

Natural Science Academy  
920 Holley Ave., Suite 3  
St. Paul Park, MN 55071  
651-925-5050

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**

Date	February 19, 2019
Location	Natural Science Academy
Treasurer	Zach Fjelstad
Secretary	Katrina Nichols
Chair	Jennifer Raymer
Members Present	Caitlin Talarico, Jennifer Raymer, Katrina Nichols
Members Absent	Zach Fjelstad, Jill Dahl (resigned effective this meeting)
Ex-Officio Present	Traci LaFerriere, Kendra Hunding
Visitors Present	Rhianon Sargent with ACNW

I. Call meeting to order

Raymer calls meeting to order at 4:30 p.m.

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

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

Raymer calls for a motion to accept the agenda and opens the floor for requests for modification.

Kendra says: we need to change our annual meeting, and there’s a school day in the calendar for which we don’t have transportation. Raymer adds calendar items: board meeting schedule and April 19.

Traci asks to add discussion of budget revision, Raymer adds budget revision to action items.

Website added to discussion items.

Raymer calls for motion to accept agenda, Nichols seconds. All say aye (3-0)

- IV. 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.*)
- a. Approve January 2019 Meeting Minutes
  - b. Approve Total Networx Contract

Kendra points out that Caitlin Talarico was not marked present in the January minutes. Talarico moves to approve the agenda with the provision that she's added as having attended. Nichols seconds. All say "aye."

Kendra explains the need for the Networx partnership and that the contract needs to be approved. Nichols moves to accept the contract, Talarico seconds, all say aye. (3-0)

- V. Discussion Items
- a. Ongoing Board Training
    - i. Robert's Rules Training
      - a. Follow up to questions from last meeting.

**Do we need to have a second to adopt the agenda?** Yes, and vote.

**How to add an agenda item?** When we make a motion to accept the agenda, that's the time to make requests to add an agenda item. Outside that time, it is to be avoided. Going forward, the time to add points is while we're approving the agenda. We can discuss topics and table things to the next meeting within the meeting.

**Does each report need to be approved?** It needs to be accepted. It's just an acknowledgement that we accepted their report. No action or approval necessary. Acknowledging that they were there.

- b. Board membership – Jill Dahl's appointment (due to move?)

We're being asked to accept the resignation—letter received. Talarico moves to accept the letter of resignation, Nichols seconds, all say aye.

- c. School communication/notification practices when school activities change. (Caitlin)

Many of the parents were not happy with how parents were notified last time Crazy 8s was handled. Talarico advocates for reviewing and tightening the policy. Need to make sure that there's a back-up plan for when we haven't received confirmation of message delivery (like holding kids at school until kids are picked up). Raymer asks, "Do we have a process in place?"

Hunding says, "not yet." Office changes are great, better than before, but still working out bugs.

Raymer asks, "Is this a policy or procedure that's needed."

Hunding answers, both. To the question of whether this is a task for board or office personnel, the answer is really "both. Might be a board approved project, with significant input from office staff."

Raymer advocates for asking the front office what they would like to do to solve this problem, and we can support them in writing the procedures, but their recommendation is key.

d. Calendar items

i. Annual meeting (conferences conflict)

March 19 is current schedule, and conflict is with conferences. Hunding advocates changing the date to March 26 at 6:00 p.m. Raymer calls for a motion to change the meeting date/time from March 19 to 4:30 to March 26 at 6:00 p.m.

Hunding clarifies that in the past, we've sometimes had a short board meeting before the annual meeting, and then the annual meeting is a presentation to the rest of the community—NOT your typical board meeting. It's more like a year-in-review presentation. Raymer asks for Hunding's recommendation. Hunding answers she thinks it's a good idea to have a meeting at 4:30, with the annual meeting taking place at 6:00. Nichols moves to make that schedule change. Talarico seconds. All say aye, no nays (3-0)

ii. April 19 school day with no transportation

Raymer asks what the consequences are of 833 not having school that day. Nichols explains that if 833 doesn't have school, our bus kids can't get to school. Raymer clarifies that she wants to know what the consequences are of cancelling that day. Would we have to make it up? Is the goal to switch this day with another previously scheduled day off of school for students.

Raymer asks if an action needs to be taken on this tonight, or if we can take action next meeting and still notify families in a timely manner. Nichols explains that So Wash Co has school on May 17, and we have a teacher teamwork day that day, and suggests we could move the May 17 teacher teamwork day to April 19. Talarico moves to approve, Nichols seconds. All say aye (3-0) Raymer checks if Hunding will take care of communicating this to families.

e. Webpage discussion

Talarico asks if Jill is doing the website revamp herself, with the concern for security. School websites tend to be targeted for hacking. Raymer asks Hunding for clarification on Jill's work on the website. Hunding clarifies that Jill is doing some investigating about different ways to format our website through a different provider. Raymer says we'll want to make sure that when Jill's ready for this to be discussed, we plan our meeting accordingly so Jill can walk us through the website via skype/video conferencing.

VI. Action Items

a. Committees – Board/Committee/Action deadlines

Annual meeting coming up, so nominations materials need to get to families. Raymer asks how they go home (answer—sent home with kids, available in the office, sent via email).

Raymer asks what the board needs to do to prepare. Hunding says, "The annual meeting has to be planned. An election committee needs to be established to figure out who counts ballots. Agenda needs to be written."

Raymer asks if the board as a whole needs to figure out the flow of the evening, or if a committee should be established to take care of this.

Nichols moves to accept the assignment of Caitlin and Jennifer to the Annual Meeting/WBWF committee, Talarico seconds. Talarico asks if we need to fill community member spot, and by when. Hunding says yes, and as soon as possible.

b. Board self-assessment

Hunding explains what this has looked like in the past – a survey (like the one provided by MACS).

Nichols advocates for each current member taking an individual self-assessment using the MACS instrument before the March 26 board meeting so we can know where to focus ongoing training at the April meeting. Caitlin moves to do that, Nichols seconds, all say aye.

Raymer calls a brief recess for Nichols to take care of a student emergency.

c. Mini-Training – Strategic Plan (Hunding?)

Hunding explains the goal behind this discussion item is to familiarize the board with the 5-year strategic plan and develop board projects to help the school achieve the goals set in the plan.

Nichols presents the problem of having a stark gender imbalance, with many more boys than girls. Talarico volunteers to help with marketing. Nichols suggest we could make a presence at women in science events, and plans to attend one at the U of M. Traci recommends asking our families of girls to leverage their networks. Raymer asks if there's a place for the marketing committee to have more of a focus on diversity and inclusion, saying that our focus on the environment lends itself to a focus on diversity. We understand that there's diversity in the natural world and that's important to our students' learning.

Hunding says a key area of focus for the board needs to be board effectiveness. Nichols and Raymer advocate for creating onboard system. Nichols asks that facilities review be added to the April meeting agenda.

**Raymer summarizes:**

Marketing project

Onboarding new board members project

Facilities review project

Fundraising/community and corporate relationship project

Raymer suggests that we could issue a recruitment call at the annual meeting. Hunding adds that we could start before the annual meeting—Kate Maki and Hunding could take point on getting this ball rolling.

Nichols moves to approve the four projects as summarized and move facilities review to the April board agenda.

d. Budget Approval

LaFerriere explains that the budget revision is reflected in the narrative and the cashflow document. After the last meeting, LaFerriere met with Kendra, Katrina, and Zach to discuss some line items to make changes. TL explains the column previously marked est. actual is the budget revision. Biggest change is to reflect actual enrollment (budgeted for 80, actual is 98). SPED revenue going up because SPED expenses (transportation and staffing) went up, and they are mostly reimbursed. Staffing positions (extra SPED teacher, literacy specialist, more paras) created since original budget approval also are reflected in the budget revision. Took out some technology purchases that won't be made before June 30. Net income didn't change much. Fund balance is 23.6%, above 20% which fulfills authorizer recommendation, our policy, and auditor standard. Talarico moves to approve the budget revision, Nichols seconds, all say aye (3-0)

General Fund Revenue: \$1,022,136

Expense: \$1,018,513

Net Income :\$3,623

Fund Balance: \$240,603

The beginning fund balance, prior year carryforward, is \$20,832 over budget.

The following table shows the enrollment estimates used for the fiscal year 2019 budget, enrollment used for MDE state aid payments, and enrollment estimates used for the budget revision; and enrollment's impact on general education revenue.

VII. Reports

- a. Financial report —*Laferriere*
- b. WBF report —*Hunding*

Follow up on discussion at last meeting about kid involvement. Hunding liked the idea of having students conduct interviews with other students about what makes NSA a good school. Hunding will ask the year book committee kids, considering putting a go-pro on a kid to interview other students.

Talked about other things that will be part of data collection at the annual meeting, which will be part of the annual meeting planning.

- c. Marketing report —*Hunding*

Met with Jill last Monday. Defined priorities: website. Jill took on the project of researching other options for website. Open House was cancelled due to weather.

d. Policy Committee Report –*Nichols, Fjelstad*

Policy committee met to review which policies need to be written by whom and on what timeline.

e. Administrator's report/Mission Milestone – *Hunding*

Enrollment is going well. Kate Maki had the idea of making contact with new families once per month until the beginning of next school year to help address the kids who just don't show up at the beginning of year.

Mission-wise, Hunding shares that she advocated for the church to shovel snow to the edge of our schoolyard for play (this was a reminder to the landlord, not a new idea). Otters ventured to ACNW for their annual adventure.

Nichols adds that we're working on putting together a middle school fair for families of students in grade 3 and above.

Talarico moves to accept the reports as presented, Nichols seconds. All say aye (3-0)

VIII. Adjourn Meeting

Raymer calls for agenda items for March.

Talarico moves to adjourn, Nichols seconds, all say aye (3-0).

Meeting adjourned at 6:23 p.m.