

**Minutes**

Board of Directors Special Meeting

November 26<sup>th</sup>, 2019

4:15 pm CST

<p>Board Meeting Topics</p>	<ol style="list-style-type: none"><li>1. Call meeting to order (1 minute)</li><li>2. Approval of Agenda for 11/26/2019 (1 minute)</li><li>3. Approval of minutes from 10/15/2019 board meeting</li><li>4. Approval of minutes from 10/29/2019 special board meeting</li></ol> <p>Discussion Items:</p> <ol style="list-style-type: none"><li>1. Seating of Jill S. as board member</li><li>2. Approval of appointment of Tasha S. as board member</li><li>3. Approval of Appointment of Kristi R. as board member</li><li>4. Reading of Marketing committee charge statement past-approved</li><li>5. Substitute Teacher compensation policy</li><li>6. Fundraising committee charge statement</li><li>7. ACNW site visit</li><li>8. ACNW board feedback</li><li>9. Academic Spotlight</li><li>10. ACNW Sounding Board (Ongoing training topic: Opening Meeting Law)</li></ol> <p>Consent Items:</p> <ol style="list-style-type: none"><li>1. Financial Policies</li></ol> <p>Committee Reports</p> <ol style="list-style-type: none"><li>1. Financial Committee</li><li>2. Policy Committee</li><li>3. Director's Report</li><li>4. Marketing Committee</li></ol>
<p>Purpose of the Meeting</p>	<p>To discuss necessary school business in order to ensure the proper and smooth running of NSA.</p>

NSA Mission and vision Statement	<p>Academic achievement through the study and exploration of the natural world.</p> <p>Vision: Through its nature immersion, Natural Science Academy will:</p> <ul style="list-style-type: none"> <li>• Provide and exemplary elementary science program</li> <li>• Cultivate and grow each student’s connection to the natural world</li> <li>• Foster creative and critical thinking</li> <li>• Create and sustain a safe, supportive, nurturing community in which to learn, explore and grow.</li> </ul>
Location	Natural Science Academy 920 Holley Ave. STE #3 St. Paul Park, MN 55071
Chairperson	Zach Fjelstad
Secretary	Katrina Nichols
Treasurer	Chance Theriault
Board Members	Jill Schaeppi
Ex-Officio Members	Kendra Hunding (Lead Teacher) Traci LaFerriere (Business Manager) Kate Maki (Special Projects Coordinator)
Attendees and Visitors	

## Minutes

Meeting called to order at 4:17 by Zach Fjelstad.

Fjelstad reads mission and vision.

4:19

Theriault moves to approve the agenda, Nichols seconds. All say aye: Nichols, Theriault, Schaeppi. No nays, no abstentions.

No discussion

4:20

Theriault moves to approve October 2019 minutes, Nichols seconds. All say aye: Nichols, Theriault, Schaeppi. No nays, no abstentions.

4:21

Therault moves to approve October 2019 minutes, Nichols seconds.

Discussion: Therault double-checks that the report has been submitted. Fjelstad confirms.

All say aye: Nichols, Therault, Schaeppi. No nays, no abstentions.

4:22

Fjelstad welcomes Schaeppi aboard. Affirms that if there are any questions.

4:23

Therault moves to approve, Nichols seconds.

Discussion: Nichols asks how many seats we actually need to fill, because appointments are meant to fill elected seats. The number is difficult to track until.

Fjelstad moves to freeze appointing until April's election, unless it is a community member, a position which we're actively seeking to fill, Therault seconds.

Discussion: Nichols brings up concern that it doesn't make sense to appoint anyone tonight until we're sure that we're not going against our own bylaws and policies.

Fjelstad moves to table the freezing of appointments discussion, Therault seconds.

Vote: Ayes: Nichols, Therault, Schaeppi. Motion passes unanimously.

Fjelstad brings board back to motion on appointing Steinmetz.

Discussion:

LaFerriere provides text of statute.

Fjelstad opines that it would be better for the school to try and fill the board with quality people so that we can address the turnover.

Vote to appoint Steinmetz. All ayes: Nichols, Schaeppi, Fjelstad. No nays, no abstentions. Motion passes unanimously.

4:38 Nichols moves to approve Rupert's appointment through the next election of Board of Directors, Therault seconds.

Discussion:

LaFerriere – should we include the term in the motion? Theriault—proposes we add a symbol at the top of the agenda next to each member’s name designating whether they were elected or appointed.

Vote to appoint Ruport--Ayes: Nichols, Theriault, Schaeppi. Nays: none. Abstentions: None.

4:43 – Visitors to introduce themselves.

Werz – son attends first grade.

Amanda Perren – started the fundraising committee. Explains the committee is slowly working on fundraising opportunities such as Give to the Max Day.

4:45

Fjelstad points out we’d already approved a marketing charter.

4:45

Theriault moves to approve substitute teacher policy, Schaeppi seconds.

Discussion: Nichols points out it doesn’t look like our other policies; more like a note to teachers.

Fjelstad asks LaFerriere to explain necessity. The policy is to ensure consistent substitute payment of \$25/hour to be consistent with South Washington County District 833.

Theriault asks about the math, and asks if this policy is consistent with the budget.

LaFerriere explains it depends more upon frequency of sub needs than upon the rate.

Theriault confirms that the head teacher takes care of that.

Fjelstad explains that the hourly rate makes it easier on school leaders for the way we do subs—in house paras with sub licenses.

Vote to approve substance of policy: Ayes: Schaeppi, Theriault, Nichols. Nays: None. Absentions: None  
Motion passes unanimously.

4:53

Theriault moves to approve fundraising committee charter, Schaeppi seconds.

Discussion: Nichols points out that membership line looks like teacher cannot serve on this committee. Schaeppi suggest changing the language to “at least one board member and any other interested

parties.” Theriault clarifies that the fundraising committee will make reports to the board. Perren asks to whom she should send the minutes. Fjelstad says to him, as ex officio of all committees, and Kate Maki, who puts together the board packets.

Schaeppi moves to approve the edit from above discussion, Theriault seconds. Ayes: Nichols, Schaeppi, Theriault. Nays: none. Nays: none.

5:00: Vote to approve fundraising committee charter. Ayes: Nichols, Schaeppi, Theriault. Nays: none. Nays: none. Motion passes unanimously.

5:00

Fjelstad makes board aware of upcoming site visit from ACNW in December.

Board feedback from last site visit to our board. Fjelstad opens the floor for questions about that feedback.

Theriault: is there any way we’re going to track lessons learned? Just wants to make sure that the concerns are corrected.

Fjelstad: We can go through and discuss those concerns.

Theriault: Right, let’s have a plan in place. We want to use the feedback.

Fjelstad: Regarding the academic data indicator, we added an academic spotlight, but this feedback makes it clear that ACNW wants the board to review data as related to our goals. That would make most sense after each MAP period. We could make it route that we discuss the data after each testing window.

Theriault: Yes, and we should also keep what we’re doing now. Let’s just make it our policy that after each test window we look at the data in a timely manner.

Nichols: Asks how specific we’re going to get. My skills cycle assessments? Or curriculum based measure and MAP?

Fjelstad: Clarifies – is the curriculum based measures data realistically calculable?

Nichols: Yeah, it takes time.

LaFerriere: Is there a measure in the contract based on that data?

Nichols: Yes.

Theriault: We can streamline this by having stock agendas that reflect the calendar year.

Schaeppi: That’s a good idea.

LaFerriere: We should also be reviewing data on Scott’s and Kendra’s positions because they’re grant funded.

Motion:

Therault moves to create a board meeting schedule standard template to include specified requirements on specified months to meet the requirements made clearer by the ACNW feedback, Schaeppi seconds.

Discussion:

Clarification that the project includes an agenda for each month.

Vote: Ayes: Therault, Nichols, Schaeppi. Nays: None. Abstentions: None. Motion passes unanimously.

5:19

Fjelstad steers conversation to feedback about open meeting. Explains what happened and that we're addressing in through the review of the Sounding Boards included in this month's packet.

5:23 Academic spotlight

Otters- paraphrasing paragraphs. Fjelstad co-teaches ALL Block (additional language and literacy). Includes social motional learning. Explains module and ALL Block and Module.

Nichols explains the cycle assessments om kills block that help her plan her instruction/monitor progress of student master of decoding/encoding skills.

5:29

Sounding Board discussion:

LaFerriere – thinks we should take the Sounding Boards and put them in the manual. The turnover makes it hard for this knowledge to be held on to. The board manual could be part of our Sharepoint and a print copy provided to newly elected board members. Proposes we could routinely review.

Fjelstad moves to establish a board member packet for onboarding, Therault seconds.

Vote: Ayes: Nichols, Therault, Schaeppi. Nays: none Abstentions: none Motion passes unanimously

5:38

Finacial polici. These reflect how we've been doing things, we just need to make them official. LaFerriere explains that we needed the procurement and purchasing policies for special education funding audit. Couldn't find prove we'd approved those policies.

LaFerriere asks how we'll ensure we know when a policy is official.

Fjelstad moves to approve the financial policies (Fund Balance, Procurement, Purchasing, Electronic Funds Transfers, Acceptance of Gifts) as written, Theriault seconds. Vote: Nichols, Theriault, Schaeppi. Nays: none Abstentions: none. Motion passes unanimously.

5:48

LaFerriere gives overview of audit paperwork. There was a finding, It was a payroll finding. There were some contracts that were not signed by the employee. The lead teacher initiates the contract, it needs to be monitored by the board. The plan to correct this should be monitored by the board. This year's contract have already been initiated.

Theriault asks how this looks. Would it work to pull five contracts and do a spot check? LaFerriere says we could do that as a finance committee if we wanted. Theriault says, just something to make sure we can say that we're monitoring.

Gives overview of cashflow document. Explains the carry over from last year om state funding. Income statement shows board approved budget. Shows everything that has happened in comparison with the budget. This has changed since last month. The expenses are set off by corresponding revue because it's special ed. Other change is Basecamp, before after school care. There's revenue offsetting that. New line for the basecamp person--was a special ed employee, but basecamp is general , so there's a line reflecting that rt of her job. r fund balance is 19.%, which is lower than our policy of 20. We want to keep monitoring because the enrollment is lower n what's project.

Fjelstad a what should be done about it? LaFerriere says we don't have full classrooms— we're technically overstaffed. There are things that we could save, but the biggest portions are staffing and lease. Not too worried about this year, but when we do next year's budget, we need to be conservative but effort into marketing. We have a new student starting Monday.

Nichols moves to accept the monthly financial reports including the FY2019 Audited financial statements, Schaeppi seconds. Vote: Nichols, Fjelstad, Schaeppi say aye. Nays: None Abstention: none. Motion passes unanimously.

Theriault moves to adjourn Schaeppi seconds. Ayes; Nichols, Theriault, Schaeppi. Nays None. Abstentions: none.