



BOARD OF DIRECTORS MEETING MINUTES

MEETING NAME: <i>Board of Directors</i>	Meeting called to order by: Mike Engeldinger	MEETING DATE & TIME: February 20, 2018, 6:15 pm	Guests in attendance: None
MTG LOCATION: NSA Learning Lab	Time Meeting adjourned @: 8:02 pm	MTG FACILITATOR: Interim Board Chair	
Board Member, Position:	Present	Board Member, Position:	Present
Mike Engeldinger, Interim Chair	P	Jaime Roquebert, Community Member	
Katrina Nichols, Secretary	P	Megan Creighton, Community Member	P
Heather Owen, Parent Member	P		
LEGEND: P = Present / C = Call in			Quorum meets (.50) of 5, rounded to the next whole # = 3; Members Present = 4

Natural Science Academy Mission

- Academic achievement through study and exploration of the natural world

Natural Science Academy Vision

- Through its “Nature Immersion” curriculum, the Natural Science Academy (NSA) will:
 - Provide an exemplary elementary science program
 - Cultivate and grown 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

I. Call meeting to order

Engeldinger calls meeting to order at 6:18 p.m.

II. Visitors/non-agenda items

Engeldinger advocating for summarization of last month’s minutes’ discussion. Hunding requests discussion about security in wake of Parkland shooting. Owen requests discussion about PR policy.

III. Approve the agenda

Owen makes **motion** to approve the agenda by adding discussion on security and discussion about PR policy to “Part V. Discussion/Action Items”. Creighton **seconds, motion passes** unanimously.

IV. Consent Items (to be approved by a singular motion, however items may be motioned to Discussion/Action Items)

a. January 16, 2018 Board Meeting Minutes

Owen makes **motion** to approve minutes with the discussed changes, Creighton **seconds, motion passes** unanimously.

V. Discussion/Action Items

- a. **Security**- In the wake of the recent Parkland shooting, Hunding will writing a letter to families about security at NSA. Current security measures being made are background checks of all staff, board members, and accompanying adults on overnight field trips (such as the 4/5th grade Audubon Center of the Northwoods trip), front doors being locked, and sign-in sheet at office. The Board will be revisiting the crisis management policy. Current concerns regarding security at NSA are families who drop-in to have lunch with students without prior authorization and volunteers not held accountable to wearing nametags. Other entrance of building has an intercom/camera system. Hunding has talked with landlord business manager about acquiring a camera at our school’s entrance. Discussion was made in regards on how to pay for that- weather the lessor (St. Thomas Aquinas Church) or NSA should front the cost.

- b. **PR Policy**- Engeldinger brings up concern regarding families using school and PAC Facebook page as the means of obtaining information about school and discussing school policies. Owen suggests having a pinned post that lists the expectations and adding an approval of those expectations to requirements of access to the group. Owen volunteers to look into that solution. Owen shifts discussion to questions about what the policy should be in regards to staff and board talking to the media if contacted. Discussions then shifts to who should make the decision of whether or not to release a PR statement or be the contact for media inquiries. Questions were discussed, such as “Would it be helpful to have a point person, or is it fine to leave it as a board responsibility?” and “Is the issue covered under a current policy?” Creighton suggests a policy statement like, “No one speaks on behalf of the board without the consent of the board.”

Nichols **motions** that until an official policy is written, and in the event of media people contacting school representatives between this meeting and the approval of an official policy, the verbal statement, as recorded herein the minutes shall be “no individual board member or employee speaks on behalf of the school without the consent of the board.” Motion **seconded** by Owen. **Approved** unanimously.

- c. **Annual Board Meeting**- The annual board meeting will take place at NSA on Tuesday, 04/17/2018 at 6:15pm. The meeting will tie-in with celebrating the NSA’s 10th Anniversary and World’s Best Workforce (WBWF).

A WBWF committee is needed for this event, and needs to include a student, a parent, a board member, and a community member. Student role could be choosing what work gets shared at the event. Last year it was a project showcase. Owen suggests having an MC for the whole event. Discussion about food being provided to increase turnout. Owen asks what details can be given to PAC to get it in the newsletter. Discussion about how to structure event to maximize turnout. The short meeting portion will begin at 6:00 p.m., followed by a project exhibition, and anniversary celebration of cake and ice cream. Owen volunteered to take on purchasing the cake and ice cream. Thoughts were suggested on creating a 10th anniversary logo and t-shirts.

- d. **Policy Review of the “Annual Election & Campaigning Policy”**- Discussion was taken to clarify language in the policy so that all appointments end in the month of the following annual election. Appointments are made to fill vacancies on the board and they can’t be appointed during the month of an election (to encourage them to potential appointments to just run for a position instead of being appointed). Take out the word “elected” in “5, no more than 9 elected seats” in order to include appointed members in those counts.

Discussed about allowing a write-in candidate to be elected. Discussion about start date of terms—change language in policy to “member must start before the beginning of the next fiscal year, and start date needs to be approved by the board.”

Changes to the “Annual Election & Campaign Policy” will be a consent item for the March 2018 meeting.

- e. **WBWF Committee**- See discussion noted in agenda item part “Vc. Annual Board Meeting.”
- f. **Annual Board Group Training**- Copies arrived of the book “Trusting Teachers with School Success: What Happens When Teachers Call the Shots” by Kim Farris-Berg & Edward Dirkswager w/Amy Junge. Enough copies were given to the board to read. Copies were available as well for the NSA staff, where it was to be brought up during an upcoming staff meeting. While no motion was made, it was suggested that the board members read the first section of the book to discuss at the May meeting

VI. Reports

a. **Financial Report**

- i. **Presented by Traci LaFerriere, Business Consultant for NSA**- Finance committee met to review the packet. Average Daily Membership (ADM) updated to 78 kids. LaFerriere discussed the provided financial reports to the board. Creighton **motions** to approve February Financial Report and Financial Statements (Cash Flow Statement, Balance Sheet, and Income Statement), subject to audit. Owen **seconds** the motion. The **motion approved** unanimously.
- ii. **Discussion of Revised Budget**- LaFerriere suggests turning the “estimated actual” column into the “2018 budget” column as our revised budget. Engeldinger says we could revisit the budget again in May. Adopting “estimated actual” as the revised budget would result in an ending general fund balance of 28% (as a % of expenditures). The Audubon Center of the Northwoods (ACNW) recommendation of 25% and Minnesota Department of Education’s (MDE) recommendation of <20%. The board approves the fiscal year 2018 general fund budget revision at the following levels-

Revenues \$815,092
 Expenditures \$785,688
 Beginning Fund Balance \$190,272
 Ending Fund Balance \$219,676
 Ending Fund Balance as % of General Fund = 28.0%

Nichols makes a **motion** to approve budget revision. Owen **seconds** the motion. The motion passes to revised the 2018 budget unanimously.

- b. **Policy Committee Presented by Katrina Nichols**- Creighton and Nichols will set up a meeting to review and edit the prioritized list of policies.
- c. **Marketing Report, Presented by Kendra Hunding**
 - i. **Admission Open House**-This was held on February 1, 2018 at 6pm. Another high turnout. Next open house is not yet scheduled.
 - ii. **Marketing Committee Update**- The new committee members have yet to meet.
- d. **Administrator’s Report/Mission Milestone, presented by Kendra Hunding**
 - i. **Science Museum EdVenture**- This was held on February 16, 2018.
 - ii. **Trip to ACNW**- 4/5 Grade Otters class went to the ACNW on 02/07 to 02/09/18
- e. **Parent Action Committee (PAC) Report, presented by Heather Owen**
 - i. **Sledding & Ice Skating in Cottage Grove**- Good turnout for the weeknight event in January.
 - ii. **Spoonful of Talent Night**- coming up in a few days on February 22, 2018 at NSA basement. Event is a chili contest/pot luck, as well as a student talent show.

VII. Board/Committee Upcoming Deadlines & Discussions

- a. **Next Board Meeting**- Scheduled for March 20, 2018 at 6:15 pm, NSA Learning Lab
- b. **Items to Be Presented to the Board Regarding Epicenter Compliance**- Reina Ferguson will prepare the following items for Lead Teacher to present list to board in March
 - i. Provide a year-to-date listing of required Epicenter documents for uploading
 - ii. Provide statistics, such as percentage of timely submissions, to ensure satisfaction of ACNW’s compliance goal
- c. Academic Update- Will check-in during Spring of 2018 (after annual meeting)
- d. Strategic Plan Update- Will check-in during Spring of 2018 (after annual meeting)

VIII. Good & Welfare- Nichols recently purchased her first house.

IX. Motion to adjourn meeting (non-debatable)- Nichols makes a motion to adjourn. Owen seconds the motion. Motion passes unanimously at 8:02 pm.

NEXT MEETING

Date and Time	Location	Description	Key Contact
Tuesday, March 20, 2018 at 6:15 pm	Natural Science Academy	Board Meeting	Any Board Member