

Official Board of Directors
Meeting Minutes
Monday November 18, 2013

The Official Board Meeting of New Discoveries Montessori Academy of Hutchinson, MN was called to order at 6:32 p.m. on Monday November 18, 2013. The meeting was held at New Discoveries Montessori Academy, Hutchinson, MN.

1. Call Meeting to Order – The meeting was called to order at 6:32 p.m.

Introduction of Board guests, Steve Dibb, Assistant Commissioner for MN Department of Education, Betsy Ziemer, MDE Division of School support – School Improvement Grants, and Greg Keith, MDE Division of School support.

Voting Board members present: Jill Bierbaum, Riana Klaustermeier, Betty Jodzio, Shari Colvin, Lynn Brown, Dick Lennes, Lori Krych. Absent: Vicki Hoeft.

Ex-officio members present: Bob Cannon, Chuck Herdegen, Dave Conrad, Tara Erickson.

2. Spotlight Report
 - a. FY 2013 Audit will be presented at the December 16 Board meeting.
 - b. Steve Dibb, Betsy Ziemer and Greg Keith answered board member questions and provided clarification regarding requirements for NDMA to continue receiving School Improvement Grant funds.
 - c. E2 spotlight report will be presented at the December 16 Board meeting
3. Doug Brown, visitor, spoke to the Board and read from a statement he had prepared (filed in Board documents).
4. Approval of Agenda –MS (Jill, Lynn) to approve agenda with removal of 6.a., additions to 5.g. add in before 9.e. Share evaluation of Principal in open session, all aye.
5. Approval of Consent Agenda – MS (Lynn, Dick) to approve the consent agenda, all aye.
 - a. Minutes of October 21, 2013 Meeting
 - b. Minutes of November 6, 2013 Special Meeting
 - c. Policy/Governance Committee – report submitted
 - d. Facilities Committee
 - e. Technology Committee – report submitted
 - f. Finance Committee – report submitted (8/13/13)
 - g. Personnel changes – accept resignation of Stephanie Bandas, Deb Houseman, Susan Kubasch, Lien Nguyen, Amber Larson. Some teaching partners have been reassigned to different duties, but they remain as teaching partners.
6. Financial Reports
 - a. October Financial Statements have been received. Finance committee looked closely at any expenditures over 33% of budget. On target with enrollment, income and expenditures to end the fiscal year with a \$38,000 general fund balance.
 - b. MS (Lynn, Rianna) to approve October expenditures and receipts report, some discussion, all aye.
7. Reports
 - a. Superintendent's report:
 - i. Shared opportunity to have Alison Awes, Montessori consultant, provide to present a workshop series covering basic Montessori principles on January 3-4. MSC (Dick, Jill) to have superintendent

and principal move forward with the development of the agreement with Alison, to be brought back to the board for approval prior to implementation. Discussion included site visit report from Dosmanns and their role as consultants going forward.

- ii. Dave & Shari attended November leadership retreat at ACNW. In one “unconference” session facilitated by Dave, eight ACNW authorized Montessori schools agreed to meet in the summer to align state standards with Montessori curriculum.
- iii. Technology committee recommended an online keyboarding program, Typing Pal, for use with students. Could be used after school, at home and possibly in classroom MSC (Dick, Lori) to approve recommendation from Technology committee to purchase Typing Pal keyboarding program for student use at school and home.
- iii. NDMA participated in Give to the Max Day and received \$140.00
- iv. Produced a format for keeping track of parent volunteer hours per Strategic Goal (80% of families volunteer a minimum of 5 hours per year).

8. Old Business

- a. Review Principal’s Evaluation. Bob Cannon requested principal evaluation be reviewed/discussed in an open meeting. Dave shared a summary of the completed principal evaluations and options regarding the principal’s employment status. The document is attached to the minutes with corrected percentages (the Likert scale options on the evaluations were from 1 – 4 or 1 – 5 and the original percentages were calculated for a scale of 0 – 4 or 0 – 5)
- b. Final Reading and Approval of Purchasing, Procurement and Contracting policy #702, MS (Jill/Lynn) to approve, all aye.
- c. Second Reading of Revised Internet Acceptable Use policy #524 MS (Jill/Lynn) to approve, discussion had, all aye.
- d. Second Reading of Early Entrance Policy #591, Second Reading of Acceleration Policy #590, Second Reading of Revised Fund Balance Policy #701.1 MS (Dick/Lori) to approve all three, discussion had, all aye.

9. New Business

- a. MS (Policy Governance Committee) to approve Board Orientation Manual, discussion had – agreed to also include MN charter school statute and board calendar and put all in a three ring binder, all aye.
- b. MS (Finance Committee) to approve a Marketing Standing Committee, discussion had, all aye. Committee members **Lori** (chair) and Jill and Riana.
- c. MS (Dick/Lori) to approve trading January 17, 2014 staff development day for January 4, 2014 Montessori workshop, discussion had, all aye.
- d. Closed the meeting as permitted by MN Statute 13D.05 Subd. 3(a) for consideration of Superintendent Personal Development Plan and for the letter of concern.
- e. Meeting reopened at 1:30 a.m.
- f. MS (Jill/Betty) to accept the Personal Development Plan for Superintendent Conrad, discussion had, all aye.
- g. Set Date to begin FY 2015 Strategic Plan – tabled
- h. MSC (Dick, Betty) to move ahead with implementation of items 3 – 9 in Board Action Items of Summary document of November 11, 2013 Board Open Forum (attached to minutes) submitted by Dick Lennes: Re-visit administrative position descriptions and position titles; Clarify reason for high staff-turnover and implement a timely solution; Adopt a code of ethics for Board members; Create and adopt an Employment, Evaluation, and Dismissal policy, Insure that strategic goals are addressed on a timely basis; Offer formal quarterly dialog between staff and Board relating to ways to improve vision and core values effectiveness; and Make it clear that everyone (staff included) is responsible for this turn-around and will be expected to comply with the following: Respect will be demonstrated between all parties; Retaliation in any for will not be tolerated; Collaboration will be expected and consistent with our Vision/Core Values, even if the parties have different personal views; Everyone involved will remain consistent with their designated role(s) at NDMA; Students will not be exposed to any discussion or emotion dealing with any of the administrative issues; Board of Directors will be focused on growth

development to elevate the Board, as a unit, to a level of proficiency in their governance role.

- i. MSC (Dick, Betty) to reconvene meeting on Friday, November 22, 2013, at 11:00 a.m., inviting Dr. Cannon to address concerns from the board. *No meeting was held on November 22 as Dr. Cannon was not available.

2. Upcoming Meetings/Events/Announcements

- a. Next Board meeting, December 16, 2013 – 6:30 p.m.
- b. Policy/Governance Committee meeting, December 2, 2013 – 3:30 p.m.
- c. NDMA Annual Meeting, April 21, 2014 – 6:30 p.m.

3. Adjournment at 1:42 a.m. Tues, Nov. 19, 2013.

Respectfully submitted,
Tara Erickson