

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, January 19, 2016

6:15 p.m.

Location: Natural Science Academy

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

Board members absent: Judy Malmon, Jill Best

Staff present: Kendra Hunding, Laura Ferguson, Tracy LaFerriere

Visitors present: Dr. Dan Jett – ACNW

- I. **Call Meeting to Order.** *Called to order at 6:15 pm.*
 - a. *NSA Mission and Vision read by Kendra Hunding.*

- II. **Visitors/Non-agenda items.**
 - a. *One visitor, as noted above.*
 - b. *It was noted that all present had attended a Financial Training session conducted by Tracy LaFerriere from 5:00 to 6:00 pm.*
 - c. *Krista Claude agreed to take minutes due to Judy Malmon’s absence.*
 - d. *As agreed to in the last meeting, an action-item note taker was assigned to record action items and review them at the end of the meeting. Angela McGuire agreed to be the note-taker.*

- III. **Approval of Agenda.** *Agenda was discussed, a few items were moved and added. Jodi James moved to approve agenda with proposed modifications. Angela McGuire 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 December 15 2015 board meeting minutes – *Minor corrections to minutes requested, discussed and applied. Angela McGuire moved to approve the minutes. Jodi James seconded. Minutes were approved.*

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

- a. **Board Training** – *Kendra Hunding* – Finance training was held tonight. Charter School Employment Law Training is scheduled for Tuesday Feb 9 at 5:30 for 60-90 minutes. Kendra is keeping a log of all board member training. Kendra reviewed each Board member's training status and reminded everyone to complete their required training within the first six months of joining the Board.
- b. **Approve Enrollment Policy** – *Laura Ferguson* – Laura reviewed the proposed Enrollment Policy and noted that the only changes from last year was moving the application period to Feb 1 – Feb 15 (instead of March). A request was made to add a date by when families would be notified of their enrollment status. Krista Claude moved to approve the Enrollment Policy with this modification. Steve Allwine seconded. Enrollment Policy was approved.
- c. **Approve Harassment and Violence Prohibition Policy** – *Laura Ferguson* – New copies of the proposed policy were distributed due to formatting issues with the version included in the Board packet. Steve Allwine moved to approve the new version of the Harassment and Violence Prohibition Policy. Jodi James seconded. Harassment and Violence Prohibition Policy was approved. Providing a simpler version for distribution and posting that references the full policy was also discussed, and Laura Ferguson agreed to investigate this.

VI. **Reports**

- a. **Financial Report** - *Tracy LaFerriere* – Tracy summarized financials, and reported that full financial details had been sent to Finance Committee members. Tracy and the Finance Committee are planning to propose a budget revision in February. In March, they will start development of the 2016 fiscal year budget.
- b. **Marketing Report** – *Kendra Hunding* – The Marketing workgroup has not met since the last Board meeting, but several other marketing activities continued. School night, which is both a fundraiser and community awareness event, will be held at Café Zupas in Woodbury on Feb 2. NSA resumed monthly open houses, with a great turnout in January. The next open house is on Feb 11 at 6:30 pm, Board members are encouraged to attend. In addition, NSA is pursuing additional community partnerships. Steve Allwine mentioned the possibility of planning a community event at his home, including an overview of his new solar panels.
- c. **Schoolyard Work Group** – *Kendra Hunding* - The Schoolyard Enhancement working group has started meeting and will meet monthly to be prepared for spring. Steps are in motion for the first schoolyard enhancement.
- d. **World's Best Workforce Work Group** – *Laura Ferguson/Kendra Hunding* - Kendra will email a PowerPoint with more information about the World's Best

Workforce initiative. We need to plan an event, which will include presenting and getting input on WBW NSA goals. We had previously targeted December for this event, but for a variety of reasons this was not possible. Laura Duffey will find out the required timeframe for rescheduling this event. Laura Ferguson will pull together our WBW NSA goals and share these with the board.

- e. **Annual Meeting Planning Work Group** – *Jodi James* – Jodi gave an update on the progress of planning the annual meeting in March. It was confirmed that the meeting does need to be held onsite at NSA to facilitate school board annual report and voting activities. The idea of an “art show” theme was discussed.
- f. **Administrator Report** – *Kendra Hunding* – Annual report revisions will be ready for review at the February Board meeting. The fourth and fifth grade ACNW trip is coming up and the students are very excited about it. The family meet-up at the Minneapolis Museum of Art was well attended and went very well.
- g. **Mission Milestone** – *Kendra Hunding* – The kids are still getting outside every day. As discussed previously as part of the Schoolyard Work Group report, project LEAP to continue to improve the schoolyard is moving forward.
- h. **Nominating Workgroup Update** – *Laura Duffey* - Laura gave an update regarding the call for nominations for school board elections. At the February board meeting, we will approve the election ballot for the election in March.
- i. **Action Item Review** – *Angela McGuire* – Angela reviewed the action items that each person agreed to during the meeting.

VII. **Set agenda for Feb 16 meeting -**

- a. Review and approve annual report revisions
- b. Review and approve budget revision
- c. Review and approve Board Election Ballot
- d. NSA Open House Presentation

VIII. **Adjourn Meeting** – *Jodi James moved to adjourn the meeting; Laura Duffey seconded. Meeting adjourned at 7:54 pm.*