

## November 14, 2016 Board Meeting Minutes

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

Monday, Nov. 14, 2016

6:15 pm

Location: Natural Science Academy

Present: Laura Duffey, Traci LaFerriere, Kendra Hunding, Heather Owen, Mike Engeldinger, Katrina Nichols

Absent: Steve Allwine, Jared Bird, Krista Claude

I. Call meeting to order:

Meeting called to order by Laura Duffey at 6:20.

II. Visitors/non-agenda items (each visitor will have 5 minutes to speak without comment or discussion) Call for public comment. No visitors

III. Laura Duffey calls to move to approve the agenda.

Owen moves to approve, Engeldinger seconds. Motion passed.

IV. Consent Items - 1 min. (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 October 18 board meeting minutes

b. Approve Personnel Committee charter

c. Approve Nursing Services contract

d. Approve the Admissions policy (just changing date of enrollment)

Nichols moved to approve revised all consent items, Owen seconded. Motion passed.

V. Discussion/Action Items

a. Bylaws revisions<sup>5</sup> -10 mins. – Duffey/Claude

Engeldinger moved to approve revised bylaws, Owen seconds. Motion passed. Laura Duffey will send to Heather Owen, who will send to Reina Ferguson, Compliance Coordinator, to send to ACNW and all board members.

b. Nominations committee timeline – 5 mins. – Claude

Timeline was discussed. Decision was made to edit a copy of the document to make it less date-specific so that it can be used in later years. Candidate interviews were added to the process and timeline. Laura Duffey will redistribute to board members with changes.

c. NSA policy plan<sup>6</sup> – 10 mins. – Claude

Discuss what this committee should be doing. Owen agrees to begin drafting the charter. The committee will be filled at a later date.

d. ACNW Renewal<sup>7</sup> – 15 mins. – Hunding

Hunding led a review of the document. Directors signed.

e. Board Goals- discuss plan to create 8 – 5 mins. - Claude

Kendra and Laura will bring reviewed Strategic Plan to December meeting, where it will be a consent item on the December agenda.

f. Board calendar check-in – 5 mins. Duffey

Calendar reviewed. Annual renewal of Articles of Incorporation (non-profit corp. status) due to the Secretary of State by December 31. Traci LaFerrierre already filed. No action taken.

## VI. Reports

a. Financial report – 5 mins. Laferriere

Committee met today. LaFerrierre highlighted pieces from the narrative report.

b. Personnel report 9 - 5 mins. Owen

Owen reviewed process by which the personnel committee evaluates the lead teachers. (Process included in the board packet).

c. WBWF report – 5 mins. – Owen

Event is happening on Thursday, Nov. 17 at the Hot Dish Hoe Down. Owen or Laura Duffey will introduce the posters on which the public can leave notes, inviting the attendees to do so. Report writing to follow event.

d. Marketing report – 5 mins. Hunding

Began monthly open house cycle, advertised on our website, Facebook, and word of mouth. We're probably gaining a kindergartener from it! Some families of very young kids said they're interested in our science program. Next one is December 8. Board members should show up if available.

e. LEAP report – 5 mins. Hunding

Haven't been meeting because things have been busy with the annual report and the renewal.

f. Administrator's report/Mission Milestone – 5 mins. Hunding

Lost a student (79). Kendra asked family why, but they haven't gotten back to her. We want a water bottle filler on our drinking fountain. It'll be about \$1,000, and we want to raise money for it. It's also possible to negotiate with the church to fund it collaboratively. We had our Environmental Education site visit. Erin Anderson, ACNW EE Coordinator, had praise for us based on the EE survey from last spring. Laura F., Kendra, and Katrina went to school leaders retreat at Audubon.

#### VII. Board/Committee/Action deadlines

Rhiannon is coming (Kendra will email Rhiannon with updated Dec. 13 date)

Strategic plan and bylaws approve (Kendra and Laura F. will submit to board packet)

Nominations timeline fixed and filed (no vote needed) vote will be needed to accept changes to page 1.

Policy committee charter draft for discussion (Owen will submit)

Discuss recruiting appointees and tendering resignations.

Auditor being invited to December meeting. If not, then it'll be January that they come.

#### VIII. Adjourn Meeting

Nichols moved to adjourn the meeting. Owen seconded. Motion passed and meeting adjourned at 8:01.