

Natural Science Academy
920 Holley Ave. Suite 3
St. Paul Park, MN 55071
651-925-5050

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 Agenda

Tuesday, December 19th, 2017

6:15 pm

Location: Natural Science Academy

Present: Jaime Roquebert, Mike Engeldinger, Jared Bird, Heather Owen, Katrina Nichols

Present, Ex-officio: Traci LaFerriere

Kendra Hunding and Meghan Creighton are absent

Visitors:

- I. Call meeting to order

Jared Bird called the meeting to order at 6:20

- II. Visitors/non-agenda items (*each visitor will have 5 minutes to speak without comment or discussion*) call for public comment.

Non-agenda item—Bird is resigning from the board. The official letter will come via email within 24 hours to board and David Greenberg. Nichols will put together the agenda for the January meeting, at which a new chair will be appointed in accordance with our bylaws.

- III. Approve the agenda.

V.a struck from the agenda as CLA auditor rescheduled.

Nichols moves to approve the agenda, Owens seconds and all vote yes.

- 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. October 24th, 2017 board meeting minutes
 - b. Policies:
 - 604 – Communication Policy

Roquebert moved to approve, Owens seconds, Consent items approved unanimously.

- V. Discussion/Action Items
 - a. CLA Auditor presentation
 - b. Additional policies

- Board Member Training Policy

Board discusses and decides training requirements should be changed to “MN statute required training.”

- Crisis Management Policy

Questions about where the procedures are documented, what the full text of statutes are so that we can figure out just how much of it is necessary. It is written for a large school district which makes some of it unreasonable for a school this small.

As a board, we’re interested in reviewing current procedures in whatever form they are currently documented.

Nichols clarified that lockdown, fire, and tornado drills do happen regularly. Some of the other procedures are unclear to staff.

Roquebert asks if it’s possible to hire a consultant to tailor this policy to our school. Nichols suggest we could study the statutes cited in the policy and figure out what exactly is required by law. LaFerriere suggests we call the fire department and police department for guidance.

Hunding advocates for the procedures being re-written by staff.

Board decides we’ll put this policy through development for one more month.

- c. ACNW information request

Bird’s analysis of David Greenberg’s letter—trying to determine if the request is just for an organizational chart or something addressing the whole of Exhibit S. The deadline is January 30.

Roquebert points out that the board hasn’t reviewed Exhibit S. at meetings and wants that to happen. LaFerriere suggests we could review the EpiCenter calendar at meetings to ensure that things are getting completed. Roquebert suggests that at the next meeting we use the Exhibit S. items as a checklist.

Hunding points out that this is a thing that needs to get hashed out over some time. Nichols points out the organizational chart draft should be discussed at the next board meeting. Nichols asks who needs to be involved in documenting the chart. Hunding says she will contact David to ask what exactly we need to address this concern—a flow chart? A list of job descriptions? Procedures? Nichols suggests asking for a sample.

Roquebert brings questions about L. Ferguson’s letter, so meeting is closed.

d. Marketing Committee Charter

Meeting reopened.

Hunding is concerned and would like people to be on this committee—Owen and Hunding are on this. Meghan volunteered. Hunding calls for a meeting in January or late December to discuss enrollment strategies.

e. Academic goals review

Hunding shows a powerpoint about goals and progress. Nichols explains the writing goal.

LaFerriere suggest measuring students who have more than one year of experience with the writing system against students who are new to the school—could be a marketing stat.

Hunding asks for feedback about what would be useful for board members to see.

Roquebert questions the emphasis on testing. Hunding explains that that's one reason we have the writing goal. Nichols adds in that we assess things in the classroom.

f. WBWF/Annual meeting brainstorming

Tabled until January (annual meeting brainstorm and WBWF)

WBWF committee—the suggestion is that this includes students.

VI. Reports

a. Financial Report – LaFerriere

Committee met, all members have reports. Engeldinger says financial committee could review finance policies and quarterly “spot check” the expense forms. Roquebert says he only thinks it's necessary to review policies and procedures regularly. LaFerriere advises that Hunding meet with staff about expected expenditures because the cushion for students leaving is gone.

b. WBWF – Owen

The report has been submitted!

c. Policy Committee – Bird

Bird will move the spreadsheet to sharepoint so everyone has access to it.

d. Marketing report – *Hunding*

Open House January 4—all kindergarteners. Dodge Center fair. Facebook marketing (401 likes now—a large influx). Open Houses are being put on the Cottage Grove Moms page. Nichols points out that we should keep track of inquiries and where they come from.

e. Administrator's report/Mission Milestone – *Hunding*

VII. Board/Committee/Action deadlines

VIII. Adjourn Meeting

Meeting adjourned at 7:59