

**Official Board of Directors
Meeting Minutes
Monday June 17, 2013**

The Official Board Meeting of New Discoveries Montessori Academy of Hutchinson, MN was called to order at 7:12 p.m. on Monday June 17, 2013. The meeting was held at New Discoveries Montessori Academy, Hutchinson, MN.

1. Call Meeting to Order – Roll Call
The meeting was called to order at 7:12 p.m.
Voting Board members present: Dick Lennes, Lynn Brown, Shari Colvin, Jill Bierbaum. Absent: Louis Goldstein, Cynthia Vold
Ex-officio members present: Dave Conrad, Bob Cannon, Chuck Herdegen. Absent: Tara Erickson.
2. Spotlight Report
 - a. Data and Assessment Update – Joan Sax
Joan shared 2012-13 NDMA AIMsWeb and NWEA grade level data
 - b. School Improvement Update – Bob Cannon
Bob shared highlights from MDE workshop for schools in priority status. NDMA representatives were Bob Cannon, Dave Conrad, Tari Niemeyer and Heather Vaillancourt. They were encouraged to increase efficiency in the process of school improvement – prioritize vs. getting bogged down in all the initiatives. Came away with a three-fold action plan that includes Professional Development for Teachers, Learning through Instruction, and Family Engagement
3. Work on Strategic Plan – 30 min.
Dick Lennes shared NDMA SWOT statements (board will consider those statements at a subsequent meeting) and Strategic Plan template that includes SWOT Classification, Placement and Statement along with Core Value(s) Impacted, Strategy Statement and Board Goals.
4. Welcome/Introduction of Guests
Guests: Vicki Hoefl, Betty Jodzio, Lori Krych, Joan Sax, Anna Anderson, Oriann Johnson, Derek Niemeyer, Heather Vaillancourt
5. Approval of Agenda – MSC (Dick, Lynn) approval of agenda
6. Approval of Consent Agenda – MSC (Lynn, Dick) approval of consent agenda
 - a. Minutes of May 20, 2013 Meeting
 - b. Policy/Governance Committee – report submitted
 - c. Facilities Committee – no report
 - d. Technology Committee – reports submitted
 - e. Finance Committee – no written report submitted
7. Financial Reports
 - a. April & May Financial Statements – Chair recognize financial statements received
 - b. Approve April and May expenditures and receipts reports – (Dick, Lynn) all approving via roll call vote
 - c. Acknowledge Individual Donations Approved at May Meeting: Rosine Hermodson-Olsen \$100, Donna Herdegen \$150, Betty Jodzio \$180, LuAnn Hoffmann \$200, Heather Vaillancourt \$210, Lora Dagel \$5,000
8. Reports
 - a. Superintendent – Presented staff structure and hierarchy chart, schedule for staff to present spotlight report to the board, changes in insurance law and possible impact for NDMA staff and budget, approval of SIG in the amount of \$600,656.00, pursuit of possibility for NDMA & NCA to provide bus

transportation independent of ISD 423, Q comp update, current enrollment numbers for 2013 – 14 (176 students PreK-6)

- b. ACNW - New Discoveries Financial Performance Evaluation and Notice of Concern – It was asked if NDMA board/leadership was given an opportunity to respond to report prior to receiving the report passed on to full board. Because entire board is responsible for financial oversight of the school, all board members would like to be copied on emails from authorizer regarding finances. Acknowledged authorizer wants to meet with school and board representatives prior to the end of June.

9. Old Business

- a. Final Reading Operation of NDMA Board of Directors policy #203 – MSC (Dick, Lynn)

10. New Business

- a. Accept resignations of Holly Niska, E1 Teacher and Sue Dahlke, Food Service Manager – MSC (Jill, Dick)
- b. Accept resignation of Louis Goldstein, board member – MSC (Jill, Lynn) Acknowledged the positive impact of Louis' participation on the board and the unforeseen increases in responsibilities and duties related to his work that would not allow him to contribute at the level he deems necessary to be an effective NDMA board member. Additionally, the board recognizes Cynthia Vold's many years of service to the board.
- c. Approve Reading Corps position MSC (Dick, Lynn)
- d. Approve Strategy Statement and Goals related to NDMA Finances – recommendation from the finance committee, and as such, it comes as a motion with a second. Motion carried.
- e. Approve Second Year School Improvement Grant – MSC (Dick, Jill) Motion to approve Second Year School Improvement Grant with the grant budget to be placed in NDMA general fiscal budget.
- f. Approve 2014 fiscal year budget – (Dick, Jill) Motion to approve 2014 fiscal budget at enrollment projection of 174 adjusted daily membership and ending with a projected fund balance of \$38, 180. The budget includes the second year SIG and will be reviewed at August 2013 board meeting. Motion approved unanimously via roll call vote.
- g. Approve 2013 Revised Budget as presented in the May Financial Statements – (Dick, Jill) Motion approved unanimously via roll call vote.
- h. Approve increased lunch prices, and charging for student breakfast – (Jill, Dick) motion carried with the addition of 30¢ for reduced breakfast charge.
- i. Approve Superintendent Evaluation template – recommendation from the policy/governance committee, and as such it carries a second. Motion carried.
- j. Motion to seek official recognition from MDE of NDMA preschool program – MSC (Jill, Dick)
- k. Approve contract/agreement renewal for West Metro Learning Connections for Autism Spectrum Disorder evaluations, re-evaluations and other ASD related programming – MSC (Dick, Jill)
- l. Approve contract/agreement renewal for Greater Minnesota Family Services for school-based Mental Health programs – MSC (Dick, Jill)
- m. Approve contract/agreement renewal for Financial Management Services with BKDA for 2013-2014 and 2014-2015. – MSC (Jill, Dick)
- n. Approve contract/agreement with CliftonLarsonAllen for Audit and Tax Compliance services for the year ended June 30, 2013 – MSC (Jill, Shari)
- o. First Reading Reporting Grants to the Board of Directors policy #790 – MSC (Dick, Shari)
- p. First Reading Attendance policy #503 – MSC (Dick, Shari) note: may need to change compulsory age of attendance from 16 to 17 to reflect change in law.
- q. Approve five year contract with Loffler for Canon copier lease and service. – MSC (Dick, Shari)

11. Upcoming Meetings/Events/Announcements

- a. Next board meeting, July 22, 2013 – 6:30 p.m. – **change from the 3rd to the 4th Monday of the month**
- b. Montessori Workshops at St. Kate's – Inform Bob of interest in attendance

12. Adjournment at 10:50 p.m.

Respectfully submitted,
Shari Colvin