

# 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.

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## Board of Directors Annual Meeting Minutes

Tuesday, January 20, 2015

6:15 p.m.

Meeting Location: NSA

### I. Call to order

The Board Meeting of Natural Science Academy was called to order at 6:27 PM on January 20, 2015.

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

*Ex-officio:* Traci LaFerriere- Business Manager, Kendra Hunding and Laura Ferguson- Ex-officio

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

*Visitors:* None

### Reading of the NSA Vision

Laura Duffey read the vision.

### II. Visitors/Non-agenda Items

None

### III. Approval of Agenda

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

### IV. Consent Items

The following items were approved with a single vote:

Approval of Minutes of December 16, 2014; Approval of Immunization Requirements Policy; Approval of Religion Policy; Approval of Illness and Communicable Diseases Policy.

Moved by Patrick Downs as the December meeting minutes are amended, seconded by Laura Duffey, motion passes.

### V. Discussion/Action Items

#### a. Approval of Revised Administrator Job Description:

The board has reviewed the progress up to this point and is satisfied with the progress. At the next board meeting, the board will review the final job description.

#### b. Review of Administrator Evaluation Tool:

The board was provided with a draft of the administrator evaluation tool, it appears to correlates with the description. At the next board meeting, the board will review the final evaluation tool.

### **c. IRS Form 990 Update:**

The board has reviewed and discussed the form.

### **d. Strategic Plan Agenda:**

For the strategic planning meeting, the board will use a planning cycle to assist with the meeting. The meeting will focus on the wording of the mission/vision and setting goals.

### **e. Conflict of Interest Resolution:**

We discussed the conflict of interest and Laura Ferguson will step down from ex-officio and Kendra Hunding will remain the lead teacher ex-officio.

## **VI. Reports**

### **a. Financial Report:**

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

### **b. Administrator Report:**

The week of January 26-30 the students of NSA will take the Winter NWEA MAP test.

There was an Open House on January 15<sup>th</sup> that was well attended by families.

The next Open House will be on February 12<sup>th</sup> from 6-7:30 p.m.

A whole school newsletter is new that started last Friday and will be sent home twice a month.

### **c. Mission Moment:**

The K/1 Owls will be completing a unit on Beavers and will create two projects to show their learning throughout the unit.

Some of the NSA teachers have been using Donor Choose to fund projects and materials for the classroom.

## **VII. Board/Committee Action/Deadlines**

Traci LaFerriere will look up the gifting statute.

Kendra Hunding and Laura Duffey will work on the administrator job description and evaluation tool.

Kendra Hunding and Laura Ferguson will create a strategic planning agenda.

Laura Duffey will bring definitions of the mission and the vision to the strategic planning meeting.

Reina Ferguson will post the strategic planning meeting date on website.

## **VIII. Adjourn Meeting**

The meeting adjourned at 8:00 p.m.

Submitted,

Jennifer Strong, Teacher Board Member