

Official Board of Directors
Meeting Minutes
Monday October 17, 2016

The Official Board Meeting of New Discoveries Montessori Academy of Hutchinson, MN was called to order at 5:30 p.m. on Monday October 17, 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: Shari Colvin, Tara Oberg, Tony Ashwill, Amanda Sundblad, Jennie Pirnie, Peggy Enerson, Patrick Selchert, Lisa Rahkola.

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

Guests: Katy Snider, E1 Special Education Teacher, Patti Cogley, E1 Teacher, Kim Thomes, E1 Special Education Teacher, Margaret Shimpa, Title 1.

2. Spotlight Report –Co-Teaching at NDMA. Our E1 teacher guests shared their thoughts. Pluses – teamwork, give and take, flexibility, share teaching responsibilities. Special education teachers appreciate the opportunity to teach the whole class. Sharing students happens, you don't have to be just a special education teacher, or just a general education teacher. Weekly class meetings are helpful. Challenges include communication and who's where and in charge of what. Making an effort to improve communication with all in the classroom.
3. Agenda – MS (Colvin/Rahkola) to approve the agenda with changes, 9.c to read “set date” of Annual Report approval meeting and add 9.e to pursue a new line of credit, all aye; motion carries.
4. Consent agenda – MS (Enerson/Selchert) to approve the consent agenda with personnel changes all aye; motion carries.
 - a. Minutes of January 18, 2016 Meeting
 - b. Submitted Committee Reports
 - c. Personnel changes – approve resignation, dismissal and new employments as submitted. New hire: Dominic Kinzler, Special Education Teaching Partner.
5. Financials
 - a. Received September 2016 financial statements – nothing out of line
 - b. MS (Pirnie/Ashwill) to approve September 2016 expenditures and receipts report – no unexpected expenditures – roll call vote unanimous; motion carries.
 - c. MS (Ashwill/Rahkola) to approve Revised FY17 budget, Conrad explained changes were made to more accurately reflect current enrollment. He reminded the board that per policy, NDMA must maintain a positive fund balance, roll call vote unanimous; motion carries.
6. Reports
 - a. Executive & Associate Directors – see attached reports for complete details.
 - i. Environmental Education Update – fifth and sixth graders attended a three day and two night adventure at the Audubon Center of the North Woods. Students can often be seen outside with their Jeffers Journals recording sights and sounds in nature.
 - ii. Academic Testing and Achievement Update – fall testing is complete and results are ready for teachers to use when preparing individual student lessons.
 - iii. Enrollment Update in report

iv. Activities and Happenings related to the school, staff, students, families, community

7. Old Business – none.

8. New Business

- a. MS (Sundblad/Enerson) to approve agreement/contract for services with SWWC's Special Education for teacher of the visually impaired services. NDMA must pay an administrative cost in addition to direct services. Roll call vote unanimous; motion carries.
- b. MS (Selchert/Sundblad) to approve amended Environmental Education, Proposal #2, 56 hours based on 22/hours a week. There was discussion as to which proposal would best serve the school at this time. Rahkola recused herself from voting, roll call vote unanimous; motion carries.
- c. Set a date to approve Annual Report before November 1 – Monday Oct. 31, 1 p.m. in Room 303.
- d. Begin Board Member Self Evaluation, evaluations were included in packet, they do not have to be turned in as they are for individual reflection. Will have discussion on self-reflections at 5 p.m. before the December 19, 5:30 p.m. board meeting
- e. MS (Ashwill/Enerson) to approve the Executive Director pursuing a line of credit for the upcoming year for up to \$250,000 with Citizen's Bank and Trust, Hutchinson, MN, roll call vote unanimous; motion carries.
- f. Pirnie revealed that her father is now driving for the transportation company the school contracts with to provide student transportation. If a potential conflict of interest arises with any vote regarding transportation services, Pirnie will recuse herself.

9. Upcoming Meetings/Events/Announcements

- a. Next board meeting, November 21, 2016 – 5:30 p.m.
- b. Technology Committee Meeting
- c. Joint Facilities Committee Meeting
- d. Finance Committee Meeting, November 14, 2016 – 1:00 p.m.
- e. Marketing Committee Meeting
- f. Policy/Governance Committee Meeting, November 7, 2016 – 3:30 p.m.
- g. Board Training on charter school finances – level II – November 21, 2016 – 4:30 p.m.
Adjournment

10. Adjournment 6:53 p.m.

Respectfully submitted,
Tara Erickson



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Executive Director Report for NDMA's Board of Directors – Dave Conrad
Monday, October 17, 2016

1. Proposal for Environmental Educator

- Please note attached detailed proposal outlining information regarding options for New Discoveries.

2. Dialogue and Planning with New Century

- As we have discussed in the past, it would behoove us to establish some ongoing dialogue at the board level with New Century. I bring this forward in hopes that we will make sure this happens.

3. Experiential Learning/Environmental Education

- All but two of our fifth and sixth graders spent three days and two nights at the Audubon Center of the North Woods last week. The weather was great, the students were engaged and active. We made it there and back safely! Yea, team!
- A big shout out to our Parent Teacher Organization (PTO) for contributing \$2,000.00 toward the expense of the trip. The money helped cover scholarship awards and transportation.

4. McKinney Vento Homeless Training

- I will be attending required training in St. Paul November 7th as New Discoveries Montessori Academy's Homeless Liaison.

5. New Overtime Rules

- Our Finance Committee discussed potential impact of the new overtime rule for salaried employees. I will make a presentation to the finance committee at next month's regular meeting of the finance committee.

6. Summary of Resignations & New-Hires

- New Hire: Dominic Kinzler, teaching partner – Elementary I classroom. This is to meet the special education requirements of one our new enrollees.

7. Highly Qualified Staff/Special Permission

- We received an update from the Minnesota Board of Teaching regarding *Special Permission* for Mrs. Jozwick, Elementary I special education co-teacher. Instead of qualifying under the *Non-Licensed Community Expert* category, she will receive a *limited license* status as a result of where she is in her journey towards regular licensure.

8. Pathways II Scholarship

- I have entered all the pertinent information for the five four-year-olds who qualify for the Pathways II scholarship. This will allow us to access the full \$15,000.00 we have been awarded for this program. This funding is in addition to what we are entitled to as a voluntary.

9. Robotics Club

- Current NDMA Speech clinician – Tammy Maiers – has organized a Robotics club, which met for the first time Friday evening. Teaching Partner – Kari Rettig, and former teaching partner - Candice Rogers-Siers, have volunteered to help Tammy get this project off the ground. Candace has led the charge to raise funds to buy new kits for club use. There were 17 students and 13 parents at the organizational meeting Friday.

10. Teacher Observation/Evaluations

- I have started round one of three rounds of formal observations. Kirsten will be doing four of them for the first round. I will be done with the first round by the end of the first week of November.

11. Enrollment

-	Preschool age 3	6	6
-	Preschool age 4	16	15
-	Kindergarten	15	15
-	Grade one	17	17
-	Grade two	26	24
-	Grade three	13	12
-	Grade four	38	39
-	Grade five	15	15
-	Grade six	<u>19</u>	<u>17</u>
		165	160 (pre-k through 6 th)
		143	139 (k through 6 th)

Associate Director
Kirsten K Kinzler
Board Report
Monday, October 17, 2016

1) Data/Assessments

NWEA MAP testing has been completed.

All data from the 15-16 school year is being compiled for the Annual Report/WBWF Report.

From last month: MCA data – Anyone can access our MCA data on the MDE website. education.state.mn.us > Data Center > MN Report Card.

2) Environmental Education

Activities: Wildflower garden planting, fall tillage of garden, Staff Outdoor Scavenger Hunt and nature journal walks.

Tuesday, September 27th we had our first Family Learning Discoveries night “Nature’s Calling!” with the focus of Environmental Education. We had a super turnout and served over 100 meals! Families enjoyed the following activities: leaf/plant rubbings, suet pine cone bird feeders, and nature dream catchers.

ACNW Trip – All but (2) of our 5th/6th graders attended the annual Audubon trip this year and they had a fabulous experience! The students were well behaved and learned a lot! Special thanks to our chaperones: Britney Soldner, Chris La Plante, Kari Rettig, Jorge Gonzalez, Charlie Streich. Thank you, Mr. Conrad, for making the trek for the day, as well, and ‘taking care of business’!

3) Marketing/Fundraisers

Our October restaurant fundraiser was held at Culver’s. The next fundraiser is: Buffalo Wild Wings on Tuesday, November 1st. Please mark your calendars and come to B-Dubs for some good grub!

We will be embarking on our annual Puffins PTO fundraiser, so look for information to order some scrumptious pastries!

4) ACNW Annual Report – Worlds Best Workforce Report

In process. I would respectfully ask that the board meet at an alternate date/time for a Special Board Meeting to approve the report. (on or before November 1st – due date.)

5) Special Ed Audit

I attended a training at MDE regarding our upcoming Special Education Audit to learn about the criteria expected during this time. We have (5) files that will be reviewed. There are a number of documents that need to be gathered and submitted that are in process and have been completed. I will be attending upcoming trainings at MDE as well. I feel confident that we will do well with our audit. Documentation for Third Party billing

6) Other

- See Dave’s Weekly Update/Board Report for other information...