

Board of Directors Meeting Minutes

September 15, 2015

6:15 pm

Natural Science Academy

Board members present: Laura Duffey, Jill Best, Judy Malmon, Steve Allwine

Board members absent: Angela McGuire

Staff present: Kendra Hunding, Laura Ferguson, Tracy LaFerriere

Visitors present: 3 parent-observers

- I. **Call Meeting to Order** *called to order at 6:20 p.m.*
NSA Mission and vision read Jill Best

- II. **Visitors/Non-agenda items.** *Three new parents to the school attended the meeting as visitors. Laura Duffey explained that individuals/visitors may speak about non-agenda items, and that 5 minutes per person is allowed, with no discussion or response to comments. If requested, a written response may be prepared at a later date. The visitors introduced themselves as parents who want to know more about board meetings and administration of the school.*

- III. **Approval of agenda** *Agenda was modified to amend date of attendance by Holly Garnell, ACNW to Nov. 17 board meeting; action item added to set special meeting date to approve annual report, due Oct. 1. Steve Allwine moved to approve agenda as amended. Jill Best 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. Approval of August 18, 2015 board meeting minutes *Judy Malmon moved. Laura Duffey seconded. Minutes were approved.*
 - b. Approval of contract with Marilyn Hansen as special education director *item was moved to discussion section (V.a., below)*

- V. **Discussion/Action Items** (for individual consideration)
 - a. **Discussion and approval of contract with Marilyn Hansen as special education director** *Kendra Hunding explained that NSA has worked in the past with a*

special education contractor that did not meet their needs, and that a new contract was negotiated with provider Marilyn Hansen, who has a prior relationship with the school helping with special education evaluations. The contract specifies that Ms. Hansen will work 3-5 hours per month, at a rate of \$75 per hour, with additional hours requiring prior approval. The board discussed additional terms in the contract and agreed that language shall be deleted stating that NSA will pay for MDE director forums, and that additional language shall be added identifying compliance assurance as a key role and expectation. Laura Ferguson will have these changes incorporated into the contract. Jill Best moved to approve the contract with the noted amendments. Steve Allwine seconded. The contract as amended was approved.

- b. **Board vs. Administrative responsibilities** (note: corrected from 'Board vs. Directors' responsibilities). *Kendra Hunding referred the board to Section 1 of '501 Commons: Best Practices for Boards', entitled 'Role of the Board,' noting that certain responsibilities are less clearly defined than others, and require some attention. The board agreed to review this section as homework and bring reflections for discussion at the Oct. 20 meeting*

- c. **Code of conduct/Board Member Expectations** *Judy Malmon reviewed updated single document combining what was previously two similar documents. The board noted that the following changes be made:*
 - i. Section 3(e) incorporated into 3(d)
 - ii. Section 4: Failure to attend 2 regular meetings in a calendar year shall constitute cause for removal *(this section shall align with standards as set in bylaws, which are currently under revision)*
 - iii. Section 6: Participate in a minimum of 2 NSA programs or fundraising events per year *(Discussion addressed procedure for documentation of attendance; future board meeting minutes will reflect who attended what events in the preceding month)*

Judy Malmon will incorporate these changes and the item will be placed on the Oct. 20 agenda as a consent item for approval and signing.

- d. **Set date for board elections** *Laura Duffey reminded the board of the procedure to elect new board members each year at the annual meeting and election. All parents at the school are the voting body and we want to maximize participation. A question was raised as to whether parents may vote absentee, and whether this is addressed in the bylaws. (Judy Malmon will consult with the authorizer on*

best practices regarding this issue.) The board discussed setting a date for a fun family event prior to Spring break, and agreed upon the following schedule: Week of January 19, 2016—notice will be provided to the school community and nominations will be taken through 5 p.m. January 22 (60 days prior to election, per bylaws); Notification of the annual meeting and elections shall be provided to parents on February 19 (30 days prior to election, per bylaws); the annual meeting will be held on March 22. Formation of a committee to plan the annual meeting and event will be placed on the Oct. 20 meeting agenda. Judy Malmon moved to approve the annual meeting date and notice schedule as stated. Steve Allwine seconded. The schedule was approved.

- e. **Set deadlines for board goals (continued)**—*Jill Best reviewed additions to the board goals document, and discussion was as follows:*
- i. *Need to add item setting deadline for approval of school calendar*
 - ii. *Marketing/enrolling new families—the board agreed to develop a marketing committee, including parents, to identify best strategies and execution of efforts. A sign-up sheet will be posted at the Sept. 17 barbeque event requesting comment on parent concerns/interests. The board further agreed to bring ideas about engaging families for discussion at Oct. 20 meeting.*
 - iii. *Fundraising—the board discussed whether to develop a fundraising committee separate from the fundraising overseen by the parent committee. It was agreed that at least one board member should attend the parent committee, which has not yet held its first meeting for the year. It was proposed that the board invite parents to attend the Nov. 17 board meeting, where a fundraising committee will be established.*
 - iv. *Monthly professional development for board members—Jill will develop a spreadsheet documenting who has attended what trainings, and when, for submission to ACNW. This will also be incorporated into the meeting minutes (see new section under Reports). The board packet will include a schedule of upcoming trainings. NSA will reimburse for MACS training expenses. Developing a plan for additional board training will be placed on the January 19, 2016 board meeting agenda.*

Jill will set up this information as a Google Doc, or alternatively, DropBox.

At 8:00 p.m., Laura Duffey moved that the meeting continue; Judy Malmon seconded. The motion to continue beyond 8:00 p.m. passed.

- f. **World's Best Workforce** – *Laura Ferguson explained that this program requires the board to establish an advisory committee to set a strategic plan. This is in part aligned with NSA's goal-setting with ACNW. The WBW goals address academic and environmental areas, and are largely about literacy. WBW requires that NSA hold an event involving parents and community members to solicit feedback. The board set Dec. 8, 2015 as the date for this event, and will create an ad hoc committee, to be led by Jill Best with Laura Ferguson and Laura Duffey, to plan the event.*

- g. **Evaluation of NSA administrator** – *Laura Duffey and Kendra Hunding reminded the board that Kendra and Laura Ferguson need to be evaluated by the board by October 1, in conjunction with submission of the annual report. A committee is needed to review the lead teacher job description and to establish a professional development plan. Kendra and Laura F. have completed their portion of the assessment. Currently, the board consists almost entirely of members who have served on the board for less than six months, with only a single member serving for one year. These circumstances dictate that review be conducted by the only two sitting board members with sufficient knowledge of the activities of Kendra Hunding and Laura Ferguson. Laura Duffey and Steve Allwine agreed to conduct this administrative evaluation on September 16, at 5:30 p.m., at NSA.*

- h. **Letter from ACNW site visit** – board strengths, challenges, opportunities—*This item was tabled to Oct. 20 meeting*

- i. **Primary Reading Curriculum**—cost and approval *The board approved expenditure of \$7,091.69 on the purchase of new reading materials*

- j. **Approval of Annual Report** *The board set a special meeting on Sept. 30, 2015 at 6:45 at NSA to approve 2014-2015 annual report. Steve Allwine will appear by Skype.*

- k. **Sept. 17 Barbeque** *Plans for event were reviewed and updated*

- l. **Teacher Board Member** *Katrina Nichols has volunteered to be the new teacher board member. Laura Duffey, as board chair, appointed Ms. Nichols to serve as the teacher board member. Judy Malmon moved to approve the appointment. Jill Best seconded. The appointment passed.*

VI. **Reports:**

- a. **By-laws updating** – Judy Malmon—*tabled until Oct. 20 meeting*
- b. **Financial report** – Tracy LaFerriere
- c. **Administrator report** – Kendra Hunding *76 current enrollment. Beautiful new website launched. Two field trips planned so far, to farm and apple orchard. There is a new board member prospect from MAP.*
- d. **Board Training report** – *Judy Malmon attended the MAP for Nonprofits Board Boot Camp training, Sept. 15, 2015.*
- e. **Mission Milestone** – Kendra Hunding *There are some great pictures of kids spreading woodchips in the schoolyard, working with wheelbarrows and shovels, showing collective purpose. Teachers ask kids to draw what a scientist looks like at the beginning of the year and at the end, and the drawings are markedly different.*

VII. **Board/Committee Action/Deadlines:** (items that will be worked on outside of the board meeting; who will work on the tasks; when they will be completed) *Laura Duffey drew up the following summary of actions to be completed and dates:*

To do's BEFORE Oct. 20 board meeting

- Read "Roles of the Board" from Section 1 of the Commons 501 document. Be prepared to discuss at Oct. 20 meeting.
- Think about 2-3 ideas to engage families. Be prepared to share these ideas at Oct. 20 meeting.
- Write up a short biography about yourself (2-3 sentences) and send a photo of yourself to Kendra so she can post it on the NSA website.
- Read bylaws that Judy emailed on Sep. 15. Come prepared to discuss at Oct. 20 meeting.

To-do's for Jill Best only (thanks, Jill!)

- Set up a google account for all board members so we can see and share documents (such as the Board Goals)
- Create a google doc that lists available board training opportunity and tracks board members' attendance at trainings and board events

Mark your calendars:

Sep. 17 NSA Board event: NSA BBQ: board members should ARRIVE BY 6 pm to help set up if you can.

Sep. 30, 6:45 pm at NSA – supplemental board meeting – the only task is to approve the 2014-2015 NSA Annual Report

Oct. 20 – regular board meeting

Nov. 17 – regular board meeting

Dec. 8 - first Family Event (set up by World's Best Workforce committee)

Dec. 15 – regular board meeting

Jan. 19-22 – Collect nominations for new board members. Jan. 22 deadline for nominations.

Feb. 19 – deadline for notifying candidates for inclusion on the ballot

Mar. 22 – NSA Board event: “NSA Family Fun Event” to be determined by Annual Meeting planning committee. This event will include NSA board elections.

New committees set up at Sep. 15 meeting:

Administrator Evaluation committee – Steve and Laura

Family Events committee (aka "World's Best Workforce") - Jill and Judy

Heads up

Marketing committee – will be set up at Oct. 20 meeting. Goal – establish a marketing PLAN

Fundraising committee – will be set up at Nov. 17 meeting. Goal – establish a fundraising PLAN

Annual Meeting planning committee - will be set up at Dec. 15 meeting. Goal - Plan the Mar. 22 “Family Fun” event

Sep. 17 BBQ – purpose: get together, have fun, sign up for school committees!

Steve – grill, hot dogs, buns (80-100?)

Laura- veggie dogs (20), paper plates, committee sign-up sheets*, camera

Jill – paper cups

School – napkins, ketchup, mustard, tables, cooler for water, post-it notes

All other parents – side dishes

WEAR YOUR NEW TREE COOKIE NAME TAGS!

Committee sign-up sheets will be for:

- *NSA’s parent committee (meets monthly)*
- *Marketing committee (meets monthly or quarterly)*
- *Fundraising committee (monthly or quarterly)*
- *Schoolyard improvement committee*

Big sheet of paper: “What do you want to see at NSA?” NSA wants to know what families need. Regular fun family events? Field trips to a new spot? A family newsletter? Sky’s the limit on suggestions. Just tell us! One idea per post-it.

VIII. Set agenda for Oct. 20, 2015 board meeting

The meeting will include:

- *All board members will sign board code of conduct/expectations documents. – Judy Malmon*
- *Work time to go over board and executive director responsibilities (from 501 Commons) – Kendra Hunding or Laura Ferguson*
- *Work time to continue setting board goals—Jill Best*

- *Discuss and approve revised bylaws—Judy Malmon*
- *Discuss family engagement ideas*
- *Set up marketing committee*
- *Letter from ACNW site visit – board strengths, challenges, opportunities*

IX. Adjourn

Meeting was adjourned at 9:05 pm. Moved by Jill Best. Seconded by Judy Malmon.