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DRAFT Official Board of Directors

Meeting Minutes

Monday, July 16, 2018

The Official Board Meeting of New Discoveries Montessori Academy of Hutchinson, MN 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: Tara Oberg, Patrick Selchert, Peggy Enerson, Shari Colvin, Jennie Pirnie. Absent: Lisa Rahkola, Patti Cogley, Amanda Sundblad.

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

Guests: none.

2. Spotlight Report – No report this month because of work on FY19 Strategic Plan. Starting at 4:35 p.m. board members built the 3 goals for Measurable Accountability.
3. Agenda – MS (Pirnie/Selchert) to approve the agenda with the addition 10.r. to approve leave of absence for Kristen Milton and 10.s. Acknowledgement of QComp report, all aye; motion carries.
4. Board of Directors Code of Ethics – document was handed out to be signed and kept by all board members.
5. Election of Officers
 - a. Chair – MS (Colvin/Pirnie) to reappoint Tara Oberg as Board Chair, all aye; motion carries.
 - b. Vice Chair – defer to August meeting.
 - c. Secretary – MS (Oberg/Pirnie) to reappoint Shari Colvin to Board Secretary, all aye; motion carries.
 - d. Treasurer – MS (Colvin/Oberg) to appoint Peggy Enerson to Treasurer, all aye; motion carries.
6. Consent agenda – MS (Selchert/Enerson) to approve the consent agenda with personnel changes as listed. resignations: Andrea Rhoda, SpEd teacher and Betty Thiel, part time custodian, reassignment: Michelle Nadeau to SpEd teacher, new hires: Rhonda Rossing, E2 teacher and Nicole Ressler, Middle School teacher, all aye; motion carries.
 - a. Minutes of June 18, 2018 Meeting
 - b. Submitted Committee Reports
 - c. Personnel changes – approved as submitted.
7. Financials
 - a. Received June 2018 financial statements – as stated in the finance committee report, FY18 should end with a positive balance after the ADM count is reconciled in all programs.
 - b. MS (Selchert/Pirnie) to approve June 2018 expenditures and receipts report, no unexpected expenses or surprises found, roll call vote unanimous; motion carries.
8. Reports

- a. Executive & Associate Directors – please see the attached reports.
 - i. Environmental Education Update – Rahkola absent so no update at this time.
 - ii. Academic Testing and Achievement Update – Kinzler absent so no update at this time.
 - iii. Enrollment Update – At this time there is a waiting list in grades PK3, PK4, K, 1, 2, and 3, grade 4 and 7 are full, there is still room for a couple more students.
 - iv. Activities and Happenings related to the school, staff, students, families, community
- b. Board Activities – Board members will go through Brian Carpenter’s *Charter School Board University* as a part of this year’s ongoing board training

9. Old Business

- a. MS (Colvin/Pirnie) to approve FY19 Strategic Plan subject to minor edits, motion carries

10. New Business

- a. Accepted resignation of board member Tony Ashwill.
- b. Board Meeting Schedule
 - i. Day of the month – 3rd Monday
 - ii. Start time – 5:30 p.m.
 - iii. Location - NDMA
- c. Board Members Conflict of Interest Disclosure
 - i. Authorizer Statement of Assurances
 - ii. Building Lease
 - iii. Monthly Conflict of Interest Disclosure(s) as needed
- d. Confirm/appoint members of board of directors of (School) Building Company
 - i. 2017-18 Appointees: David Conrad, Kirsten Kinzler, Tara Erickson
 - 1. MS (Pirnie/Enerson) to reappoint Dave Conrad, Kirsten Kinzle , and Tara Erickson as members of the board of directors of the NDMA Affiliated Building Company, motion carries
- e. Committee Assignments – will be added to
 - i. Finance Committee – **Peggy Enerson**, Shari Colvin
 - ii. Policy/Governance Committee – Shari Colvin
 - iii. Marketing Committee –
 - iv. Technology Committee – Patrick Selchert
 - v. Facilities Committee -
 - vi. NDMA Instructional Leadership Team – Jennie Pirnie

MS (Colvin/Oberg) to approve agenda items 10.f. – 10.k., with the inclusion of the appropriate name in item 10.g., and an explanation of the need for item 10.i. by financial manager, all aye; motion carries.

- f. Designation of Financial Manager
 - i. Chuck Herdegen
- g. MDE Designations
 - i. Designate MDE Identified Official with Authority (IOWA) – Dave Conrad
 - ii. Title Grant programs Authorized Representative – Dave Conrad
 - iii. Special Education Director –Tamara Pulver
 - iv. CSP authorized representative – Tara Oberg
- h. Designation of Depositories
 - i. Citizens Bank and Trust, Hutchinson, MN
 - 1. Approve authorized signers on accounts
 - a. Board Chair
 - b. Board Treasurer
 - c. Board Appointed Administrator(s)
 - d. Financial Manager
 - ii. MN School District Liquid Assets Fund Plus (MSDLAF+)

- i. Collateralize Funds in Excess of FDIC Insurance (currently at \$250,000) – need 110% of excess amount.
- j. Delegation of Authority to make electronic funds transfers
 - i. Financial Manager
 - ii. Board Chair
 - iii. Board Treasurer
 - iv. Board Appointed Administrator
 - v. Electronic Funds Transfers can be made for:
 - i. A claim for payment from an imprest payroll bank account or investment of excess money
 - ii. Payment of federal, state, and unemployment taxes (deductions and/or benefits)
 - iii. Payment of contributions to the Teachers Retirement Association (TRA) and the Public Employee Retirement Association (PERA) (deductions and benefits)
 - iv. Payment of other payroll related deductions and benefits (when appropriate)
 - v. Monthly building lease payments
 - vi. Monthly payment of credit card charges
 - vii. Vendor payments (when appropriate)
 - viii. Draws and repayments for line of credit
 - ix. Other payments as approved by the school board
- k. Granting of Administrative Authority: Chuck Herdegen and Judith Darling are granted Administrative authority to execute and update any and all Cash Management Agreements with Citizens Bank and Trust Co. and MSDLAF+ and to further grant authority to certain BergankDV employees to perform activities necessary to carry out bank account-related functions and electronic transfers including, but not limited to:
 - i. Payment of: employee payroll; federal, state, and unemployment taxes (deductions and/or benefits); and other payroll related deductions and benefits (when appropriate)
 - ii. Payment of contributions to the Teachers Retirement Associations (TRA) and to the Public Employee Retirement Association (PERA) for deductions and benefits.
 - iii. Payments, including, but not limited to: building lease payments, credit card payments, and other vendor payments (when appropriate).
 - iv. Other payments authorized by the board of directors
 - v. Monitoring, reconciliation, and management of bank transactional activity
 - vi. Transfer of funds between the school’s bank accounts at Citizens Bank
 - vii. Investment of excess funds
 - viii. Execution and release of pledge agreements
 - ix. Temporary and permanent ACH Limit changes
 - x. Management of Positive Pay system
- l. MS (Pirnie/Selchert) to approve Credit Card Authorization – Employees holding the positions listed are authorized to have school issued card and with listed credit limits, roll call vote unanimous; motion carries.
 - i. Board Appointed Administrator - \$10,000
 - ii. Associate Director - \$5,000
 - iii. Administrative Assistant - \$500
 - iv. Accounts payable - \$5,000

MS (Colvin/Pirnie) to approve agenda items 10.m., 10.n., and 10.p. as noted – Conrad provided an update on employee benefits, there are no changes to the school’s official newspaper, and Booth Law will continue to provide legal services in the area of charter school law with Ballard Spahr providing legal services related to the building purchase, roll call vote unanimous; motion carries.

- m. Designation of Official Newspaper (required for posting of public notices) – Hutchinson Leader
- n. Approve Employee Benefits

- o. *Tabled until next meeting.* Approval of Daily and Hourly Rates of Pay (substitutes, casual workers, etc.)
- p. Designation of school attorney(ies), Booth Law/Ballard Spahr, and authorization for Board Chair or Board Appointed Administrator to access as needed.
- q. Accepted the CSP expansion grant.
- r. MS (Oberg/Pirnie) to approve leave of absence for Kristen Milton, roll call vote unanimous; motion carries.
- s. Board acknowledgement of Q Comp report. Conrad takes annual inventory of how q comp program went. Academic data will be available in August. At this time 95% of teachers qualified for salary augmentation.

11. Upcoming Meetings/Events/Announcements

- a. Board, Teachers and Administration Meet & Greet, August 20, 2018 – 4:00 p.m.
- b. Board Training – Book study using Carpenter’s *Charter School Board University* book Chapters 1-4, August 20, 2018 – 4:30 p.m.
- c. Next board meeting, August 20, 2018 – 5:00 p.m.
- d. Finance Committee Meeting, August 13, 2018 – 1:00 p.m.
- e. Policy/Governance Committee Meeting, August 6, 2018 – 12:30 p.m.

12. Adjournment 6:40 p.m.

Respectfully submitted,
Tara Erickson