

**Official Board of Directors  
Meeting Minutes  
Monday October 21, 2013**

The Official Board Meeting of New Discoveries Montessori Academy of Hutchinson, MN was called to order at 6:30 p.m. on Monday October 21, 2013. The meeting was held at New Discoveries Montessori Academy, MN.

1. Call Meeting to Order 6:30 p.m. – Roll Call  
Voting Board members present: Lori Krych, Jill Bierbaum, Rianna Klaustermeier, Shari Colvin, Dick Lennes, Vicky Hoeft, Betty Jodzio, Lynn Brown.  
Ex-officio members present: Dave Conrad, Bob Cannon, Chuck Herdegen, Tara Erickson.
2. Spotlight Report
  - a. CH Presentation: Dave read a presentation written by Cynthia Vold about the current subject focuses in the Children’s House.
  - b. In Joan Bendix’s absence, Dave presented her notes on Multiple Measures Rating (MMR) student to student comparisons and year to year comparisons for NWEA and OLPA scores.
3. Welcome/Introduction of Guests  
Guests: Cindy Prior, Bernadette Scharpe, Tari Niemeyer, Diane Bruemmer, Michelle Nadeau.
4. Approval of Agenda – MS (Jill/Lynn) approve with addition of 6d. Approval to renew line of credit, all aye.
5. Approval of Consent Agenda – MS (Betty/Dick) to approve consent agenda, all aye.
  - a. Minutes of September 16, 2013 Meeting
  - b. Policy/Governance Committee – report submitted
  - c. Facilities Committee – no report submitted
  - d. Technology Committee – report submitted
  - e. Finance Committee – report submitted
  - f. Personnel changes – none reported
6. Financial Reports
  - a. September Financial Statements have been received.
  - b. MS (Lynn/Betty) to approve September expenditures and receipts, discussion had and noted corrections include: move the activities for learning materials to the SIG funds, change reading to writing (kits).  
Approved with corrections by roll call vote.
  - c. MS (Finance committee) Approve the finance committee recommendations. Approved by roll call vote.

#1 The General Fund YTD expenditure summary reporting format for the Board is to be redesigned to group “Object by Program” in order to distinguish line items assigned to the various program codes.

#2 The following adjustments are to be implemented to bring the accumulative General Fund Balance to a projected \$38,180 by July 1, 2014:

-Decrease the projected ADM to 153 (Projected 164.85 Marginal Cost Pupil Units)

-Reduce Classroom Teaching Partners to one per grade level and eliminate the NDMA portion of the receptionist position totaling \$35,598.

-Reduce 430-Instructional supplies to \$10,870 (As projected in Original Adopted Budget) and reassign the reduction of \$9,580 as follows: \$2,715 to increase General Fund Balance and \$6,865 to General Fund

expenditure line item, "Facility and Equipment Repair Fund."

-Increase 390 Educational Payments to MN School Districts by \$500.

Note: These recommendations do not include Special Ed. budget modifications in the Working Budget because they do not impact the General Fund balance.

#3 Use the "By Fund" report format to illustrate the recommended budget modifications and send to each Finance Committee member for validation prior to releasing anything for the Board agenda.

- d. MS (Dick/Jill) to approve renewal of line of credit for up to \$300,000.00, all hands raised (roll call vote).

## 7. Reports

- a. Board Appointed Administrator – Superintendent, Dave Conrad shared information on NDMA's celebration-eligible status, we are no longer in priority status and will not receive funds next year from the school improvement grant.

## 8. Old Business

- a. MS (Policy committee) to accept new wording of the vision statement and core values document, all aye. MS (Dick/Shari) to implement immediately and replace any former vision/mission/philosophy statements with the new version, all aye.
- b. MS (Dick/Lori) to approve guidelines for the board calendar, all aye.
- c. MS (Jill/Dick) to accept the second reading of Purchasing, Procurement and Contracting policy #702, all aye.

## 9. New Business

- a. MS (Tech committee) to accept the first reading of Revised Internet Acceptable Use policy #524 with suggestions, all aye.
- b. MS (Policy Committee) to approve the first reading of Early Entrance Policy #591, all aye.
- c. MS (Policy Committee) to approve the first reading of Acceleration Policy #590, all aye.
- d. MS (Dick/Lori) to approve First Reading of Revised Fund Balance Policy #701.1, discussion had, all aye.
- e. MS (Dick/Riana) to approve the Annual Report with adjustments to be made per discussion including the removal of all references to previous mission and vision statements, all aye.
- f. Close the meeting to discuss Personnel matters (9:00 – 10:45 p.m.) Board President, Shari Colvin closed the meeting as permitted by section 13D.05, subdivision 3 (a) to discuss the results of the Board's evaluation of the Superintendent, and hear the Superintendent's comments regarding the evaluation of the Principal.
- g. Reopened the meeting.
- h. MS (Riana/Betty) to approve vote of confidence statement for Dave Conrad, all aye.

### **Superintendent Dave Conrad's Annual Evaluation**

#### **Conducted by the Board of Directors of NDMA for FY2013**

Based on the staff and Board evaluations, totaling 45 respondents, it is the position of the NDMA board to issue Superintendent Dave Conrad a vote of confidence for his performance and request he continue to lead NDMA in pursuing its vision of *Enriching Community Through Montessori Excellence*.

This vote of confidence should indicate to Superintendent Conrad that the Board of Directors perceives his leadership as a value; however, he should strive to improve his evaluative ratings to a level of, at least, "4.0-Proficient Impact."

Board representatives will sit down with the Superintendent and draft a professional development plan that both addresses board expectations and Mr. Conrad's personal goals. The Board of Directors must also play a supportive role in the Superintendent's improvement process by functioning within its role as a Board allowing the Superintendent latitude to carry out the Board's expectations.

- i. Board Chair directed the Policy/Governance Committee to meet with the Superintendent to develop a personal development plan to be submitted at the November Board meeting.

10. Upcoming Meetings/Events/Announcements

- a. Next board meeting, November 18, 2013 – 6:30 p.m.
- b. Technology Committee Meeting, Nov. 11, 2013 -3:15
- c. Joint Facilities Committee Meeting,
- d. Finance Committee Meeting, November 11, 2013 – 1:00 p.m.
- e. Policy/Governance Committee Meeting, November 4, 2013 – 4:00 p.m.
- f. ACNW Leadership Retreat, November 1-2, 2013, Sandstone
- g. NDMA Annual Meeting, April 21, 2014 – 6:30 p.m.

11. Adjournment at 10:48 p.m.

Respectfully submitted,  
Tara Erickson

All documents referenced in these minutes are filed in NDMA office and available upon request