

**Official Board of Directors Meeting Minutes**  
Monday February 17, 2014

The Official Board Meeting of New Discoveries Montessori Academy of Hutchinson, MN was called to order at 5:38 p.m. on Monday February 17, 2014. The meeting was held at New Discoveries Montessori Academy, Hutchinson, MN.

1. Call Meeting to Order – The meeting was called to order at 5:38 p.m. Voting members present: Jill Bierbaum, Lori Krych, Dick Lennes, Betty Jodzio, Shari Colvin. Absent: Vicki Hoeft. Non-voting members present: Dave Conrad, Chuck Herdegen, Tara Erickson. Guests: Tari Niemeyer, Donna Herdegen, Michelle Nadeau.
2. Spotlight Report  
Title I: Donna Herdegen along with Margaret Shimpa work in the Title 1 Federally funded program to work on reading and math with students who need a little extra help in those curricular areas. Teachers refer students for inclusion in the program. There is an assessment form used to determine eligibility. Letters are sent to parents for approval to have their children participate in the program.
3. MS (Lori/Betty) to approve amended agenda. Add 9.f, closed meeting and 8.d, contract renewal with greater MN mental health services, all aye .
4. Approval of Consent Agenda – Items a, d, and g were removed from the consent agenda to be approved separately. MS (Lori/Betty) to approve items b, c, and e of the consent agenda, all aye.
  - a. Minutes of January 20, 2014 meeting – MS (Dick/Betty) to approve the amended Jan 20 minutes subject to revisions to motion made related to harassment complaint – Motion should read, “The secretary of the Board will notify the complainant in the harassment complaint of the board decision, based on the attorney’s report.” Additionally the following statement, “The letter will also mention that if the complainant wants to read the full report, she may contact the administrative assistant to set up an appointment to read it in the presence of the board chair.” made at the meeting will also be included in the January 2014 Board minutes, all aye.
  - b. Policy/Governance Committee – reports submitted
  - c. Facilities Committee – report submitted
  - d. Technology Committee – MS (Betty/Lori) to approve with full names of participants included in the minutes, all aye.
  - e. Finance Committee – report submitted
  - f. Marketing Committee – no report submitted
  - g. Personnel changes – MS (Dick/Betty) to approve employment of 0.5 FTE Special Education teacher Lynn Hackbarth, all aye.
5. Financial Reports
  - a. Received January Financial Statements – some adjustments were made to the budget with the goal of ending the fiscal year with a general fund budget of at least \$38,180. We are on track to meet this goal.
  - b. MS (Jill/Betty) to approve January management reports, all aye.
  - c. Herdegen and Conrad will continue to obtain information needed to address Finance Committee concerns/recommendations
6. Reports
  - a. Superintendent’s report: The superintendent submitted a written report which included an update on enrollment (at 155), transportation options for 2014-15 (may need to call a special meeting of the board if approval on a transportation proposal is needed prior to the next regular board meeting), make-up

days (NDMA will offer more than the required annual instructional hours if we do not add an additional student contact day), meal policy, E-rate application (see motion at end of report), Montessori Consult, and interview schedule for Director of Curriculum and Instruction position (all interviews are scheduled for March 3-4, 2014).

- b. MS (Jill/Dick) to direct Superintendent to move forward with E-Rate grant application, all aye.

#### 7. Old Business

- a. MS (Dick/Lori) to approve Final reading of Enrollment policy #542P, all aye.
- b. MS (Jill/Dick) to approve final reading of NDMA Employment, Evaluation, and Severance policy #430P with forms a and b, with change to item #3 having 3 vs. 4 columns, all aye.
- c. Update calendar to account for snow days – board will honor superintendent’s recommendation to leave the calendar as is with June 4<sup>th</sup> as the last student contact day.
- d. MS (Lori/Betty) To approve Greater Minnesota Family Services contract, all aye.

#### 8. New Business

- a. MS (Policy Governance Committee) to approve Director of Operations position description, Tabled until March 2014 meeting.
- b. MS (Policy Governance Committee) to approve first reading of revision of School District Budget policy #710.1P with changes, all aye.
- c. Renumbered Fund Balance policy 701.1 to 701.2P
- d. Reviewed draft of FY 2015 SWOT Statements and Strategic Plan. The strategic plan draft will be taken to the Leadership team (Dick facilitate) and the teachers (Betty facilitate) for input prior to board adoption.
- e. Betty and Jill appointed as nominating committee for annual Board elections. There will be up to four positions to fill. The board wants to maintain a non-majority board.
- f. 7:40 p.m. Closed the meeting as permitted by MN Statute 13D.05 Subd. 3(a) for personnel issues.
- g. Meeting reopened at 8:58 p.m.

MS (Dick/Shari): Be it resolved that we accept the recommendations of the Superintendent, who was the grievance compliance officer, for the general harassment complaint filed on 2/9/14 by Ms. Jill Corson against another NDMA staff member. It is our understanding that the Superintendent will impose a corrective action plan on the accused to address documented behavioral concerns, cited in the compliance officer’s investigation. It is further understood the corrective action plan is meant to be a warning and continued employment is subject to immediate and on-going compliance to the plan. all aye.

MS (Lori/Dick) Regarding the child abuse claim, brought to the attention of the NDMA Board on 2/17/14 against another NDMA staff member by a staff member, be it resolved that the Superintendent will review his investigative documentation of the previous incidents, not reported as child abuse at that time, and submit his findings in a written summary to the NDMA Board of Directors at the next Board meeting (this may constitute a special Board meeting). Furthermore, be it further resolved, that the Superintendent will advise the staff member of his/her mandatory child abuse reporting options that s/he should consider. S/he should be assured that any such action, on his/her part, will not jeopardize his/her employment with NDMA nor will any retaliation be tolerated. all aye.

#### 9. Upcoming Meetings/Events/Announcements

- a. Next board meeting, March 24, 2014 – 5:30 p.m.
- b. Technology Committee Meeting
- c. Joint Facilities Committee Meeting, March 6, 2014 – 3:30 p.m.
- d. Finance Committee Meeting, March 17, 2014 – 1:00 p.m.
- e. Marketing Committee Meeting, March 6, 2014 – 4:30 p.m.
- f. Policy/Governance Committee Meeting, February 24, 2014 – 3:30 p.m.

g. NDMA Annual Meeting, April 21, 2014 – 6:30 p.m.

10. Adjournment at 9:15 p.m. February 17, 2014.

Respectfully submitted,  
Tara Erickson