Natural Science Academy

920 Holley Ave., Suite 3

St. Paul Park, MN 55071

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NSA Mission: Academic achievement through study and exploration of the natural world.

NSA Vision: Through its “Nature Immersion” curriculum, the Natural Science Academy will:

* Provide an exemplary elementary science program
* Cultivate and grow 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.

**Board of Directors’ Meeting Agenda**

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| Date | December 19, 2018 |
| Location | Natural Science Academy |
| Treasurer | Zach Fjelstad |
| Secretary | Katrina Nichols |
| Chair | Katrina Nichols, Interim |
| Members Present | Caitlin Talarico, Zach Fjelstad, Jill Dahl, Jared Bird, Katrina Nichols |
| Members Absent | Jennifer Raymer (arrived late, absent at time of attendance taking). |
| Ex-Officio Present | Traci LaFerriere, Kendra Hunding |
| Visitors Present |  |

1. Call meeting to order:

Meeting called to order at 6:11 p.m. by Katrina Nichols. Asked Jared to facilitate so she could take minutes.

1. Visitors/non-agenda items *(each visitor will have 5 minutes to speak without comment or discussion)* Call for public comment.

Jill Dahl announces an update from Jake Sorenson at MACS. They will not do an onsite training outside of the metro area. Announces some dates. Advanced training courses can be scheduled onsite.

Zach brings up moving meeting times earlier in the day. Bird, Talarico, and Nichols, and Dahl can all do

Raymer arrives.

Fjelstad moves to change board meeting times from 6:15 to 4:30 p.m. and financial committee meetings to 4:00 p.m. Bird seconds. All say aye.

Fjelstad says Talarico is not getting board packet. Nichols will email Kate.

Dahl asks about school email address. Hunding will ask Kate.

1. Board Chair calls for motion to approve the agenda.

Fjelstad moves to approve agenda, Bird seconds. All say aye.

1. Consent Items - 2 min. *(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.)*
	1. Approve November 2018 Minutes
	2. Adopt MSBA Model Policy 406 – Data Practices

Raymer moves to approve consent items, Fjelstad seconds. All say aye.

1. Discussion Items
	1. Audit Report

LaFerriere explains that there’s no findings. Ending balances from last year are this year’s beginning balances. No surprises. No compliance issues either.

* 1. Ongoing Board Training
		1. Overview of training requirements for sake of new board members

Three required trainings. Dahl will send along a lead on MACS training dates.

* + 1. Overview of how committees work

Bird asks about policy committee because it’s not on the list. Nichols will fix that.

* 1. Student Attendance Policy updates

Fjelstad moves to approve policy on student attendance. Raymer seconds. All say aye.

1. General Records Retention Policy

Fjelstad explains that this is adopted from the MN Historical Society. If we adopt it, it gives us advice for what documents we have to keep and which ones we can get rid of and when.

Dahl and Bird point out that the MSBA policy has plugged in information specific to Sauk Rapids and needs to be changed.

LaFerriere asks whose administrative responsibility this would be, because they should have the whole schedule. LaFerriere also asks if there’s a need for a special education records policy, or if this covers it. Fjelstad explains that this schedule does not say anything specific about special education records.

Fjelstad moves to approve the general records retention policy. Dahl seconds. All say aye.

1. Retention and Destruction of Records of Special Education Students Policy

Fjelstad explains this policy and the changes to it—policy constitutes the required notice. Not including procedures in the policy itself. Bird noticed a formatting error and recommends fixing the formatting error.

Fjelstad moves to approve the retention and destruction of records policy with the condition of formatting changes made. Raymer seconds. All say aye.

1. Action Items
	1. Officially adopt a set of rules of order

Nichols moves to table this item until next meeting. Raymer seconds. All say aye.

* 1. Add new committee members

Hunding explains the WBWF committee and the need for members—community members, teachers, parents, students. The committee will plan the event facilitating feedback and write the report. Dahl asks if we’re allowed to send an online survey. Bird points out that’s a really good thing for the committee to look into. Dahl volunteers to join the WBWF committee.

Bird volunteers to join/restart the fundraising committee. Suggests, though, that fundraising be part of what the school asks the PAC to do. Bird suggests having someone who works with PAC on fundraising to provide on oversight. LaFerriere says the school should be designating what they want the PAC to be raising money for. Confusion about PACs fundraising abilities on behalf of the school. Bird says it sounds like there would need to be a board fundraising committee. Raymer re-suggests the liaison idea and a policy governing PAC fundraising. Bird says that we need to formalize the fundraising committee and the charge statement needs to include working with PAC to systematize fundraising. Raymer suggests adding fundraising policy to the list of policies included. LaFerriere suggests putting a section in policies going forward addressing how the policies will be disseminated to stakeholders. Bird volunteers to write the charge statement and get other volunteers from PAC.

Bird moves to combine WBWF and annual meeting planning committee. Fjelstad seconds. All say aye.

Marketing: Jill asks what the charge statement might include. Hunding: signage on the school, billboard, postcard mailings, collecting data about where students have come from and where they’re headed to middle school, outreach to local newspapers, attended local events. Jill expresses interest in the marketing committee once a charge statement is written.

1. Reports
	1. Financial report –*Laferriere*

Audit report. Financial reports were in the packet.

Bird moves to accept the financial report. Fjelstad seconds. All say aye.

* 1. WBWF report –– *Hunding*

Hunding says she’s submitted the WBWF report to MDE.

* 1. Marketing report – *Hunding*

Open house. A couple families showed up. Dodge Nature Center kindergarten fair – 8 people wrote down their information.

* 1. Policy Committee Report –*Nichols, Fjelstad*

Raymer joined. LaFerriere is helping with financial policies.

* 1. Administrator’s report/Mission Milestone – *Hunding*

Friday before break is animal feeding day as a gift to the animals of our schoolyard. When we come back, it’s MAP testing. Crazy 8s math club coming back after break.

Hiring another SPED teacher because our case load is growing. We’re hiring someone who’s worked as a para for us before.

Annual report feedback. A couple of minor things amid a lot of positive feedback about how it looks.

ACNW academic site visit. Went well from our perspective.

1. Board/Committee/Action deadlines/At next board meeting

Nichols will write charge statement for marketing committee by Jan. meeting.

Nichols will update WBWF charge statement by Jan. meeting.

Bird will write charge for fundraising committee by Feb. meeting.

Appoint a new chair at Jan. meeting.

Robert’s Rules training in Jan.

Annual Meeting and board elections in March.

Next open house is Jan. 24 from 6 -7. Raymer will be there.

Next board meeting is Jan. 15 at 4:30 p.m.

1. Adjourn Meeting

**Bird moves to adjourn meeting, Dahl seconds. All say aye. Meeting adjourned at 7:45 p.m.**