

Official Board of Directors
Meeting Minutes
Monday September 16, 2013

The Official Board Meeting of New Discoveries Montessori Academy of Hutchinson, MN was called to order at 6:30 p.m. on Monday September 16, 2013. The meeting was held at New Discoveries Montessori Academy, MN.

1. Call Meeting to Order – Roll Call

The meeting was called to order at 6:30 p.m.

Voting Board members present: Vicky Hoeft, Dick Lennes, Shari Colvin, Jill Bierbaum, Betty Jodzio, Riana Klaustermeier. Absent: Lori Krych, Lynn Brown

Ex-officio members present: Dave Conrad, Chuck Herdegen, Tara Erickson. Absent: Bob Cannon

2. Spotlight Report

Heather Vaillancourt, E1 Teacher, presented on DAILY FIVE and CAFÉ, which are literacy strategies.

Joan Bendix, Data & Instructional Coach, shared NDMA State Assessment Data. NWEA testing begins tomorrow.

Phil and Shelley Dosmann, Montessori consultants from Wisconsin, work with the National Center for Montessori Society. They shared about their years of Montessori experience, what they've done, and what they can do for us. They were here to observe at NDMA for 2 days, consult and write a report on their findings.

3. Welcome/Introduction of Guests

Guests: Ori Johnson, Joan Bendix.

4. Approval of Agenda –MSC (Jill/Riana) to approve with addition of 9.e. Disbursement of old technology.

5. Approval of Consent Agenda – MSC (Dick/Riana), with minutes of Aug 19th and facilities report pulled.

a. Minutes of August 19, 2013 Meeting MSC (Dick/Riana) to approve as corrected.

b. Minutes of August 29, 2013 Special Meeting

c. Policy/Governance Committee – report submitted

d. Facilities Committee – report submitted, MSC (Jill/Riana) to add a line item to budget for savings for future repairs at \$100/month this year, \$300/month next year with recommendations being deferred to Fin. Comm.

e. Technology Committee – report submitted

f. Finance Committee – no report submitted

6. Financial Reports

a. Received Preliminary Audited Financial Statements for June 30, 2013 with correction on general fund balance to coincide with the all funds balance.

b. Received July and August Financial Statements with correction to general fund, should be \$30,000, discussion had, to be taken up by Finance Committee.

c. MS (Dick/Riana) to approve August expenditures and receipts report, all aye by roll call vote.

7. Reports

Board Appointed Administrator – Superintendent, Dave Conrad read through his detailed report, highlighting:

The Marco phone service contract is up in October and will not be renewed. NuTelecom has given a proposal for new phones throughout the building including locations previously without phones allowing the intercom system to work efficiently. This would be a savings of \$2049.79 per year over present contract. MSC (Dick/Jill) to proceed to develop a three year phone service contract with NuTelecom and commit NDMA to this service.

NDMA is approved to receive an additional 6 cents per student's lunch retroactive to May 1, 2013. MSC (Dick/Riana) to adjust the budget to reflect the 6 cents per lunch savings.

Celebration: almost perfect attendance...only 2 student gone. Sent letter home to parents to celebrate and encourage regular attendance.

8. Old Business

- a. Superintendent review surveys will be distributed and collected by Oct. 1.
- b. MSC (Policy Governance Committee) to approve strategic goals with a change to goal #1 under core value "Exemplary Montessori Principles." Have the board's MCA reading and mathematics goals be consistent with the NDMA School Improvement Plan and Quality Compensation goals in math and reading.
- c. Board chair defers approving guidelines for Board calendar to next meeting.
- d. MSC (Dick/Jill) to accept the Anti-Nepotism policy #426.
- e. MSC (Dick/Betty) to appoint Riana Klaustermeier to fill the 1 year open term. This leaves a 2 year term still vacant. Riana will serve on the Finance Committee.

9. New Business

- a. MSC (Riana/Dick) to approve first reading of Purchasing, Procurement and Contracting policy #702
- b. MSC (Dick/Betty) to approve a short-term contract with Kali Pelham to complete required ELD assessments in September, to approve contract with Phil and Shelley Dosmann to serve as Montessori consultants this school year, to approve food service contracts, and to approve contract with ACC Midwest Transportation.
- c. MSC (Riana/Betty) to approve contract with NuTelecom for IT equipment and services. Defer to the Technology Committee questions and concerns regarding disbursement/disposal of old technology.
- d. MSC (Riana/Vicki) to approve seeking the grant brought forward by Jill Bierbaum, CVS grant application for physical education and wellness.

10. Upcoming Meetings/Events/Announcements

- a. Next Board meeting, October 21, 2013 – 6:30 p.m.
- b. Technology Committee meeting, September 20, 2013 – 4:00 p.m.
- c. Policy/Governance Committee meeting, October 7, 2013 – 4:00 p.m.
- d. ACNW Leadership Retreat, November 1-2, 2013 – Sandstone
- e. NDMA Annual Meeting, April 21, 2014 – 6:30 p.m.

11. Adjournment at 9:08 p.m.

Respectfully submitted,
Tara Erickson