

Natural Science Academy

A school named for environmentalist Michael Frome

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NSA Vision: To develop a "green" school for children where the facility, operations, and educational program reflect a commitment to the natural environment.

Board of Directors Annual Meeting Minutes

Tuesday, April 21, 2015

6:15 p.m.

Meeting Location: NSA

I. Call to order

The Board Meeting of Natural Science Academy was called to order at 6:20 PM on April 21, 2015.

Members Present: Jennifer Strong, Patrick Downs, Laura Duffey,

Ex-officio: Traci LaFerriere- Business Manager, Kendra Hunding- Ex-officio

Members and Ex-officio Absent: Suzanne Fried, Penny Barnes

Visitors: Laura Ferguson, David Greenberg

Reading of the NSA Vision

b. Laura Duffey read the vision.

c. NSA recognizes Traci LaFerriere for completing for finances, being supportive and helpful.

II. Visitors/Non-agenda Items

David Greenberg is visiting from our authorizer Audubon.

III. Approval of Agenda

An early admissions policy was added to the agenda. There was a typo of agenda items that will be fixed by Patrick Downs. Moved as amended by Jennifer Strong, seconded by Patrick Downs, motion passes.

IV. Consent Items

The following items were approved with a single vote:

Approval of Minutes of March 24, 2015.

Moved by Patrick Downs, seconded by Jennifer Strong, motion passes.

V. Discussion/Action Items

a. Set Annual Meeting Agenda:

5:00-5:30 pm Board Meeting prior to Annual Meeting

5:30-6:00 p.m. Set-up for Annual Meeting

Possible Agenda for Meeting:

Slideshow of NSA-created by NSA staff

Reading of Vision

Introduction of Current Board Members

Introduction of Nominees

Financial Summary- Traci LaFerriere

Voting

Student Performance- performed by NSA students attending/projects out for viewing

Conclusion- Sign-up for committees, eat dessert, thank you for coming by Patrick Downs.

Clean-up and dishes/silverware completed by board member after the meeting.

b. Update progress of Exclusion/Expulsion Procedures:

After discussion, it is decided that there needs to be a more coherent exclusion/expulsion procedure/policy for NSA. Patrick Downs and Jennifer Strong will meet at a later date to create a policy.

c. Review of NSA By-Law Article IV, section 12- Presence at meetings and Open Meeting Law:

NSA By-Law Article IV, Section 12- change to, "This section reserved for further use." Moved by Patrick Downs, seconded by Laura Duffey, amendment of Section 12 passes.

NSA By-Law Article III, Section 3- change to, "Notification shall be by newsletter or other postal service mailed first class at least thirty (30) days prior to the meeting date." Moved by Patrick Downs, seconded by Jennifer Strong, amendment of Section 3 passes.

d. Discuss forming a Committee to fill Executive Director Position:

Moved to discuss by Patrick Downs, there was no second, the motion was not discussed.

e. Submit Self-Evaluation Tools:

Patrick Downs- Board Training Governance, Finance, and Employment Laws- December 6, 2014

Laura Duffey- Board Training, MN Charter School Conference, U of M- July 29, 2014

Jennifer Strong- Board Training Governance, MACS- April 16, 2015

Patrick Downs, Laura Duffey, and Jennifer Strong turned in the completed Self-Evaluation tool. Patrick Downs will have the completed summary of the evaluation by May 19th. The board will then hold a separate meeting to overview the summary and set goals no later than the next board meeting.

f. Review of ACNW Academic Performance Evaluation:

David Greenberg informed the board of the Academic Performance Evaluation and Financial Performance Evaluation.

g. Review draft budget for 2015-2016 school year:

After a review of the budget, the lead teachers will need to come up with a staffing plan by the next board meeting. At the May 19th board meeting we will review the staffing plan and decide on a final budget.

h. Appoint Lead Teacher Evaluation Committee:

The Lead Teacher Evaluation Committee will be composed of Patrick Downs, Jennifer Strong and Laura Duffey.

i. Develop a policy and report it to the

This should be looked at to be included in the Expulsion/Exclusion Policy.

j. Early Admission Policy/Procedure

Moved to amend the early admission policy/procedure as presented to the board by Laura Duffey, seconded by Jennifer Strong, motion passes.

VI. Reports

a. Financial Report:

The board reviewed the March Balance Sheet, Income Statement, Cash Flow Schedule, and Payment Register.

b. Administrator Report:

No administrator report reported.

c. Mission Moment:

No mission moment reported.

VII. Board/Committee Action/Deadlines

May 19th Agenda Items:

- Expulsion/Exclusion Policy
- Board Self-Evaluation Summary
- Staffing Structure for 2015-2016 School Year

Jennifer Strong will e-mail Penny Barnes about childcare for the Annual Meeting.

Patrick Downs and Jennifer Strong will meet to create an Expulsion/Exclusion Policy.

Patrick Downs will contact Penny Barnes to obtain her Board Self-Evaluation. He will then compile the results and present at the May 19th Meeting.

Kendra Hunding and Laura Ferguson will complete possible staffing structure for the 2015-2016 school year by May 19th.

Kendra Hunding and Laura Ferguson will turn in their Lead Teacher Self-Evaluations by May 1st.

VIII. Adjourn Meeting

The meeting adjourned at 8:54 p.m.

Submitted,
Jennifer Strong, Teacher Board Member