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### **Official Board of Directors**

#### **Meeting Minutes**

Monday, October 16, 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 5:12 p.m.  
Voting members present: Tara Oberg, Tony Ashwill, Patrick Selchert, Lisa Rahkola, Shari Colvin, Jennie Pirnie, Patrick Selchert, Peggy Enerson, Patti Cogley. Absent: Amanda Sundblad.  
Non-voting members: Dave Conrad, Tara Erickson, Chuck Herdegen. Absent: Kirsten Kinzler.
2. Guests: none
3. Spotlight Report – Lisa Rahkola reported the receipt of Meeker-McLeod cooperative food composting grant in the amount of \$2200. A composting table with 3 bins will be built and placed in the lunchroom for students to sort their organic waste for composting. End result would be to see it go full circle – compost to use. Rahkola will report short-term progress to the cooperative in 6 months.
4. Agenda – MS (Pirnie/Ashwill) to approve the agenda, with the addition of 9.e., grant approval, all aye; motion carries.
5. Consent agenda – MS (Rahkola/Ashwill) to approve the consent agenda with personnel changes being, all aye; motion carries.
  - a. Minutes of September 18, 2017 Meeting
  - b. Submitted Committee Reports
  - c. Personnel changes – new hires, Kate Morgan, SpEd teaching partner CH, Kate Reich, SpEd teaching partner CH, Deanna Daffner returning from leave of absence, SpEd teaching partner, and Daniel Rienke moving from teaching partner to substitute. Still unable to find a DAPE instructor – will keep trying.
6. Financials
  - a. Received September 2017 financial statements – enrollment is looking very good. Ongoing negotiations between Anchor Bank, Propel Non-profits and CSDC for financing of building.
  - b. MS (Pirnie/Cogley) to approve September 2017 expenditures and receipts report, the discussion was about how well the newly acquired portions of the building are looking, and even though those painting and cleaning expenses are showing up in the statements, they will be reimbursed by the landlord, roll call vote unanimous; motion carries.
7. Reports
  - a. Executive & Associate Directors – please see the attached report. There was much discussion about future potential use of the remaining space in the building including the possibility of offering before/after school student care and daycare or infant/toddler Montessori services. Cogley and Sunblad will look further into what might be needed to offer those services.
    - i. Environmental Education Update
    - ii. Academic Testing and Achievement Update

- iii. Enrollment Update shows that enrollment is up from last month.
- iv. Activities and Happenings related to the school, staff, students, families, community - conferences will be happening on Tuesday, October 17 in the evening and all day on Wednesday, October 18.

8. Old Business

- a. none

9. New Business

- a. MS (Selchert/Pirnie) to approve renewal of line of credit with Citizens Bank for up to \$250,000, roll call vote unanimous; motion carries.
- b. First reading of Policy 534P – Physical Privacy – bring any suggested changes to the next meeting.
- c. MS (Colvin/Rahkola) to approve revision of Policy 533P, Wellness, and School Wellness Policy Action Plan, Oberg shared how the policy updates and action plan address each of the requirements of the template provided by MDE, all aye; motion carries.
- d. MS (Colvin/Ashwill) motion to consider offering office space/meeting rooms to Crow River Family Services provided CRFS covers architect, remodeling costs, and installation of security doors in lieu of rent this year – significant discussion centered around costs (noted up to 3% of building may be leased to a for-profit entity before it would affect property tax exemption status of affiliated building company), services, impact of construction on school days, security, perceived community image and written protocols; motion carries. Conrad will have further discussions with CRFS concerning the co-location possibility and report back to the board with summaries of the meeting(s).
- e. MS (Colvin/Ashwill) to accept Meeker-McLeod cooperative \$2200 food composting grant and a \$400 donation from the Hutchinson Jaycees to purchase 20 bicycle helmets for students with a need for a helmet, roll call unanimous; motion carries.

10. Upcoming Meetings/Events/Announcements

- a. Board Finance training with Chuck Herdegen, Nov 20, 2017 – 5:00 p.m.
- b. Next board meeting, November 20, 2017 – 5:30 p.m.
- c. Technology Committee Meeting
- d. Finance Committee Meeting, November 13, 2017 – 1:00 p.m.
- e. Marketing Committee Meeting
- f. Policy/Governance Committee Meeting, November 6, 2017 – 3:00 p.m.

11. Adjournment 7:01 p.m.

Respectfully submitted,  
Tara Erickson



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**Executive Director Report for NDMA's Board of Directors – Dave Conrad  
Monday, October 16, 2017**

**1. Enrollment for 2017-2018**

- As of today, the following numbers reflect enrollment: current last month

a. 3 years	12		
b. 4 years	24	<u>preschool total:</u>	36    35
c. Kindergarten	22		
d. First grade	20		
e. Second grade	21		
f. Third grade	32		
g. Fourth grade	18		
h. Fifth grade	35		
i. Sixth grade	14	<u>school-age total:</u>	<u>162</u> <u>159</u>
			198    194

**2. Title II Application**

- Our Title II application (professional development) has been approved and funded. I am hoping to receive a similar notice regarding our Title I application (math/reading remediation).

**3. Parent/Teacher Conferences**

- We will conduct parent/teacher conferences Tuesday night and Wednesday during the day. Our goal is to achieve 100% participation. If a parent/guardian is unable to schedule an on-site conference, we will schedule a home visit.

**4. Montessori Training**

- Two of our teaching staff are in the midst of Montessori training through the North American Montessori Training Center: Mrs. Milton and Mrs. Tritz.
- One of our teaching staff is in the midst of Montessori training through The Montessori Training Center at the University of Wisconsin – River Falls: Miss Cogley.

**5. Charter School Leaders Retreat (repeat from last month)**

- This year's mandatory Charter School leaders Retreat is scheduled for November 10<sup>th</sup> and 11<sup>th</sup> at the Audubon Center of the North Woods. Kirsten and I will work out our schedules to make sure one or both of us is there. You will need to decide who will attend representing our Board of Directors. ACNW covers expenses for up to two people from each school. Each additional attendee is \$120/person.



6. **Crow River Family Services** - Please note the answers (in blue) for the questions raised regarding CRFS collocating at NDMA:
- How/will this effect Shelia? The answer to this question is up to Greater Minnesota Family Services. If she can stay without our spending \$15,000.00/year I will consider finding a place for her.
  - Space: addition of 7/8 grade, a 3<sup>rd</sup> E2, Math groups, etc. Will we already be short of space? No. There will be room for a third section of Elementary II and two sections of 7/8 and Crow River. In addition, rooms 201, 204 and 205 will be remodeled into two larger classrooms and office/breakout space, and two multi-stall restrooms will be added where 208B is today.
  - Will students meet with Counselors during the school day? Yes.
  - After school hours? Secure building? Yes. Phase II of construction update will include security for school day and after-hours.
  - New students that may come: "over-taxing" teachers? NDMA stigma? (pos/neg) With Crow River staff and programs on-site, teacher/staff will be taxed less, not more. One of the advantages to having a colocation of services is the additional support that will be accessible before, during and after-school hours for students and staff.
  - Will other students (not on caseload) be able to participate in dirt group? Yes. In addition, professional development and support around the Dirt Group concept will be available for NDMA staff.
  - Will counselors be available for "crisis" behavior during the school day? Yes. This is another advantage of a colocation of services. Even if all Crow River staff are otherwise engaged, they will shift gears to accommodate a crisis.
  - For all students or clients only? ALL students
  - Would non-NDMA students meet with counselors during school day? Yes, on a limited basis.
  - \$\$ use of building: electricity, water. Etc. They will pay property tax and utility costs on a pro-rated basis (based on their square footage).