

Natural Science Academy
920 Holley Avenue, Suite 3
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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, March 15, 2016

6:15 p.m.

Location: Natural Science Academy

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

Board members absent: none

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

Visitors present: Mike Engeldinger

I. Call Meeting to Order. *Called to order at 6:15 pm.*

a. NSA Mission and Vision read by Jodi James.

II. Visitors/Non-agenda items.

a. Note that all board members attended a one hour Employment Law training today from 5-6 pm.

b. Since the last board meeting, Jill Best resigned her Board position, effective immediately.

c. Krista Claude agreed to take minutes.

III. Approval of Agenda. *Agenda was discussed, one sub-item was added. Krista Claude 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 February 16, 2016 board meeting minutes – Jodi James moved to approve the minutes with no revisions. Angela seconded. Minutes were approved.

b. Approve Distribution of Non-School-Sponsored Materials policy – Kendra Hunding briefly overviewed this new policy. Jodi James motioned to approve this policy. Laura

Duffey seconded. Motion passed.

- c. *Approve Early Entrance Policy – Laura Ferguson briefly described the changes to this policy and the reason for these changes. Jodi James motioned to approve. Steve Allwine seconded. Motion passed.*

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

- a. **Approve School Calendar** – *Kendra Hunding/Laura Ferguson* – Needed revisions were identified and discussed. These include clarifying and/or removing the numbers in the lower right corner, adding in Parent conference dates, test dates, additional teacher workshop days, and clarifying the total teacher and student days for board approval. The calendar will be approved at the April board meeting after these revisions are made.
- b. **Review and approve Nominating timeline** - *Laura Duffey* - Laura provided a brief overview of the proposed revisions. The revisions will clarify that a teacher Board member is elected, not appointed or nominated. Jodi James moved to approve the revised Board Election Process and Timeline. Laura Duffey seconded. Motion passed.
- c. **Review and approve budget revision** – *Tracy LaFerriere* – Tracy overviewed the proposed budget revision, which includes enrollment updates, revisions for the addition of Special Ed staff and updated expense projections. Revised budget includes: General Fund Revenues \$589,387.74; General Fund Expenditures \$603,821.08; General Fund Net Income -\$14,433.34; General Fund Beginning Balance \$140,099.50; General Fund Ending Balance \$125,666.16. Financial risks and contingencies were discussed. The consensus was that the past three years enrollment growth (5%, 8%, 9%) demonstrates a trend that supports confidence for next year’s growth, and mitigates any risk of the negative net income. Krista Claude moved to approve the revised budget. Steve Allwine seconded. Motion was approved.
- d. **Strategic Planning process work** – *all* – Steve and Krista reviewed the categories they drafted for our Strategic Planning exercise. Revisions were discussed and applied. For each revised category, we level-set current state. At the April board meeting, we will complete the 1/3/5 year strategic vision exercise for the Enrollment category. At the May board meeting, we will complete the 1/3/5 year strategic vision exercise for the Reputation category.
- e. **Annual Meeting (Mar 22)** - *Laura Duffey/Jodi James* - Laura Duffey and Jodi reviewed the agenda. Modifications were discussed and applied. The Board will provide refreshments.
- f. **Approve 2 vote counters for March 22 board of directors election** - *Laura Duffey* – Vote counters will be Mike Engledinger and Scott McGuire.
- g. **ACNW EE site visit follow-up** – *Laura Ferguson* – Laura shared the discussions she and the teachers have had regarding the observations in the EE Site Visit Follow-up letter. Laura and Kendra are planning on drafting a response and/or holding a call with ACNW to clarify understanding of the items in the letter.

Laura Duffey asked permission for the meeting to continue past 8:00 pm and all agreed.

VI. **Reports**

- a. **Financial Report** - *Tracy LaFerriere* – Tracy summarized financials, and reported that full financial details had been reviewed with Finance Committee members.
- b. **Marketing Report** – *Kendra Hunding/Krista Claude* –
 - i. An NSA open house will be held on 3/17. There have also been a lot of tours and classroom visits.
 - ii. Another Café Zupas fundraiser/community awareness event is scheduled for Tuesday April 5th.
 - iii. Krista gave an update of the ongoing work and progress of the marketing workgroup.
- c. **Schoolyard Work Group** – *Kendra Hunding* – Kendra provided an update on the plan and first steps for the school yard. First phase is the Arbor area. Currently pursuing donations of materials and labor.
- d. **World's Best Workforce Work Group** – *Laura Ferguson/Kendra Hunding* – There was minimal attendance at our community WBW event, but the tours were very well received. To ensure broader input on our WBW goals, we will be sharing them again at our annual meeting and providing a way for attendees to comment on them.
- e. **Administrator Report** – *Kendra Hunding/ Heather Owen* – Next year's enrollment applications are between 70-75, which represents very good growth. We are preparing for our Seed Store fundraising event, which includes seeds that the students package. Parent/Teacher conferences were extremely well attended. The Book Fair held during conferences was very successful, resulting in NSA receiving about \$1200 worth of books. We are currently surveying families about interest in after-school activities that could be provided in partnership with Campfire, for example summer day camps. The Parent Satisfaction survey is available on the website. NSA now has a doorbell to accommodate visitors being granted entrance while doors are locked during school hours.
- f. **Monthly Report on EE/Mission Goal** – *Kendra Hunding* – Kendra reviewed examples of progress against each EE goal. This included examples of EE and outside learning every day, trip to Bruce Vento nature area which is the 5th trip of the year, the WBW community/family board sponsored event, the Northern Clay Center arts residency, Project LEAP schoolyard progress.

VII. Set agenda for April 19 meeting -

- a. Approve NSA calendar
- b. Strategic Planning Exercise – 1/3/5 year visioning exercise in the Enrollment category (20-25 minutes).
- c. Review Board election results.

VIII. Adjourn Meeting – *Angela moved to adjourn the meeting; Krista Claude seconded. Meeting adjourned at 8:30 pm.*