

Natural Science Academy

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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, February 16, 2016

6:15 p.m.

Location: Natural Science Academy

Board members present: Laura Duffey, Jodi James, Krista Claude, Steve Allwine

Board members absent: Jill Best, Angela McGuire

Staff present: Kendra Hunding, Laura Ferguson, Tracy LaFerriere

Visitors present: Heather Owen, Mike Engeldinger

- I. **Call Meeting to Order.** *Called to order at 6:20 pm.*
 - a. *NSA Mission and Vision read by Steve Allwine.*
- II. **Visitors/Non-agenda items.**
 - a. *Krista Claude agreed to take minutes.*
- III. **Approval of Agenda.** *Agenda was discussed, a few items were moved and added. Jodi James moved to approve agenda with proposed modifications. Steve Allwine 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. *Approve January 19 2016 board meeting minutes – Minor corrections to minutes requested, discussed and applied. Jodi James moved to approve the minutes. Laura Duffey seconded. Minutes were approved.*
- V. **Discussion/Action Items** (for individual consideration)
 - a. **Review and approve annual report revisions** – *Laura Ferguson/Kendra Hunding* - The annual report was revised to include items requested by ACNW, and the updated version was emailed to all board members for review. Laura provided a brief overview

of the changes. Jodi James moved to approve the revised annual report. Krista Claude seconded. Motion was approved.

- b. **Review and discuss budget revision** – *Tracy LaFerriere* – Tracy clarified that a budget revision will be available for review in March. It will include enrollment updates, revisions for the addition of Special Ed staff and updated expense projections.
- c. **Schedule strategic planning meeting** – *Laura Duffey/Krista Claude* – Laura and Krista led a discussion of approaches for strategic planning. It was agreed that our strategic planning efforts should focus on defining goals for NSA in a few key categories over the next 3-5 years. Steve will draft potential categories, and we will review and finalize these in March. At the March meeting, we will also set aside time to ensure everyone has a good understanding of NSA's current state in each of the final categories. In April, we plan to begin an interactive process to collect board members' input regarding go-forward goals in one or more categories.
- d. **Recruit planning team for annual meeting** – *Jodi James* – Jodi reported that parents will help with the annual meeting as needed. The theme for the activity will be an art/talent exhibit. Following this, parents will attend the annual meeting and board election, while students participate in a craft activity or outdoor play. Board candidates should be prepared to introduce themselves during the annual meeting. The meeting will be on 3/22 from 6:30 to 7:30, and a meeting notice will be posted at NSA by 2/26.
- e. **Approve School Discipline Policy** – *Laura Ferguson* – Laura overviewed the revisions made since the policy's last update in August of 2015, and answered questions. Jodi James moved to approve the revised School Discipline Policy. Steve Allwine seconded. Motion passed.
- f. **Review school board candidate list and approve the election ballot** - *Laura Duffey* – Laura shared the candidate list: Laura Duffey, Krista Claude, Heather Owen, Angela McGuire, Steve Allwine, and Jodi James. These will be listed in the annual meeting announcement posting. Laura requested that all candidates send her a brief biography and election statement by 2/26. She will follow-up via email to confirm this request. These will be included in the NSA newsletter and posted on the NSA website. All elected board members will begin their term on 7/1. Once the full board is in place, they will discuss and decide whether term end dates should be staggered to facilitate a smoother transition to new board members.
- g. **Reschedule Employment Law Training** – *Kendra Hunding*– The previously scheduled Employment Law Training needed to be postponed. Kendra will coordinate rescheduling this session. Steve provided an update on upcoming relevant courses on the MACS training calendar.

VI. Reports

- a. **Financial Report** - *Tracy LaFerriere* – Tracy summarized financials, and reported that full financial details had been reviewed with Finance Committee members. Tracy has emailed a copy of the 990 tax report for fiscal year 2015 to all board members. It will be submitted in one week. Board members should contact Tracy before then with any questions or comments.
- b. **Marketing Report** – *Kendra Hunding/Krista Claude* –
 - i. School night was held at Café Zupas in Woodbury on 2/2 - inclement weather

- reduced attendance. We will likely hold another one in the spring.
- ii. An NSA open house was held on 2/11 with good attendance, and resulted in some immediate enrollment applications. Three board members and some parents also attended. The next open house will be in March. The Intent to Return form for current students has been distributed.
 - iii. A student survey process was completed to find out what students like about NSA, and the results were very positive. Laura will be summarizing this data.
 - iv. NSA met with a representative from Campfire Minnesota last week, and they proposed some exciting partnership opportunities that we will be pursuing.
 - v. The Marketing Workgroup met and drafted a template for the NSA Marketing Strategy initiative. Krista reviewed the template, and requested a brief discussion of the board's short term marketing goals at our March board meeting.
- c. **Schoolyard Work Group** – *Kendra Hunding* – There is a meeting next week with a landscape architect. After the first steps for the project are identified, we will start looking for donations of materials and labor.
 - d. **World's Best Workforce Work Group** – *Laura Ferguson/Kendra Hunding* – A board hosted open-house-type event will be held on 2/21 from 1-5 at the Allwine family farm. The theme is sustainable practices, and the event is open to all families and community members. An event notice is being published in the Southwestern County Bulletin, and an email will be sent to all NSA families tomorrow. At the event, we will also be sharing our WBW goals and providing a way for people to comment on them.
 - e. **ACNW site visit report** – *Kendra Hunding* – Erin from ACNW completed a site visit focused on EE and provided a visit report. Kendra will email this report to the board.
 - f. **Administrator Report/PAC news** – *Kendra Hunding/ Heather Owen* – Kendra reported that several new enrollment applications have been submitted, mostly for kindergarten. Heather reported that the PAC is hosting a chili and talent event in February, and a sledding event in March. The PAC is happy to assist the board with events as well, and to help with new families or families considering NSA.
 - g. **Mission Milestone** – *Kendra Hunding* – The ACNW two day trip was very successful. At the request of ACNW, we will be putting together a way to more formally report on EE goals weekly.

VII. Set agenda for March 15 meeting -

- a. Discuss short term Marketing goals
- b. Strategic Planning – review categories & discuss current status in each category
- c. Review final Annual Meeting plans
- d. Review and approve Distribution of Non-School-Sponsored Materials on School Premises policy
- e. Appoint group to count board election ballots
- f. Review the 2/21 WBW event

VIII. Adjourn Meeting – *Jodi James moved to adjourn the meeting; Krista Claude seconded. Meeting adjourned at 8:25 pm.*