



New Discoveries

Montessori Academy

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Official Board Meeting Agenda

Monday, July 31, 2017 – 5:30 p.m. – NDMA

1. Call Meeting to Order – Roll Call
2. Welcome/Introduction of Guests
3. Spotlight Report – Year Long Learning Progression
4. Approval of Agenda
5. Board of Directors Code of Ethics
6. Election of Officers
 - a. Chair
 - b. Vice Chair
 - c. Secretary
 - d. Treasurer
7. Approval of Consent Agenda
 - a. Minutes of June 26, 2017 Meeting
 - b. Submitted Committee Reports
 - c. Personnel changes – approve resignation, dismissal and new employments as submitted.
8. Financial Reports
 - a. Receive June 2017 financial statements
 - b. Approve June 2017 expenditures and receipts report
9. Reports
 - a. Executive & Associate Directors
 - i. Environmental Education Update
 - ii. Academic Testing and Achievement Update
 - iii. Enrollment Update
 - iv. Activities and Happenings related to the school, staff, students, families, community
10. Old Business
11. New Business
 - a. Board Meeting Schedule
 - i. Day of the month
 - ii. Start time
 - iii. Location
 - b. Board Members Conflict of Interest Disclosure
 - i. Authorizer Statement of Assurances
 - ii. Building Lease
 - iii. Contracts/Board Agenda Items
 - c. Committee Assignments
 - i. Finance Committee
 - ii. Policy/Governance Committee
 - iii. Marketing Committee
 - iv. Joint Technology Committee
 - v. Joint Facilities Committee
 - vi. NDMA Instructional Leadership Team
 - d. Designation of Business Manager
 - i. Chuck Herdegen
 - e. Designation of Depositories
 - i. Citizens Bank and Trust, Hutchinson, MN

1. Approve authorized signers on accounts
 - a. Board Chair
 - b. Board Treasurer
 - c. Board Appointed Administrator(s)
 - d. Business Manager
- ii. MN School District Liquid Assets Fund (and financial institutions designated by the Fund for investments)
- f. Delegation of Authority to make electronic funds transfers
 - i. Chuck Herdegen, or his designee at Beltz, Kes, Darling and Associates
 - ii. Board Chair
 - iii. Board Treasurer
 - iv. Board Appointed Administrator
 - v. Electronic Funds Transfers can be made for:
 - i. A claim for payment from an imprest payroll bank account or investment of excess money
 - ii. Payment of federal, state, and unemployment taxes (deductions and/or benefits)
 - iii. Payment of contributions to the Teachers Retirement Association (TRA) and the Public Employee Retirement Association (PERA) (deductions and benefits)
 - iv. Payment of other payroll related deductions and benefits (when appropriate)
 - v. Monthly building lease payments
 - vi. Monthly payment of credit card charges
 - vii. Vendor payments (when appropriate)
 - viii. Draws and repayments for line of credit
 - ix. Other payments as approved by the school board
- g. Credit Card Authorization – Employees authorized to have school issued card and credit limits
- h. Designation of Official Newspaper (required for posting of public notices)– Hutchinson Leader
- i. Designate MDE Identified official with authority
- j. Designate Title Grant programs authorized representative
- k. Approve Employee Benefits
- l. Approval of Daily and Hourly Rates of Pay
- m. Approve contract with *West Metro Learning Connection* for Autism Spectrum Disorder (ASD) services
- n. Approve contract with *Laura Tubbs Booth* for legal services
- o. Approve contract with *Tamera Pulver* for Special Education Director services
- p. Approve contract with *Hutchinson Health* for Services
- q. Approve contract with NuTelecom
- r. Approve contract with *McLeod County Public Health* for Nursing Services
- s. Approve contract with Greater Minnesota mental health services: \$300.00 more than last year – contract not to exceed \$10,300.00 for the year
- t. Approve contract with BWBR – architectural/engineering plans for classroom renovation/conversion to office, conference room and waiting area
- u. Approve application for grade level expansion
- v. Consider goals for strategic plan
12. Upcoming Meetings/Events/Announcements
 - a. Next board meeting, August 21, 2017 – 5:30 p.m.
 - b. Technology Committee Meeting
 - c. Finance Committee Meeting, August 14, 2017 – 1:00 p.m.
 - d. Marketing Committee Meeting
 - e. Policy/Governance Committee Meeting, August 7, 2017 – 1:00 p.m.
 - f. NDMA Open House, August 24, 2017 – 5:30 p.m.
 - g. Cokato Corn Carnival Parade, August 7, 2017 – 6:00 p.m.
 - h. McLeod County Fair, August 16-20, 2017
13. Adjournment