
**Official Board of Directors
Meeting Minutes
Monday December 16, 2013**

The Official Board Meeting of New Discoveries Montessori Academy of Hutchinson, MN was called to order at 6:31 p.m. on Monday December 16, 2013. The meeting was held at New Discoveries Montessori Academy, Hutchinson, MN.

1. Call Meeting to Order – The meeting was called to order at 6:31 p.m.
Voting members present: Dick Lennes, Vicki Hoeft, Lori Krych, Betty Jodzio, Shari Colvin, Jill Bierbaum.
Non-voting members: Dave Conrad, Chuck Herdegen, Tara Erickson.
Welcome/Introduction of Guests: Donna Herdegen, Tari Niemeyer, MeiLi Harris, and Joan Sax.
2. Spotlight Report
 - a. FY 2013 Audit – Representative from Auditing firm CliftonLarsonAllen, Dennis Hoogeveen, gave an overview of the FY 2013 Executive Audit Summary and Management Report dated June 30, 2013.
 - b. E2 presentation – Betty Jodzio gave an E2 presentation on the strategy of close reading. Text passages are read at the child’s lexile and grade level to help with comprehension.
3. Agenda
MS (Jill/Lori) to approve agenda with additions 6.f. make it great bonus, 9.j.1. accept resignation, 9.a. new secretary, all aye.
4. Consent agenda
MS (Betty/Dick) to approve consent agenda, all aye.
 - a. Minutes of November 18, 2013 Meeting
 - b. Policy/Governance Committee – reports submitted
 - c. Facilities Committee
 - d. Technology Committee
 - e. Finance Committee – report submitted
5. Financials
MS (Dick/Betty) to approve transfer of funds to balance kitchen as recommended by the auditor, unanimous by roll call vote.
 - a. The Board accepted the FY 2013 Audit Report
 - b. November Financial Statements received.
 - c. MS (Betty/Jill) to approve November management reports, discussion had, carries unanimously by roll call vote
 - d. Dave Conrad, Superintendent, gave report on Multi-Year Budget Model
 - e. MS Dick/Lori to approve up to \$4000 to cover board legal expenses, discussion had, unanimous by roll call vote.
 - f. MS (Jill/Lori) all aye to make Jan. 20th a “make it great vacation day” for teaching staff. Amendment to the motion: MS (Dick/Betty) all aye with the professional development activity to be rescheduled later during contracted hours at the discretion of administration. Discussion referenced SIG suggestion to reward teachers for good work, but the budget doesn’t allow for financial bonuses at this time. The extra day off would be in lieu of a financial bonus.
6. Reports
 - a. Superintendent’s report: Superintendent, Dave Conrad, gave his update to the board. Enrollment is at 151. Family Potluck planned in January for E1 classroom 307 to introduce Mr. Marcus. Scheduling Site visits for leadership team, teachers and teaching partners to observe other successful Montessori schools. SIG site visit with Tom Gray on November 22nd went well. Commissioner Casselius visited NDMA on Friday Dec. 8. NDMA was not selected as one of the 48 Celebration Schools this year from the list of

160 Celebration Eligible Schools. Leadership team members are working on detailed practice profiles based on SIP goals in Mathematics, Literacy, and Classroom Behavior Management. Working on site expansion of our preschool component for the 2014-2015 school year.

7. Old Business

- a. MS (Dick/Lori) to approve employment of Ethan Marcus, E1 teacher; accept resignation of Lynn Brown, SpEd teacher; approve employment of up to three additional resource room teaching partners, discussion had, all aye.
- b. MS (Dick/Lori) to approve contract with Alison Awes as Montessori Consultant/Workshop Leader all aye.
- c. MS (Jill/Betty) to accept Final Reading of Revised Internet Acceptable Use policy #524P, all aye.
- d. MS (Betty/Lori) to accept Final Reading of Early Entrance Policy #591P with minor grammatical changes,
- e. Final Reading of Acceleration Policy #590P, all aye.
- f. Final Reading of Revised Fund Balance Policy #701.1P, all aye.
- g. Update Committee memberships to appoint Jill Bierbaum to chair Technology Committee and Betty Jodzio to chair Joint Facilities Committee.

8. New Business

- a. MS (Jill/Betty) to accept resignation of Lynn Brown from the NDMA board, all aye.
- b. Acknowledge that Riana Klaustermeier has withdrawn her children from NDMA, and as such she can no longer serve on the board as a parent member.
MS (Dick/Jill) to approve resolution, Whereas MN Statute 124D.10 addresses the distinction between a majority and non-majority board, identifying the three memberships as teachers, parents, and community, and whereas the NDMA board has not functioned as majority board and whereas the board wishes to remain as a non-majority board, therefore, the NDMA board will continue to function as a non-majority board until such time it may choose to formalize a majority board. All aye.
- c. Nomination of Jill Bierbaum for Board Secretary, MS (Betty/Dick) to elect Jill by acclamation to position of Board Secretary, all aye.
- d. Approve Board Code of Ethics MS (Betty/Jill) with grammatical changes, all aye.
- e. MS (Jill/Dick) to approve Tari Niemeyer's coordination services in the SWIF Regional Thrive Initiative, all aye.
- f. MS (Dick/Betty) to defer the decision on joining MACS and having a representative visit to the March meeting, discussion had, all aye.
- g. MS (Policy Committee) to approve the First Reading of Enrollment policy #542P with grammatical changes, all aye.
- h. MS (Policy Committee) to approve the First Reading of NDMA Employment, Evaluation, and Severance policy #430P, discussion had, all aye.
- i. MS (Policy Committee) to approve the concept of a Student-based Administrative Model, discussion had, all aye.
- j. Closed meeting as permitted by MN Statute 13D.05 Subd. 3(a) for consideration of Personnel Issues related to Administrative job descriptions/requirements 9:57 p.m.
- k. Reopen the meeting 10:47 p.m.
- l. MS (Dick/Jill) to approve Administrative Job Description for Director of Curriculum and Instruction subject to a review by teacher committee facilitated through Policy Governance, all aye.
- m. Be it resolved, that New Discoveries Montessori Academy has accepted the resignation of Dr. Bob Cannon and wishes to enter into an agreement with Dr. Cannon to provide severance. Be it resolved, that the School Board Chair is hereby authorized to execute such an agreement. The above resolution was seconded by Jill Bierbaum, and a tabulation of votes is as follows: 6 AYES, 0 NOES, 0 ABSENT. Whereupon, the above resolution was declared passed and adopted.
- n. FY 2015 Strategic Planning –Sat. Feb. 1, 9:00 a.m. – 3 p.m.

9. Upcoming Meetings/Events/Announcements

- a. Next board meeting, January 20, 2014 – 6:30 p.m.
- b. Technology Committee Meeting
- c. Joint Facilities Committee Meeting,

- d. Finance Committee Meeting
- e. Policy/Governance Committee Meeting, January 6, 2014 – 3:30 p.m.
- f. NDMA Annual Meeting, April 21, 2014 – 6:30 p.m.

10. Adjournment MS (Jill/Lori) 11:00 p.m.

Respectfully submitted,
Tara Erickson