

Official Board of Directors
Meeting Minutes
Monday March 14, 2016

The Official Board Meeting of New Discoveries Montessori Academy of Hutchinson, MN was called to order at 5:34 p.m. on Monday March 14, 2016. The meeting was held at New Discoveries Montessori Academy, Hutchinson, MN.

1. Call Meeting to Order – The meeting was called to order at 5:34 p.m.
Voting members present: Tara Oberg, Tony Ashwill, Amanda Sundblad, Jennie Pirnie, Peggy Enerson, Patrick Selchert. Absent: Shari Colvin, Michelle Martig

Non-voting members: Dave Conrad, Kirsten Kinzler, Tara Erickson. Absent: Chuck Herdegen.

Guests: none
2. Spotlight Report – none
3. Agenda – MS (Pirnie/Sundblad) to approve the agenda, all aye, motion carries.
4. Consent agenda – MS (Selchert/Enerson) to approve the consent agenda with personnel changes all aye, motion carries.
 - a. Minutes of January 18, 2016 Meeting
 - b. Submitted Committee Reports
 - c. Personnel changes – approve resignation, dismissal and new employments as submitted. Resinations: Laura Simonson – SpEd teacher, Jon Hartzler – driver (no longer necessary), Rebecca Zaban-Boylan – teaching partner. New hires: Jodi Boich – Long term sub for SpEd teacher, Lisa Rahkola – Long term sub for SpEd teacher.
5. Financials
 - a. Received February 2016 financial statements.
 - b. MS (Enerson/Ashwill) to approve February 2016 expenditures and receipts report, all aye, motion carries.
6. Reports
 - a. Executive & Associate Directors – reports attached. Discussion was had about site expansion possibilities, enrollment, preparations being made for grades 3-6 MCA's, job-embedded staff developments happening, ads posted for Special Education teachers, and Open House events coming up in April and May.
7. Old Business
 - a. MS (Pirnie/Sundblad) to approve of SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis, discussion was had about the organization's strengths and weaknesses, and getting a meeting time to decide how to go forward with the Strategic plan, all aye, motion carries.
 - b. Further reviewed NDMA Bylaws - send any changes to consider to Oberg and Colvin.
 - c. Fiscal year 2017 calendar considerations – tabled until April 18 meeting.

8. New Business

- a. Reviewed minor revisions to Policies 531P – The Pledge of Allegiance, 532P – Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds, 533P – Wellness, and 542P – Enrollment, discussion was had on a couple of additional changes to be made, MS (Pirnie/Enerson) to approve revised policies, all aye, motion carries.
- b. MS (Rahkola/Ashwill) to submit paperwork to for the expansion through grade eight as well as site expansion, all aye, motion carries.

9. Upcoming Meetings/Events/Announcements

- a. Next board meeting, April 18, 2016 – 6:15 p.m.
- b. Technology Committee Meeting
- c. Joint Facilities Committee Meeting
- d. Finance Committee Meeting, April 11, 2016 – 1:00 p.m.
- e. Marketing Committee Meeting
- f. Policy/Governance Committee Meeting, April 4, 2016 – 11:00 a.m.
- g. Annual Meeting, April 18, 2016 – 5:30 p.m.
- h. Strategic planning meeting – Monday May 2, 2016 – 5:00 - 8:00

10. Adjournment 6:58 p.m.

Respectfully submitted,
Tara Erickson



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Executive Director Report for NDMA's Board of Directors – Dave Conrad
Monday, March 14, 2016

1. Application for Grade Level & Site Expansion

- Our letter of intent to the Audubon Center of the North Woods was received and we have been invited to move forward in the application process and submit a full application. Kirsten and I have begun this work, in anticipation of submitting an application well before the August 1, 2016 application deadline. The deadline is for consideration of implementing grade level and/or site expansion for the fall of 2017. Before proceeding, we need to clarify whether we are requesting expansion through 8th grade or 12th grade. Our Board resolution indicates grades 7 through 12.

2. Communication from Commissioner of Education

- I received an evaluation from Commissioner Casselius for our World's Best Workforce Report Summary. I will pass a copy of the evaluation around at tonight's Board meeting. The evaluation was very positive, with only a couple of citations noted. Both citations indicated a lack of evidence in the Workforce Summary. However, in both cases, the evidence appears in our Annual Report.

3. Teacher Observations/Evaluations

- I have completed the second of three rounds of observations/evaluations. I will begin the third and final round of observations/evaluations in April.

4. Children's House Open House

- We hosted five families Saturday morning at the Hutchinson Community-wide preschool open house. Four of the five took paperwork and said they plan to submit an application for next Fall. We are offering an early-bird sign-up discount of \$40.00/month if they sign up before March 28th.

5. Out-of-Office

- I will be out of the office Tuesday through Friday this week for shoulder surgery and recovery. I plan to return to the office next week – during spring break – when things

should be pretty quiet around here. Feel free to call and/or text me this week should you need to speak with me.

6. Minnesota Reading Corps

- We have been approved for one full-time Minnesota Reading Corps Early Literacy tutor for the 2016-17 school year.

7. Attendance Update

-	Preschool	9 students
-	Kindergarten	16 students
-	First grade	16 students
-	Second grade	15 students
-	Third grade	33 students
-	Fourth grade	16 students
-	Fifth grade	25 students
-	<u>Sixth grade</u>	<u>25 students</u>
	Total k through 6	145 students
	Total pre-k through 6	154 students

**Associate Director
Kirsten K Kinzler
Board Report
Monday, March 14, 2016**

- 1) Data/Assessments – Teachers for students in Grades 3-6 have the MCA Item Samplers, Teacher Guides and information to log on to practice the MCA assessments in order to help students be prepared for this assessment.

Our goals are (as indicated in the Annual Report):

READING GOAL: Over the period of the contract, students at NDMA will demonstrate proficiency in reading as measured by state accountability tests. NDMA 2015-2016 Reading Goal: 70%

Measure 5.2 [CCR] – 3%: From FY15 to FY17, the school’s aggregate proficiency index score will increase by at least 5.0 points from the baseline proficiency index score (baseline score – 63.7).

- Exceeds Standard: The aggregate proficiency index score is at least 10.0 points above the baseline score.
- Meets Standard: The aggregate proficiency index score is at least 5.0 points above the baseline score.
- Approaches Standard: The aggregate proficiency index score is greater than the baseline score.
- Does Not Meet Standard: The school did not meet the criteria for any of the ratings above.

Reading Proficiency - 5.2			
Baseline - All	FY15 2014-15	FY16 2015-2016	FY17 2016-2017
63.7	78.7		

MATH GOAL Over the period of the contract, students at NDMA will demonstrate proficiency in math as measured by state accountability tests. NDMA 2015-2016 Math Goal: 60%

Measure 6.1 [CCR] – 4%: From FY15 to FY17, the school’s aggregate proficiency index score will increase by at least 10.0 points from the baseline proficiency index score (baseline score – 47.9).

- Exceeds Standard: The aggregate proficiency index score is at least 20.0 points above the baseline score.
- Meets Standard: The aggregate proficiency index score is at least 10.0 points above the baseline score.
- Approaches Standard: The aggregate proficiency index score is at least 5.0 points above the baseline score.
- Does Not Meet Standard: The school did not meet the criteria for any of the ratings above.

Math Proficiency - 6.1			
Baseline	FY15 2014-15	FY16 2015-2016	FY17 2016-2017
47.9	56.7		

- 2) Instruction – Dave and I continue to go into various classrooms to help with supervision throughout the week especially when co-teachers or classroom teams meet for planning.

Upcoming Professional Development includes:

JEPD – Tuesday, February 22nd – Topic TBD

Monday, March 7th - Professional Development Day - Uncovering Brilliance (0.5 Day) and Teacher Work Day – Student Progress Reports/Conference Preparation

JEPD – Job-embedded professional development

February – Teaching Staff met during JEPD to discuss the “Words Their Way” curriculum, how it’s currently being used in the classroom, and identified what resources are needed for better implementation.

March – No JEPD due to Spring Break.

April –

May –

- 3) Staff – See Dave’s update and Resignations/New Hires document.
We are placing an ad for Special Ed teachers on the EdPost website. We know that we are in need of filling (1) position for next year so we’d like to get a jumpstart.
- 4) WBWF – World’s Best Work Force Report Review from MDE was positive. There are a couple areas that we need to address and I am looking into how to best do that.

5) Marketing – PTO Restaurant Fundraisers

Monday, March 7 th	Culver’s, Hutchinson	5-8pm – Mr. Marcus’s class
Nice turnout! Thank you to the Marcus classroom for hosting this restaurant fundraiser!		

Next:

Monday, April 4 th	Unhinged Pizza, Glencoe	4-8pm – TBD
Monday, May 9 th	Culver’s	5-8pm – TBD

PRESCHOOL OPEN HOUSE: Saturday, March 12th – City-wide Preschool Open House

We had (5) families attend – (1) is signed up to attend in the fall. (2) were very interested in attending and appreciated the (\$40) off per month coupon. An ad was placed in the Hutch Leader on the other preschool page.

OPEN HOUSE EVENTS: We have planned a number of Open House events beginning in April. Dave and I will host however, if any of you are available, we’d love to have you be present, as well! Posters have been made and we will be having a running ad in the Hutch Leader during this time.

HUTCHINSON CHAMBER: Amanda met with a gentleman at the Chamber office and got some great information about the perks for being a Chamber member. Thank you, Amanda, for checking this out!

Marketing Committee: Next marketing committee meeting: _____

6) Other –

Annual Meeting – Just wondering how we are doing on the planning of the Annual Meeting. Do you need any help? When should we meet? We need to change the date as May 23rd falls outside of the date of May 15th indicated in the By-Laws. Nominating Committee – Tara, Lisa, Michelle and Amanda.

- See Dave’s Weekly Update/Board Report for other information...