

Official Board of Directors
Meeting Minutes
Monday June 20, 2016

The Official Board Meeting of New Discoveries Montessori Academy of Hutchinson, MN was called to order at 5:30 p.m. on Monday June 20, 2016. The meeting was held at New Discoveries Montessori Academy, Hutchinson, MN.

1. Call Meeting to Order – The meeting was called to order at 5:30 p.m.
Voting members present: Jennie Pirnie, Amanda Sundblad, Tara Oberg, Peggy Enerson, Lisa Rahkola, Tony Ashwill, Patrick Selchert, Shari Colvin via FaceTime. Absent: Michelle Martig

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

Guests: Anna Hertzog, E1 Teacher joining the Board in July as a new member.
2. Spotlight Report – none this month.
3. Agenda – MS (Pirnie/Enerson) to approve the agenda, with addition of wording changes to 6(c), all aye; motion carries.
4. Consent agenda – MS (Ashwill/Colvin) to approve the consent agenda with personnel changes and changes to April regular meeting minutes (absent), all aye; motion carries.
 - a. Minutes of May 16, 2016 Meeting
 - b. Submitted Committee Reports
 - c. Personnel changes – approve resignation, dismissal and new employments as submitted – none this month.
5. Financials
 - a. Received May 2016 financial statements – looking good at this point in time with no further questions.
 - b. MS (Enerson/Sundblad) to approve May 2016 expenditures and receipts report – nothing out of line, roll call vote unanimous; motion carries.
 - c. MS (Rahkola/Enerson) to approve FY 16 Revised Budget, roll call vote unanimous; motion carries.
MS (Selchert/Pirnie) to approve the FY17 Original Budget with 147 student count, roll call vote unanimous; motion carries.
6. Reports
 - a. Executive & Associate Directors – Executive director report attached.
 - i. Environmental Education Update – A few families have been planting and weeding in our backyard gardens.
 - ii. Academic Testing and Achievement Update – test results will be available the end of June.
 - iii. Enrollment Update – we sent a letter to families inviting them to share the NDMA opportunity with their friends.
 - iv. Activities and Happenings related to the school, staff, students, families, community – a few families are working with recycled materials to update our playground structures, Summer Learning Discoveries includes a Rube Goldberg Simple Machines day camp and an Arts & Crafts day camp. Basketball skills camp will be in August.
 - b. Q Comp Annual Report – we are waiting on data from test scores etc. to compile the Q Comp Annual Report.

7. Old Business

- a. MS (Pirnie/Rahkola) to approve Final Reading and approval of Policies and Forms 412P & 412F – Expense Reimbursement, and 425P & 425F – Staff Development – no additional suggested changes, all aye; motion carries.

8. New Business

- a. MS (Enerson/Sundblad) to approve 514F - Bullying Prohibition Report Form – previously not included with Bullying Prohibition policy, all aye; motion carries.
- b. MS (Pirnie/Enerson) to approve FY17 Strategic Plan, discussion on fund balance figures on last page with agreement to go with the numbers listed given current enrollment projections, all aye; motion carries.
- c. MS (Rahkola/Pirnie) to approve Employee HSA 3000 Health Insurance Coverage for FY17 to include 20% employee contribution toward premium payments, there was discussion regarding insurance levels, options, and employee contributions, roll call vote unanimous; motion carries.
- d. MS (Enerson/Sundblad) to approve renewal of AMS membership, Conrad shared benefits of the membership with board members, roll call vote unanimous; motion carries.
- e. MS (Sundblad/Pirnie) to approve contract with Hutchinson Health for Physical Therapy, Occupational Therapy and Speech Therapy services, “they have been great partners”, roll call vote unanimous; motion carries.
- f. MS (Pirnie/Enerson) to apply for 3M STEM grant, we would like to apply the \$2500 toward the greenhouse that would be in line with STEM and community service or science/math materials if we don’t receive the greenhouse grant, all aye; motion carries.

9. Upcoming Meetings/Events/Announcements

- a. Next board meeting, July 18, 2016 – 5:30 p.m.
- b. Technology Committee Meeting
- c. Joint Facilities Committee Meeting
- d. Finance Committee Meeting, July 11, 2016 – 1:00 p.m.
- e. Marketing Committee Meeting
- f. Policy/Governance Committee Meeting

10. Adjournment 6:28 p.m.

Respectfully submitted,
Tara Erickson



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Executive Director Report for NDMA's Board of Directors – Dave Conrad
Monday, June 20, 2016

1. Application for Grade Level & Site Expansion

- We submitted another version of an application for grade level expansion last week. Thank you, Kirsten, for your perseverance in this regard. We are not asking for site expansion approval at this time. Tara O., Kirsten and I hope to meet with David Greenberg of ACNW later this week to address any questions he may have before presenting our request to his Board of Directors later this month.

2. Staff Hiring

- We have offered two classroom positions and one special education teaching position in recent days. I am pleased to announce that two have said "yes:" one classroom teacher (Elementary I), and one special education teacher (placement TBD). They both come with the required credentials and experience. The third candidate is looking at real estate in and around Hutchinson before making her decision.

3. Recycled Materials for Playground Structures

- I will be taking the Board members for a brief tour of our playground during tonight's meeting to view the work that has been done recently on our playground. A big "thanks" goes out to the Rettig, Ewert, Sundblad and Berscheid families for making sure the work got done (on some of the hottest days of the year).

4. Summer Learning Discoveries Day Camps

- We served ten students in our *Rube Goldberg Simple Machines* day camp the week of June 6th. Thank you, Darcy Cole of McLeod County 4H for facilitating this opportunity for us. We are serving 17 students this week for our first *Arts & Crafts* day camp. Thank you, parent Denise Schwecke for coordinating this effort for students completing k, 1, 2 & 3.
- We will offer a basketball skills camp in August for boys and girls in grades four through six.

5. Gardens

- Thank you Marci Collette, and family, and Stacy Palessoti and family for prepping and planting our gardens (again, on some of the hottest days of the year). I have talked with the local food shelf – just north of us – about whether or not they would like to receive some of the produce from our garden this fall. They offered an enthusiastic “yes.” In addition, Marci and Stacy are planning canning activities for our students this fall in anticipation of a bountiful harvest.

6. Data Update

- It was encouraging last week to discuss at PLC’s progress towards goals set by individual students from the earlier round of OLPA to the most recent round of MCA’s. Mrs. Kinzler will highlight some of the preliminary data for you at tonight’s meeting.

7. Sections for 2016-17

- We have determined that enrollment numbers indicate a need to open a second section of Children’s House for the 2016-17 school year. So, instead of continuing with a waiting list, we will be adding students to our roster as they enroll.
- In addition, numbers warrant having three sections of Elementary I and two sections of Elementary II. As is the case for Children’s House, this means we will be enrolling more first, second and third graders, instead of adding them to a waiting list.
- We have started a waiting list for Elementary II.

8. “Friends & Family” Enrollment Campaign

- We have contacted all NDMA families to encourage them to invite friends and family members to visit NDMA and to consider enrollment at NDMA (see letter). I would like to encourage you – as a Board member of NDMA – to do the same.
- As you may recall, the NDMA Board of Directors took action last month to link maintaining enrollment goals to increased compensation for teachers.