



1000 Fifth Avenue SE, Hutchinson, Minnesota 55350 320.234.6362(w) 320.234.6300(f) www.newdiscoveries.org

Official Board of Directors

Meeting Minutes

Monday, August 20, 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 5:14 p.m.

Voting members present: Tara Oberg, Peggy Enerson, Shari Colvin, Jennie Pirnie, Patti Cogley, Amanda Sundblad. Absent: Patrick Selchert.

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

Guests: Lois Tritz, Candice Rogers-Siers, Tammy Maiers.

2. Spotlight Report – Charter School Board University book study/board training started at 4:35 p.m. Discussion on origin of charters and roles/accountability of charter boards.
3. Agenda – MS (Enerson/Sundblad) to approve the agenda with the addition of 9e, Submission of Safety Grant to MED – all aye; motion carries.
4. Consent agenda – MS (Pirnie/Cogley) to approve the consent agenda with personnel changes being the new hires: Andrew Samperi as custodian, Beth Crandall, Patty Hess, Nora Carlson, Candice Rogers-Siers as paraprofessional, Andrea Wollan as long term sub for Kristen Milton, and resignations: Lisa Rahkola, Phy Ed. & Environmental Ed., Scott Hanson paraprofessional.
 - a. Minutes of July 16, 2018 Meeting
 - b. Submitted Committee Reports
 - c. Personnel changes – approved as submitted.
5. Financials
 - a. Received July 2018 financial statements. Discussion on ADMs, how they are calculated and reporting discrepancies in FY18. Administration believes they may have found the source of the discrepancies.
 - b. MS (Sundblad/Enerson) to approve July 2018 expenditures and receipts report, question on account numbers for expansion grant so board members may follow those expenditures over the next few months, roll call vote unanimous; motion carries.
6. Reports
 - a. Executive & Associate Directors
 - i. Environmental Education Update – with Ms. Rahkola gone administration will be looking for other staff members to work together to keep up the composting/recycling and environmental education activities. NDMA did not have a staff member attend the ACNW environmental retreat due to unforeseen circumstances.
 - ii. Academic Testing and Achievement Update – received the embargoed data from the MCA's. Additional update regarding results/goals will be provided at the September meeting

- iii. Enrollment Update – K-7, 203. Overall 239 students on the roster at this time.
- iv. Activities and Happenings related to the school, staff, students, families, community – over MEA break, NDMA will host a staff development session on how to use NWEA MAP data sets to drive student instruction. Kinzler and Conrad gave a presentation on the school at a Rotary Club meeting. Curriculum writing and update of the E2 Year Long Learning Progression document took place in August. Staff workshops have begun for this year.
- v. Facility update – office and classroom remodel is on track to be finished for the start of school.
- b. Board Activities – in light of 2 board member resignations, we have 2 potential openings which would bring us back a 9 member board, publicize potential openings at back to school ice cream social.

7. Old Business

- a. Election of Vice chair– MS (Colvin/Oberg) to accept Amanda Sundblad as Vice Chair, all aye; motion carries.
- b. Committee Assignments – Sunblad and Cogley will serve on the Marketing Committee.
- c. MS (Pirnie/Enerson) to approve of Daily and Hourly Rates of Pay (substitutes, casual workers, etc.) as proposed by the finance committee – NDMA rates are very competitive for the area, roll call vote unanimous; motion carries.

8. New Business

- a. Accepted resignation of board member Lisa Rahkola.
- b. Reviewed policies 214P Out-of-State Travel by School Board Members; 410P Family & Medical Leave; 412P Expense Reimbursement Policy; 413P Harassment and Violence; 414P Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415P Mandated Reporting of Maltreatment of Vulnerable Adults; 506P Student Discipline; 514P Bullying Prohibition; 522P Student Sex Nondiscrimination; 524P and 524F Internet Acceptable Use and Safety Policy; 533P – Wellness; and 616P School District System Accountability, there were a number of questions that the Policy/Governance committee will review at their next meeting – table until September
- c. MS (Cogley/Enerson) to approve Executive Director’s FY19 administrative goals – the goals are centered around student achievement, long term financial stability and staff satisfaction concerns, all aye; motion carries.
- d. MS (Sundblad/Cogley) to approve increased compensation for K. Kinzler and T. Erickson as recommended by the finance committee, roll call vote unanimous; motion carries.
- e. MS (Sundblad/Pirnie) to go apply for Safety Grant submission through MDE in the amount of about \$50,000 – would like to add additional cameras and have double doors in the back of the school in sync with lockdown. Remodel at the front of the school will better address access concerns by increasing visibility and restricting flow of incoming traffic to one direction, roll call vote unanimous; motion carries.

9. Upcoming Meetings/Events/Announcements

- a. Board Training – Book study using Carpenter’s *Charter School Board University* book – second section, September 17, 2018 – 5:30 p.m.
- b. Next board meeting, September 17, 2018 – 5:30 p.m.
- c. Finance Committee Meeting, September 10, 2018 – 1:00 p.m.
- d. Policy/Governance Committee Meeting, September 10, 2018 – 2:00 p.m.

10. Adjournment 6:20 p.m.

Respectfully submitted,
Tara Erickson