

Natural Science Academy

920 Holley Avenue, Suite 3

Saint Paul Park, MN 55071

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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 Minutes

Tuesday, December 15, 2015

6:30 p.m.

Location: Natural Science Academy

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

Board members absent: Steve Allwine, Angela McGuire

Staff present: Tracy LaFerriere

Staff absent: Kendra Hunding, Laura Ferguson

Visitors present: John Lorenzini--CliftonLarsonAllen

- I. **Call Meeting to Order** *called to order at 6:35 p.m.*
NSA Mission and vision read by Jodi James
- II. **Visitors/Non-agenda items.** *One visitor, as noted above. No non-agenda items.*
- III. **Approval of agenda** *Krista Claude moved to approve agenda, as modified to accommodate board member and staff absences. 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 November 17, 2015 board meeting minutes. *Jill Best moved to approve the minutes. Krista Claude seconded. Minutes were approved.*

V. **Discussion/Action Items** (for individual consideration)

- a. **Report on FY 2015 financial audit**—*John Lorenzini*—John reported to the board on the results of NSA’s FY 2015 financial audit, noting that NSA financials look clean, and there were no findings of any legal or compliance issues.
- b. **Board Training on Finances and Employment Law**—*Tracy LaFerriere*—In Kendra Hunding’s absence, Tracy reported that there is as yet no date set for the board training, to be provided by Tracy and EdVisions. The board agreed that this training should be held before the end of the first quarter of 2016 (March 31). Laura Duffey will follow up with Kendra.
- c. **ACNW site visit report and response letter**—*Laura Duffey*—the board reviewed response letter draft and made revisions. Jodi James moved to approve the letter as modified. Krista Claude seconded. Motion carried. Laura Duffey will input the changes, and put the letter in the mail to ACNW by Friday, December 18.
- d. **Approve election process plan**-Nominating Work Group—*Krista Claude*—Krista Claude reviewed the process and timeline documents generated by the Nominating Work Group. The election will seek to fill up to seven board positions, of which at least one must be a parent. Judy Malmon moved to approve the election plan; Jodi James seconded. The election plan was approved.
- e. **Appoint Annual Meeting Planning Work Group**—The board appointed Jodi James and Jill Best to head the planning, with the parent group, of the March 22 “Family Fun” event, to coincide with board elections and the board’s annual meeting. The Nominating Work Group will cover the election details for that date. Laura Duffey will handle the annual meeting.
- f. **Annual Report Review and Feedback letter from ACNW**—*Laura Duffey*—ACNW sent a letter regarding NSA’s FY15 Annual Report and WBW Report noting that revisions to the Annual Report must be turned in by February 29, 2016. The board will need to see draft revisions by January 19, in order to approve the final version at the February 16, 2016 board

meeting. Kendra Hunding and Laura Ferguson will make the needed changes per noted timeline.

- g. **Marketing Work Group—*Krista Claude***—Krista Claude reviewed the Marketing Work Group Charter setting the strategy for design and implementation of a marketing plan, to begin in March 2016, and to be overseen by Kendra Hunding as administrator. Laura Duffey moved to approve the Charter; Judy Malmon seconded. The Charter was approved.

VI. Reports:

- a. **Financial Report—*Tracy LaFerriere***—Tracy reported on the school finances. Angela McGuire has reviewed the December financials. Laura Duffey reported that there is a parent who is interested in being on the finance committee.
- b. **Schoolyard Work Group—*Jill Best***—*no report*
- c. **Family Events Work Group (aka Worlds Best Workforce Work Group)—*Jill Best***—Family Game Night event was well attended. Board discussed establishing more formal liaison role for a board member job assignment at committee events. Jodi James reported that a group will be doing a meet-up at the MIA Jan 16 at 10 am. Teachers are interested in doing one event per month. Eventually, goal is to have entire year mapped.
- d. **Administrator Report—*Laura Duffey for Kendra Hunding*** —
 - i. Academics—MAP testing complete, board will be getting info on academic growth
 - ii. Fundraising—animal hat fundraiser website has inexplicably disappeared, and money will be refunded;
 - iii. Marketing—Kendra went to Dodge Nature Center to let parents know about NSA match with Dodge curriculum
- e. **Mission Milestone—*Laura Duffey for Kendra Hunding*** – There has been an abundance of off-campus outdoor learning opportunities so far this year

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)

VIII. Set agenda for Jan. 19 meeting

- a. Approve response to Nov. ACNW site visit
- b. Review marketing plan template from Marketing Work Group
- c. Annual meeting planning report—*Jodi James*

- d. Revisions to annual report as requested by ACNW—Kendra Hunding/Laura Ferguson
- e. Will appoint a note-taker into board meeting to record action items and deadlines

IX. Adjourn Meeting—*Judy Malmon moved to adjourn the meeting; Krista Claude seconded. Meeting adjourned at 8:50 pm.*