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Official Board of Directors

Meeting Minutes

Monday, March 20, 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 5:34 p.m.
Voting members present: Tara Oberg, Patrick Selchert, Lisa Rahkola, Shari Colvin, Peggy Enerson, Amanda Sundblad, Jennie Pirnie.
Voting members absent: Tony Ashwill,
Non-voting members: Dave Conrad, Kirsten Kinzler, Tara Erickson, Chuck Herdegen
2. Guests: Christine LaPlante, E2 Teacher
3. Spotlight Report – Peggy Enerson and Lisa Rahkola attended a Schoolyard Gardens workshop and shared highlights including, Special needs in the garden, Engagement in the Garden, and Jeffers Foundation – a garden for every school.
4. Agenda – MS (Pirnie/Selchert) to approve the agenda as corrected and with the addition of 9f, students moving on from NDMA, all aye; motion carries.
5. Consent agenda – MS (Enerson/Sunblad) to approve the consent agenda with personnel changes all aye; motion carries.
 - a. Minutes of February 20, 2017 Meeting
 - b. Submitted Committee Reports
 - c. Personnel Changes – approve leave of absence for Karissa Showalter, SpEd Teaching Partner, and new employments Allana Mount, long term sub SpEd Teaching Partner and Misty Brusven, job share SpEd Teaching Partner as submitted.
6. Financials
 - a. Received February 2017 Financial Statements, a line item from Federal Revenues for Title I for FY16 was missing in financial statements. Herdegen made corrections. No further discussion as no substantial changes to bottom line figures from last month.
 - b. MS (Pirnie/Rahkola) to approve January 2017 Expenditures and Receipts Report, expenditures straight forward this month, roll call vote unanimous; motion carries.
7. Reports
 - a. Executive & Associate Directors - Please see attached director's report.
 - i. Conrad reported on progress of effort towards change in tax law. The proposed change might have to be changed to be Hutchinson specific for it to pass this year.
 - ii. NDMA will host a Business After-Hours, a chamber of commerce event, on April 13th from 4-6 p.m. NDMA will have a booth at the Hutchinson "Bring it Home Expo" at the Hutchinson Fairgrounds on April 8th.

- iii. This month's meeting with representatives from the boards and administration of NDMA and NCA focused on transportation, FY18 calendar and determining interest in merger of the schools (families with students enrolled in the schools will be asked to respond to a simple survey in April).
- iv. Kinzler shared an example of a Weekly Staff Bulletin that she distributes to staff – included are week at a glance items and upcoming events, along with additional updates and announcements. Each edition also includes the statement, "Let me know how I can improve this staff bulletin so it can be an effective communication tool."

8. Old Business

- a. Cost Sharing Agreement with NCA – Both school logos were added to the top of the document and will be taken to the NCA board on March 22, 2017. Should come back to NDMA board for approval next month.
- b. MS (Colvin/Pirnie) to approve review of Policy 621. 1P – Development of Parental Involvement "Procedures" for Title I Programs. Procedural documents outlined in policy were included in March 2017 board packet. Motion carries.

9. New Business

- a. MS (Rahkola/Selchert) to approve review and update of policies 706.1P – Gift Acceptance, 706.2P – Real Estate Gift, 709P – Student Transportation, 790P – Reporting Grants to Board, 798P – Joint Venture, 799P – Record Retention – haven't had to use provisions of 706 policies yet, but maybe someday NDMA will receive substantial gifts. NDMA will continue to use a shortened version of the MSBA student transportation policy template as we contract out transportation services and expect the transportation company to comply with all legal driver and vehicle requirements. Motion carries.
- b. Discuss FY18 School Calendar – construction project at Hutchinson High School is enough ahead of schedule that ISD 423 plans to begin school right after Labor Day. The district does not plan to submit a proposed calendar until their April board meeting, and NDMA administration would like to see that document prior to submitting an NDMA FY18 calendar for approval as they want to present a calendar with as many compatible days off as reasonable with surrounding districts' calendars.
- c. MS (Enerson/Selchert) to approve FY18 Salary Structure and Staff Benefit Package – there will be no changes to the salary structure and benefit package that was introduced and approved for FY17. Roll call vote unanimous; motion carries.
- d. Accept Nominating Committee Recommendations – the committee recommends Jennie Pirnie be placed on the ballot as a community member and an additional potential community member candidate. There are also two potential teacher candidates (they originally asked if they could share a position on the board, but will be told that is not allowable).
- e. Students moving on from NDMA. Pirnie reported on an encounter she had with a former NDMA school who is currently attending Hutchinson Middle School. This led to a discussion and sharing of the experiences of other students moving on to middle school and high school. Most experiences shared were positive even though the student Pirnie referenced prefers 6th grade at the middle school to the E2 classroom at NDMA. Consensus was experiences at NDMA prepared students well for middle school and beyond.

10. Upcoming Meetings/Events/Announcements

- a. Next board meeting, April 17, 2017 – 5:30 p.m.
- b. Annual Meeting of the Board, April 17, 2017 – 6:30 p.m.
- c. Technology Committee Meeting
- d. Joint Facilities Committee Meeting
- e. Finance Committee Meeting, April 11, 2017 – 12:30 p.m.
- f. Marketing Committee Meeting
- g. Policy/Governance Committee Meeting

11. Adjournment 6:52 p.m.

Respectfully submitted,
Shari Colvin



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**Executive Director Report for NDMA's Board of Directors – Dave Conrad
Monday, March 20, 2017**

1. Update re: Effort Towards Change in Tax Law

- Amy and I met with Representative Davids – the chair of the tax committee in the house – last week. We also met with Representative Gruenhagen again to see what we can do to make sure our HF2043 makes it to committee.
- Amy and I will meet with Senator Chamberlain – the chair of the Senate tax committee – tomorrow.
- Please note that I continue to be on call to meet with legislators and to attend committee meetings at the State capital to speak on behalf of New Discoveries in this regard.

2. Business After Hours sponsored by Hutchinson Chamber Ambassadors

- Thursday, April 13th we will be hosting the Hutchinson Chamber Ambassadors *Business After-Hours*. This will be a time for people from Chamber-member organizations to tour New Discoveries in order to learn something about what we have to offer the residents of Hutchinson and the surrounding area. NDMA students will act as tour guides, and we will offer refreshments.

3. Children's House Preschool/Kindergarten Open House

- We had 29 visitors to our annual area preschool/kindergarten Open House on Saturday, March 11th. Thank you Kirsten, Tara, Peggy, Sandy, Lois, Terri and Susan for being here to greet our guests.
- Many of the visitors have submitted enrollment papers for the 2017-18 school year. We are presently completing inventory of current enrollees to determine whether or not we will have any openings for the 2017-18 school year.

4. Bring It Home Expo

- We will be participating for the first time in Hutchinson Chamber of Commerce Bring It Home Expo. This is a family-friendly event that will allow us to showcase what New Discoveries Montessori Academy has to offer children and families.
- We will have volunteers at the event in our booth from 9 a.m. to 4 p.m.

5. Letter to the Editor

- In case you missed it, Ms. Rahkola submitted a well-written letter to the editor (Hutchinson Leader, March 15, 2017), I saved a copy. In the letter, Ms. Rahkola challenges the reader to “empower all children to lead healthy and active lives through effective health and physical education programs.”
- Please let me know if you would like to borrow my copy of the article.



New Discoveries Montessori Academy

6. Special Education Law Conference

- In addition to attending the large group sessions last Wednesday and Thursday, I attended the following break-out sessions:
 - o Employee Investigations – Legal and Practical Aspects
 - o ADHD Updates
 - o Reducing Overreliance of Paraprofessional Support
 - o How to Guide Teams in Culturally Responsive and Unbiased Evaluation and Intervention
 - o When Law Defies Logic – Striving for Effective Behavior Change
 - o Be the Hope – Go the Distance (Resilience Strategies for Educators and Social Justice Advocates)
- I look forward to sharing strategies and insights with students, colleagues and Board Members in the coming days, weeks and months. I was able to hit the ground running this morning in that regard when dealing with some residual behavior concerns from last week.

7. Enrollment

	today	last month
- Preschool age 3	6	6
- Preschool age 4	17	17
- Kindergarten	14	14
- Grade one	19	19
- Grade two	25	25
- Grade three	15	16
- Grade four	36	37
- Grade five	18	17
- Grade six	<u>19</u>	<u>19</u>
	169	170 (pre-k through 6 th)
	146	147 (k through 6 th)