

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
Tuesday, October 18, 2016 6:15 p.m.
Location: Natural Science Academy

Board members present: Krista Claude, Jared Bird, Laura Duffey, Mike Engeldinger, Katrina Nichols, Heather Owen

Board members absent: Steve Allwine

Ex-officio present: Kendra Hunding, Laura Ferguson, Tracy LaFerriere

Visitors present: None

I. Call Meeting to Order:

- a. Laura Duffey called the meeting to order at 6:10 pm.
- b. Krista Claude agreed to take minutes, given Steve's absence.
- c. NSA Mission and Vision was read by Jared Bird.

II. Visitors/Non-agenda items:

- a. No visitors or public comments.
- b. Meeting agenda was discussed and several revisions and additions were requested. Nichols moved to approve the revised agenda. Bird seconded. Motion approved.

III. Consent Items: Nichols moved to approve consent items. Bird seconded. Motion approved.

- a. *Approve October 15, 2016 Special Board meeting minutes.*

IV. Discussion/Action Items:

- a. *Approve Sep 20 board meeting minutes.* Several corrections were requested and applied. Claude moved to approve the minutes with identified revisions. Nichols seconded. Motion approved.
- b. *Fundraising/Accepting donations - Bird.* Jared has created receipts and is creating thank you letters for individuals and businesses who donate to NSA. He is also working with the PAC to coordinate donations activity. In addition, we discussed how we might pursue corporate donations. Implementing steps to pursue corporate donations may be discussed at a later time if/when NSA decides to more aggressively pursue corporate donations.
- c. *World's Best Workforce planning – Owen.* Heather provided an update on the progress of her planning and research regarding WBW. She proposed that we partner with PAC to incorporate WBW into the Nov 17th event, Hotdish Hoedown and Folk Dance, time TBD. The Board will pursue advertising the event in the PAC newsletter, NSA website, South Washington County bulletin, and the Cottage Grove newsletter that comes with the water bill. Heather will work with Kendra and Laura F to make WBW posters where attendees will post their comments.

Heather will also take responsibility for providing a summary of the input we receive at the event.

- d. *SharePoint user practice time - Claude.* Everyone with laptops signed onto the new NSA Board SharePoint document repository. Krista gave a brief overview of the structure and content, and answered questions. All agreed that we should use this repository for storing and accessing relevant NSA Board documents and resources.
- e. *Bylaws revision discussion – Duffey.* Laura overviewed the revisions she proposed and we discussed them. One of the discussion points was to make it explicit in our Election Process document this year that only a board quorum is needed to make an election valid, there does not need to be a minimum number of eligible voters for the election results to be valid. There were also discussions about several other areas of the by-laws and whether they needed revisions. Krista agreed to send an email to the Board officers requesting that they review and propose any modifications to the sections of the by-laws that specify their office's responsibilities. An updated version of the by-laws will be discussed at the next Board meeting.

At 7:59, Duffey asked permission to extend the meeting past 8:00. Nichols moved to extend the meeting. Owens seconded. Motion passed.

- f. *Board calendar check-in – Duffey.* We reviewed the October and November items on the Board working calendar.
- g. *Personnel Committee Charter – Duffey* – Charter was discussed and questions answered. Revisions will be applied and the charter will be included as a consent item for approval at the November meeting. Claude moved to add Katrina Nichols to the Personnel Committee. Owen seconded. Motion approved.
- h. *Approve annual report – Ferguson.* The Annual Report draft emailed to the Board on 10/17 was discussed, and questions answered. Additional revisions will be made to the current draft prior to its submission and posting. Krista expressed concern about approving a document as important as the Annual Report without first seeing the final version. Mike said that he was not concerned about approving based on the current draft, as it represents the majority of the content and the approach/spirit of the document is clear. Bird moved to approve the Annual Report based on the current draft. Nichols seconded. Bird, Duffey, Engeldinger, Nichols, Owen voted yes. Claude voted no. Motion approved.
- i. *Annual meeting date – Duffey.* We discussed when to hold the annual meeting and Board election. Nichols moved to approve holding this meeting on March 21, 2017. Engeldinger seconded. Motion approved.
- j. *Policy plan.* Due to time constraints, we agreed to defer this discussion to the next meeting.

V. Reports:

- a. *Financial report – Laferriere.* Financial committee met to review this month's financial report and have nothing to bring to the attention of the board.
- b. *Personnel report – Owen.* Heather reported that Hunding's and Ferguson's evaluations were completed and finalized.
- c. *Marketing report – Hunding.* Café Zupas NSA event is next Tuesday.
- d. *LEAP Report – Hunding.* This workgroup did not meet last month.
- e. *Administrator's Report – Hunding.* Completed MAP testing. Enrollment is at 80 students – lost 3 and gained 2. Board training – discussed updates for tracking.
- f. *Mission milestone – Hunding.* The big ash tree was removed and NSA was able to retain some of the wood for the playground.
- g. *Strategic Planning & Board Goals – Duffey.* Kendra and Laura F. will continue revising the

Strategic Plan document, and bring it to the board for review and approval at the December meeting. Since the content of specific goals and measures has been determined, we will resume our discussion of board goals at next month's meeting.

VI. Board/Committee/Action deadlines: Duffey overviewed items to include on next month's agenda:

- By laws
- Approve personnel committee charter
- Policies work group
- Board goals
- ACNW renewal

VII. Adjourn Meeting: At 8:40, Nichols moved to adjourn the meeting. Duffey seconded. Motion approved.