



1000 Fifth Avenue SE, Hutchinson, Minnesota 55350 320.234.6362(w) 320.234.6300(f) [www.newdiscoveries.org](http://www.newdiscoveries.org)

### **Official Board of Directors**

#### **Meeting Minutes**

Monday, June 26, 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 5:46 p.m.  
Voting members present: Tara Oberg, Tony Ashwill, Patrick Selchert, Lisa Rahkola, Shari Colvin, Amanda Sundblad, Jennie Pirnie, Patrick Selchert.  
  
Non-voting members: Dave Conrad, Kirsten Kinzler, Tara Erickson, Chuck Herdegen.
2. Guests: Tamara Polzin
3. Spotlight Report – none this month.
4. Agenda – MS (Pirnie/Enerson) to approve the agenda, all aye; motion carries.
5. Consent agenda – MS (Sundblad/Selchert) to approve the consent agenda with addition of finance committee minutes, all aye; motion carries.
  - a. Minutes of May 22, 2017 Meeting
  - b. Submitted Committee Reports
  - c. Personnel Changes – none.
6. Financials
  - a. Received May 2017 Financial Statements – looking like we may end the fiscal year with a positive fund balance.
  - b. MS (Colvin/Pirnie) to approve May 2017 Expenditures and Receipts Report, discussion about overages on copier, they are ok as the cost per copy does not change, and it would be more costly to increase the contract to include more copies that we may not use, roll call vote unanimous; motion carries.
7. Reports
  - a. Executive & Associate Directors
    - i. Environmental Education Update – See directors reports.
    - ii. Academic Testing and Achievement Update
    - iii. Enrollment Update
    - iv. Activities and Happenings related to the school, staff, students, families, community
  - b. MS (Selchert/Ashwill) to approve the acceptance of the donation of a van from ACC Midwest/Labraaten, roll call vote unanimous; motion carries.
  - c. MS (Colvin/Rahkola) to approve acceptance of equipment from Hutch Health rehab services such as a sand table, child walker, and child crutches, roll call vote unanimous; motion carries.

8. Old Business

- a. Cost Sharing Agreement with New Century Academy – looks like it will be a non-issue if NCA moves out of the building. No action taken.

9. New Business

- a. MS (Pirnie/Enerson) to approve FY17 Final Budget, roll call vote unanimous; motion carries.
- b. MS (Colvin/Ashwill) to approve FY18 Preliminary Budget, talked about increased building expenses that may lead to a slight decrease in the fund balance, roll call vote unanimous; motion carries.
- c. MS (Rahkola/Enerson) to approve Renewal of FY18 membership with AMS for \$2,728, roll call vote unanimous; motion carries.
- d. Received NDMA FY16 Academic Performance Evaluation – with the renewal of the contract with ACNW, we will update the goals.
- e. Conrad requested that the meeting remain open for consideration of Personnel Issues related to annual Board Appointed Administrator evaluation. All present looked at the results of the board/staff input regarding Conrad's performance as Executive Director for FY17. In all areas Conrad achieved at least a "proficient impact" rating and approached "exemplary Impact" rating in many areas.
- f. Board statement regarding administrator evaluation – MS (Colvin/Oberg) to recommend renewal of contract for Dave Conrad, Executive Director of NDMA and re-address additional compensation at later date, roll call vote unanimous; motion carries.
- g. MS (Selchert/Ashwill) accept gift of a used van from ACC for school use, roll call vote unanimous; motion carries.
- h. MS (Colvin/Rahkola) accept gift of used early childhood rehabilitation/adaptive physical education equipment from Hutchinson Health, roll call vote unanimous; motion carries.

10. Upcoming Meetings/Events/Announcements

- a. Next board meeting, July 17, 2017 – 5:30 p.m.
- b. Technology Committee Meeting
- c. Joint Facilities Committee Meeting
- d. Finance Committee Meeting, July 10, 2017 – 1:00 p.m.
- e. Marketing Committee Meeting
- f. Policy/Governance Committee Meeting, July 10, 2017 – 5:30 p.m.

11. Adjournment 6:32 p.m.

Respectfully submitted,  
Tara Erickson



# New Discoveries Montessori Academy

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## Executive Director Report for NDMA's Board of Directors – Dave Conrad Monday, June 26, 2017

### 1. Enrollment for 2017-2018

- As of today, the following numbers reflect enrollment:
    - a. 3 years 11
    - b. 4 years 25 preschool total: 36
    - c. Kindergarten 22
    - d. First grade 16
    - e. Second grade 19
    - f. Third grade 27
    - g. Fourth grade 17
    - h. Fifth grade 30
    - i. Sixth grade 17 school-age total: 148
- 184

### 2. Facility/Grounds

- Tim has supervised a number of projects to enhance the facility and grounds. They include, but are not limited to the following:
  - o Cleaning out flower beds
  - o Trimming more than 50 trees on the property
  - o Adding new mulch to flower beds
  - o Updating light bar for program performances
  - o Several updates/enhancements to playground (e.g. treated lumber trim; sod; new mulch)
  - o Plans are firm for remodeling new classroom and restroom in east wing (for Elementary I displaced by new Children's House), and expanded special education space in west wing.

### 3. Insurance Settlement

- We have been offered two options regarding a settlement for the hail damage to the roof: 1) \$300,000.00+; or 2) \$60,000.00+ for cosmetic. If we choose option 2 and we have hail damage in the future, the insurance company will deduct the amount we accept for cosmetic claim.

### 4. Work Agreements

- Work agreements were written and mailed to all staff the first week of June.

### 5. Out-of-Office

- I enjoyed a great vacation to Virginia last week. As a reminder, I will be traveling out-of-the office for two more trips this summer:
  - July 14 through 21 – Birmingham, Alabama
  - August 11 through 18 – New Orleans, Louisiana

**Associate Director**  
**Kirsten K Kinzler**  
**Board Report**  
**Monday, June 26<sup>th</sup>, 2017**

1) Student Achievement - Data/Assessments

Access to embargoed MCA Data became available today to schools. The data is embargoed until August 7<sup>th</sup> when it will be released to the public/press.

2) Environmental Education

Check out the gardens and flower beds! We have staff and families caring for our summer plants! Tim planted sod in the playground area and he's hoping it will take root for our upcoming PTO Family Night.

Students in Summer Discoveries have been tending to the gardens, used recycled materials to build their own recycled robot, and did a nature hike (in the rain!) down to Library Square for the Summer Reading Program!

3) Marketing/Fundraisers

Parades – We participated in (2) of our (4) scheduled parades - Hutchinson Water Carnival and Glencoe Days.

Special thanks to staff that come and help distribute information. See below for the remaining parade dates. We have a vehicle from Jay Malone Motors to drive (pick-up/SUV) and adults/students walk alongside and hand out bookmarks/pencils.

McLeod County Fair – We will be a sponsor at the fair this year. (We will not have a booth this year.)

DETAILS: Grand Champion Sponsor: \$600.00

- A sign advertising your business logo in the Entertainment Tent for the duration of the 5-day fair.
- Name/logo in print advertisements for the fair, distributed throughout the McLeod County and surrounding area (52,000 copies printed in 2016)
- Name/logo on our NEW website before and after the fair, and remain listed until next year's sponsors are posted.
- "We Support the McLeod County Fair" poster to display in your business window.
- \$250.00 of credit redeemable with the fair office for your choice of gate admission passes (\$7 each) including tickets to our nightly drawings, entertainment passes for our Friday night Hairball concert (\$10 each), or grandstand event passes (\$8 each).

4) School Happenings

We completed our first week of Summer Discoveries and are having a blast! One more week to go!

Tuesday, June 20<sup>th</sup> – Thursday, June 22<sup>nd</sup> – 9am-12pm – Summer Discoveries

Tuesday, June 27<sup>th</sup> – Thursday, June 29<sup>th</sup> – 9am-12pm – Summer Discoveries

A group of us attended a FAST TRAINING for our Voluntary PreK Program.

5) SUMMER HAPPENINGS – MARK YOUR CALENDARS!!!

Thursday, July 13<sup>th</sup> – PTO Family Night 6:00-8:30pm – Picnic & a Movie – Aladdin – "A Whole New School Year"

Saturday, July 15<sup>th</sup> – Lester Prairie Days – 6pm parade start

Wednesday, July 19<sup>th</sup> – CliftonLarsonAllen - 5th Annual Minnesota Charter School Conference - 8 a.m. – 5 p.m. –

Anderson Center, Hamline University, 774 Snelling Avenue, North St. Paul, MN

Summer School (ESY – SpEd) – Monday, July 31<sup>st</sup>, Tuesday, August 1<sup>st</sup>, Friday, August 4<sup>th</sup>

Tuesday, August 8 – Thursday, August 10<sup>th</sup>

Montessori Training – Wednesday, August 2<sup>nd</sup>, Thursday, August 3<sup>rd</sup> – St. Kate's, St. Paul

Monday, August 7<sup>th</sup> – Cokato Corn Carnival – 6pm parade start

Thursday, August 10<sup>th</sup> – NDMA OPEN HOUSE (for the public) – 6:30-7:30pm

August 16-20 - McLeod County Fair

6) Other

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