

**Official Board of Directors**  
**Meeting Minutes**  
Monday, February 15, 2016

The Official Board Meeting of New Discoveries Montessori Academy of Hutchinson, MN, was called to order at 5:35 p.m. on Monday, February 15, 2016. The meeting was held at New Discoveries Montessori Academy, Hutchinson, MN.

1. Call Meeting to Order – The meeting was called to order at 5:35 p.m.  
Voting members present: Shari Colvin, Tara Oberg, Jennie Pirnie, Peggy Enerson, Patrick Selchert, Tony Ashwill, Michelle Martig. Absent: Amanda Sunblad, Lisa Rahkola  
  
Non-voting members: Dave Conrad, Kirsten Kinzler. Absent: Tara Erickson, Chuck Herdegen  
  
Guests: Dan Jett representing ACNW
2. Spotlight Report – none.
3. Agenda – MS (Enerson/Pirnie) to approve the agenda with the addition of 8.g. - family leave request aye, motion carries.
4. Consent agenda – MS (Colvin/Enerson) to approve the consent agenda, 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. None.
5. Financials
  - a. Received January 2016 financial statements - question asked why our cash on hand bottoms out at the end of April and financing is acquired. Director Conrad shared how payments are disbursed and delayed to NDMA from the State of Minnesota and the federal government.
  - b. MS (Pirnie/Ashwill) to approve January 2016 expenditures and receipts report, no questions, all aye, motion carries.
  - c. Director Conrad provided NDMA's 990 for Board Members to review.
6. Reports
  - a. Executive & Associate Directors
    - i. Environmental Education Update – added Environmental Education item to PLC agendas and working to streamline the process for how to document environmental activities . Children's House students going out every day for exploration and instruction, E2 students have each adopted a tree on the grounds and learning about and sharing information with other students.
    - ii. Academic Testing and Achievement Update – Associate Director presented fall and winter NWEA MAP Data.
    - iii. Enrollment Update – One less student since January.
    - iv. Activities and Happenings related to the school, staff, students, families, community – See Executive Director Conrad's Report. One addition to his report, beginning 2/24 ACC Midwest will expand their Dassel/Cokato route.
7. Old Business

- a. None.

8. New Business

- a. Review and minor revisions of Policies 516P - Student Medication, 521P - Student Disability Nondiscrimination and 515F(orm), 526P - Hazing Prohibition and 526F(orm) and 528P - Student Parental, Marital & Family Status Nondiscrimination, MS Selchert/Ashwill – Discussion: Approve amended policies per discussion, all aye, motion carries.
- b. Update of SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis - Policy committee highlighted changes in green text and added modified date. Board members requested to review and suggest changes as appropriate. Topic/document will be brought back to the March agenda for further discussion and approval.
- c. 2016 Annual Meeting will be held on May 23, 2016 at NDMA 5:45 p.m., MS (Colvin/Pirnie) all aye, motion carries.
- d. Reviewed Bylaws – Colvin recommended changing our Bylaws to reflect community board members are allowed to vote at the annual meeting. Executive Director Conrad recommended all Board Members review the Bylaws and identify items to discuss if any. Add Bylaws as an item in the March School Board packet for members to discuss possible additional changes to take to the membership for approval at the annual meeting.
- e. Form nominating committee for board openings – Martig, Sundblad, and Colvin terms are up. Martig, Sundblad, Rahkola will serve on the nominating committee.
- f. Fiscal year 2017 calendar considerations – Collect additional information from District 423 regarding their possible early start and release dates prior to making a decision on NDMA’s calendar. Executive Director Conrad will email Superintendent Vanderheiden to acquire additional information regarding this matter.
- g. Family Leave Request - MS (Colvin/Pirnie) to approve Andrea Rhoda’s request for maternity leave, all aye, motion carries.

9. Upcoming Meetings/Events/Announcements

- a. Next board meeting, March 14, 2016 – 5:30 p.m.
- b. Board Work on Strategic Plan, March 14, 2016 – 7:00 p.m.
- c. Technology Committee Meeting
- d. Joint Facilities Committee Meeting
- e. Finance Committee Meeting, March 7, 2016 – 1:00 p.m.
- f. Marketing Committee Meeting
- g. Policy/Governance Committee Meeting, March 7, 2016 – 11:00 a.m.

10. Adjournment 6:50 p.m.

Respectfully submitted,  
Michelle Martig



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**Executive Director Report for NDMA's Board of Directors – Dave Conrad**  
**Monday, February 15, 2016**

**1. Boys Basketball**

- The season for our boys' basketball ended on Saturday. Many thanks to Jesse Morgan, Josh Krych and Lisa Rahkola for putting together a REMARKABLE program for our boys and girls. Job well done!

**2. Glencoe Area Business Expo**

- As a Glencoe area Chamber member, NDMA will have a booth at the Glencoe Area Business Expo, Sunday, February 21<sup>st</sup>. The booth will be open from 9 a.m. to 4 p.m. on the 21<sup>st</sup>. I would be grateful to have a couple of you join me for a shift or two. It is a great time to share our story with families.

**3. Teacher Observations**

- I'm well into the second round of formal observations/evaluations for teachers. I should be done with this round before spring break.

**4. After-School Chess**

- The number of participants warrant moving into a classroom for next week's after-school chess. We will be using the resource room (#321). Thank you, Patrick, for getting this rolling for us.

**5. Kickball and Floor Hockey**

- Kickball begins for Elementary I students Thursday, February 18<sup>th</sup>.
- Floor Hockey begins Friday February 19<sup>th</sup> for Elementary II students.

**6. McLeod County 4H**

- I met with Darcy Cole, McLeod County's new Director of 4H programs, to begin to map out a plan for partnership for programming for New Discoveries Montessori Academy students. We will likely begin with a resurrection of the Afterschooligans program this spring. This is an excellent opportunity to leverage resources from McLeod County 4H to benefit our students and families. We also talked about establishing a Rube Goldberg\* cohort this

spring, collaborating around gardening this spring and summer, summer school/camp in June and the McLeod County fair in August.

\*Rube Goldberg was a Pulitzer Prize-winning cartoonist and engineer. He became famous for creating cartoons of machines that used an extraordinary string of events to accomplish a single task. Students will study the laws of physics, learning about the seven simple machines while creating their own Rube Goldberg science projects.

#### 7. ACNW Visit

- I am pleased to welcome Dan Jett from the Audubon Center of the Woods to today's meeting of our Board of Directors.

#### 8. Attendance Update

-	Preschool	8 students
-	Kindergarten	16 students
-	First grade	18 students
-	Second grade	15 students
-	Third grade	33 students
-	Fourth grade	17 students
-	Fifth grade	25 students
-	<u>Sixth grade</u>	<u>24 students</u>
	Total k through 6	148 students
	Total pre-k through 6	156 students