

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, March 24, 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 March 24, 2015.

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

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

Members and Ex-officio Absent: Suzanne Fried

Visitors: Laura Ferguson

Reading of the NSA Vision

b. Kendra Hunding read the vision.

c. Recognize Kim Barnes for delivering pizza for our Pizza Day every other Friday. Laura Duffey for assisting with LEAP project and attending Open House nights. Dale Johansen for building our Little Free Library.

II. Visitors/Non-agenda Items

No call for public comment.

III. Approval of Agenda

Moved by Jennifer Strong, seconded by Laura Duffey, motion passes.

IV. Consent Items

The following items were approved with a single vote:

Approval of Minutes of February 17, 2015.

Moved by Laura Duffey, seconded by Penny Barnes, motion passes.

V. Discussion/Action Items

a. Exclusion/Expulsion Procedures:

We discussed the different scenarios and reviewed the documents from other sources on this topic. Patrick Downs will work on creating the process and procedure.

b. Executive Director Position: Who's going to do the evaluation tool?

The Personnel Committee would be made up of the teacher board member, the parent board member and other board members. The lead teacher evaluations would be done each individually and another evaluation with each other that would be sent to the Personnel Committee. The Personnel Committee would complete an evaluation of both lead teachers. The evaluations will be collected and completed to be shown to the Board as a final evaluation.

Laura and Kendra evaluation done by May 1st.

Personnel Committee would have their evaluations completed and meet with each other on June 2nd.

Final evaluations presented to the board on June 16th.

c. Finalize Annual Meeting:

Invitation- Jennifer Strong

Childcare Contact- Penny Barnes

Plates, silverware- Kitchen supplies

Set-Up- Will be done by board members at 6:00pm

Ballots- Completed by NSA office staff

Sign-in table- Kendra Hunding

Take-down- Board Members and staff

Nominees- We discussed possible nominees.

d. Strategic Planning Meeting:

The revised mission and vision will be sent to Audubon.

e. Set a Board Goal and Self-Evaluation Meeting:

A board self-evaluation was chosen and will be completed by board members by April 21st. The goals for the board will be discussed at the April board meeting and finalized by June.

f. Spring Clean-up Day

Friday, April 24th, Laura Duffey will use the school's resources to communicate about this event.

Details will be announced later.

VI. Reports

a. Financial Report:

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

b. Administrator Report:

Kendra and Laura Ferguson met with Jason Sanders at Shepard Farm for our students to visit.

The students took an Edventure to Book Arts last Friday.

Classroom observations of the teachers was completed this week.

c. Mission Moment:

The Seed Store is beginning to come together this week. The students created pictures for the flower and vegetable varieties. Be looking for the sale to start.

VII. Board/Committee Action/Deadlines

Draft Agenda for April 21st meeting.

- Budget draft
- Board evaluation and goals
- Annual meeting invitation and agenda
- Board nominees

Possible Board meeting before Annual Meeting in May.

Board applications for next meeting.

Board to complete self-evaluations.

Send documentation of board training.

Draft budget to be presented at next meeting.

VIII. Adjourn Meeting

The meeting adjourned at 8:34 p.m.

Submitted,

Jennifer Strong, Teacher Board Member