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**Official Board of Directors
Meeting Minutes
Monday, December 18, 2017**

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: Tony Ashwill, Patrick Selchert, Lisa Rahkola, Jennie Pirnie, Peggy Enerson, Shari Colvin.
Non-voting members: Dave Conrad, Tara Erickson, Chuck Herdegen. Kirsten Kinzler.
2. Guests: Ryan Schmidt
3. Spotlight Report – Ryan Schmidt from Schlenner Wenner & Co. presented the audit reports. The auditors are expressing an unmodified (clean) opinion on the School's financial statements with no concerns in the areas of accounting policies, unusual transactions or alternative treatments. They had a positive relationship with the School's Financial Management team. The did not propose any significant audit adjustments and did not identify any uncorrected misstatements during their audit. They had no findings related to the School's internal controls. No noncompliance identified relative to Minnesota legal compliance in the areas of bid law, public debt, claims and disbursements, depositories, conflicts of interest, UFARS or misc. provisions. Also noted the School's revenues have exceeded expenditures in recent years.
4. Agenda – MS (Pirnie/Ashwill) to approve the agenda with the addition of 9.c. Appoint three board members to the NDABC, all aye; motion carries.
5. Consent agenda – MS (Ashwill/Pirnie) to approve the consent agenda, all aye; motion carries.
 - a. Minutes of November 20, 2017 Meeting
 - b. Submitted Committee Reports
 - c. Personnel changes – approve resignation, dismissal and new employments as follows: Change in employment – Wendy Ebert from 7 hours/day as Special Education Teaching Partner to 3.5 hours per day as Special Education Teaching Partner and 3.5 hours per day for Title I Teaching Partner. New Hires – Heather Sickman 7 hours/day as Special Education Teaching Partner and Erin Worthington 4 hours/day as Special Education Teaching Partner. Both new hires are highly qualified.
6. Financials
 - a. Received November 2017 financial statements – Current enrollment exceeds working budget by several students. Administration will look at basis for transportation contract next year relative to charges for students transported by van.
 - b. MS (Enerson/Pirnie) to approve November 2017 expenditures and receipts report – no concerns regarding the month's expenditures or receipts, Roll call vote unanimous; motion carries.
 - c. The board accepted the FY17 audit reports
7. Reports
 - a. Executive & Associate Directors – please see the attached Executive Director report.

- i. Environmental Education Update
- ii. Academic Testing and Achievement Update – Progress Monitoring is the only testing happening at this time. The next round of NEW MAP standardized testing will begin when students return in January and go through early February. Shortly following completion of that round, state testing will begin. The final round of NWEA MAP testing will occur in the spring.
- iii. Enrollment Update shows that enrollment strong with waiting lists in Children’s house and E1. There is room for one 4th or 6th grade student.
- iv. Activities and Happenings related to the school, staff, students, families, community –
 - a. There will be an all school holiday sing-a-long on December 21st
 - b. PTO is covering the costs for the Bell Museum to bring the ExploraDome to the school on December 22nd. The ExploraDome takes school communities on immersive, virtual voyages through the universe with topics such as changes in the sky, life in the universe, our changing climate, and the solar system.
 - c. Conrad and Kinzler will be providing professional development inservice to the school’s bus and van drivers on the topic of student behavior management and student/driver relationships as it relates to transportation. This will take place the last week in December.
 - d. NDMA Cares delivered Christmas packages to 15 families this past weekend. All items and funds used in the project were donated by staff and several outside entities. The receiving families expressed deep appreciation for all the gifts and thoughtfulness of the school’s staff.

8. Old Business

- a. MS (Colvin/Pirnie) to approve Policy 534P – Physical Privacy – no suggested changes, all aye; motion carries.
- b. Conrad, Sunblad and Erickson found that for families of students at NDMA receiving educational benefits (60%) to receive assistance for childcare at NDMA, the school would have to be a licensed daycare provider, and prior to applying for licensure, the school would have to install additional bathrooms in the east end of the building near the rooms proposed for childcare use. NDMA may offer before & after school care in the current facility; however, they may want to begin with a summer camp. Pirnie would like to join the group as they continue to explore options. No formal proposal at this time.
- c. MS (Colvin/Selchert) to not lease office and meeting rooms to Crow River Family Services, all aye; motion carries

9. New Business

- a. MS (Colvin/Pirnie) to not join MACS at this time – may want to consider membership next year if there are sufficient funds available in the budget, all aye; motion carries.
- b. MS (Colvin/Pirnie) to give administration flexibility to offer multi-age grouping in the new 7th grade expansion classroom – may choose to offer a 6th-7th grade classroom based on enrollment numbers at those levels, all aye; motion carries.
- c. MS (Colvin/Ashwill) to appoint Dave Conrad, Kirsten Kinzler and Tara Erickson to the board of NDABC, all aye; motion carries.

10. Upcoming Meetings/Events/Announcements

- a. Next board meeting, January 15, 2018 – 5:30 p.m.
- b. Technology Committee Meeting
- c. Finance Committee Meeting, January 8, 2018 – 1:00 p.m.
- d. Marketing Committee Meeting
- e. Policy/Governance Committee Meeting, January 8, 2018 – 2:00 p.m.
- f. Strategic Planning Meeting, March 19, 2018 – 3:35 – 5:00 p.m.

11. Adjournment 7:25 p.m.

Respectfully submitted,
Shari Colvin



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**Executive Director Report for NDMA's Board of Directors – Dave Conrad
Monday, December 18, 2017**

1. Enrollment for 2017-2018

- As of today, the following numbers reflect enrollment:

			<u>last month</u>	<u>current</u>
a.	3 years	12		
b.	4 years	24	<u>preschool total: 37</u>	36
c.	Kindergarten	24		
d.	First grade	19		
e.	Second grade	20		
f.	Third grade	33		
g.	Fourth grade	19		
h.	Fifth grade	34	1	
i.	Sixth grade	16	1	
			<u>school-age total: 163</u>	<u>167</u>
			200	203
- We have room for:
 - o One fourth grader (or one sixth grader)
- We have a waiting List:
 - o Four 3-year-olds; four 4-year-olds; first, second and third grade

2. New Discoveries Affiliated Building Company

- Craig Kepler (attorney) will pursue a Review and Comment from MDE this week for the building purchase.
- Craig is also in the process of drafting a lease for the property – with NDABC as the landlord, and NDMA as the tenant.

3. Office Suite Remodel

- We will NOT be leasing space to Crow River Family Services. Instead, we will provide office space to the following entities that currently serve students and families at NDMA:
 - o Steppingstone Therapeutic
 - o Greater Minnesota Family Services
 - o Crow River Family Services
 - o Lighthouse
 - o David Hoy
 - o Hutch Health



4. New Discoveries Montessori Academy Cares

- Members of New Discoveries staff donated cash, gift cards, food, clothing, toys, games, etc. to fifteen families this month through their annual giving efforts.

5. Child Care at NDMA

- Amanda Sundblad and Tara Erickson have been doing leg work to determine whether or not we are not at a point where we can apply for child care licensure yet. Among other things, we need to address the fact that we don't have sufficient rest rooms to fulfill licensure requirements.
- We are currently exploring developing a before- and after-school care program that would begin next Fall. In addition, we are looking at whether or not we can/should develop a weekly "summer day camp" program to get our feet wet this summer.