **Brief follow-up to bylaw changes** – *Judy Malmon, Krista Claude*
Board members discussed clarification of authority granted to committees, which is as granted by the board. If designated as “committee” level with decision-making authority, then becomes subject to open meeting law; if designated as “working subcommittee” or “work group,” then exempt from open meeting law and required to bring decisions to board. Krista Claude reported on recent decisions regarding this provision, which acknowledged tension between reporting

requirements and effective committee action. Board agreed to proceed with “work group” designation for all but finance subcommittees currently in place or in formation.

The board further agreed that election/nomination process will be clarified by Nominating Working Group in a brief document, which shall be its first task. The Nominating Working Group will submit the election process to the full board for approval at the December 15 meeting.

a. Board training opportunities (MACS, MAP Boot Camp) – Laura Ferguson, Kendra Hunding, Krista Claude

Krista Claude reported on the MACS training on charter school governance she attended in Nov. 11.

Kendra Hunding will arrange with Tracy LaFerriere and Edvisions to provide financial and employment law training to fulfill the board’s training requirements. Kendra will review scheduling options and report to the board at the Dec. 15 meeting.

b. Appoint Nominating Work Group –

Krista Claude and Laura Duffey will be initial members of the Nominating Work Group; request will be made of Steve Allwine and school parents for additional interested participants. Laura Duffey will draft an email seeking parent volunteers for working groups and submit to the NSA office for distribution to parent email list.

In addition to clarifying the election process (see section V.a., above), the work group has the following goals/schedule:

- i. Jan. 19-22 – Collect nominations for new board members. Jan. 22 deadline for nominations.
- ii. Feb. 19 – deadline for notifying candidates for inclusion on the ballot
- iii. Mar. 22 – NSA Board event: “NSA Family Fun Event” to be determined by Annual Meeting planning committee. This event will include NSA board elections.

b. ACNW presentation on authorizer relationship to school – Holly Garnell, ACNW

VI. Reports:

a. Financial Report- Tracy LaFerriere

Auditor will attend the Dec. 15 meeting; public schools are required to do independent audit every year.

Currently, the Finance Committee consists of Steve Allwine and Tracy Laferriere. Tracy requested that the board appoint additional members in order to maintain best practices. Angela McGuire will join this committee, and Laura Duffey will include a request for participation in this committee in her email to parents. The board will establish regular finance committee meeting schedule going forward.

- b. **Administrator evaluation committee**—*Steve Allwine and Laura Duffey*
Laura will put their evaluation documentation in the Board Binder.

- c. **Schoolyard report** – *Jill Best & Laura Duffey*
Discussion of arrangement of benches in schoolyard, which are needed for outdoor learning.

- d. **Marketing Work Group** – *Angela McGuire*—
The group did not yet meet but will do so soon to designate timeline with primary initial objectives and share at Dec. 15 meeting. Additional participation request will be pursued later on as needed basis.

- e. **Family Events Work Group** (aka World’s Best Workforce)—*Jill Best*
The parent group held a meeting and planned a pizza and game night for Dec. 15, 6-8 p.m. The board will adjust its December board meeting to begin at 6:30 to allow members to come early to attend event. This will not fulfill our requirements as a WBW event, as originally anticipated. Laura Ferguson will meet with Jill and the parent group leader to provide guidance on planning and financial issues. The parent group will meet on the first Thursdays.

- f. **Administrator Report** – *Kendra Hunding*
Laura and Kendra attended Teacher-Powered Schools Conference and visited Avalon, another teacher-powered school, which has lots of data showing this is effective. There is a national movement on this.
They also attended Audubon retreat and met with people in charter school community.
Crazy 8s math club starting this week
Book sale next week
2 new students

Parents have expressed concern about school building security; currently solution is to lock the door; doorbell or code may be solution eventually. NSA will be hiring special education teacher and 2 para-professionals, all full time.

Draft letter to ACNW has been sent to board members; board discussed the importance of communication taking place directly between the authorizer and the board, not the administration

National school choice week in January 24-30—shines positive spotlight on effective education; Laura F. suggested we coordinate our WBW requirements into an event in conjunction

g. Mission Milestone – Kendra Hunding—

The students have decided to stop wasting food, so they collect leftovers from lunch and put it out in the birdfeeders.

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 – to be written into the minutes)

- Krista and Laura will meet with nominating work group
- Kendra will connect with Tracy and Edvisions re setting up employment and financial training
- Marketing work group will meet
- Laura will track down Minn Stat 124(e) and contract with ACNW and send to all board members
- Board members will review ACNW response letter and come prepared to finalize to send
- Laura will draft and send email seeking volunteers for work group and committee participation

III. Set Agenda for Dec. 15, meeting

- Meeting to begin at 6:30; Pizza and games at 6:00
- Auditors will attend
- Nominating Work Group will submit election process plan
- Marketing Work Group report
- Finance Committee report

IV. Adjourn Meeting—*Laura Duffey moved to adjourn, Jodi James seconded; meeting adjourned at 8:30 p.m.*