

Official Board of Directors
Meeting Minutes
Monday January 20, 2014

The Official Board Meeting of New Discoveries Montessori Academy of Hutchinson, MN was called to order at 5:30 p.m. on Monday January 20, 2014. The meeting was held at Unhinged Pizza, Glencoe, MN.

1. Call Meeting to Order – The meeting was called to order at 5:53 p.m.
Voting members present: Dick Lennes, Lori Krych, Betty Jodzio, Shari Colvin, Jill Bierbaum. Absent: Vicki Hoeft
Non-voting members: Dave Conrad, Tara Erickson.
Welcome/Introduction of Guests: Diane Bruemmer and Tari Niemeyer.
2. Spotlight Report
 - a. Specialist presentation – none.
3. Agenda
MS (Jill/Dick) to approve agenda with changes: add an “n” to Massmann and two committee meeting times, all aye.
4. Consent agenda
MS (Shari/Jill) to approve consent agenda, all aye.
 - a. Minutes of December 16, 2013 Meeting
 - b. Policy/Governance Committee – reports submitted
 - c. Facilities Committee
 - d. Technology Committee
 - e. Finance Committee – report submitted
 - f. Marketing Committee
 - g. Personnel changes – approve employment of SpEd teaching partners Michael Crary, Nancy Massmann and Susan Thompson, accept resignation of Derek Niemeyer, behavior specialist.
5. Financials
 - a. December Financial Statements received. Overall, we are staying on budget and have stable enrollment numbers. Dave and Chuck will look into the few areas where expenses are already approaching budgeted amount.
 - b. MS (Betty/Dick) to approve December expenditures and receipts report, roll call vote, carries unanimously.
 - c. Superintendent reported there is enough in this year’s Q-comp budget to cover all except \$96.83 of the \$8725.60 Q-comp payout to teachers for meeting last year’s goal.
6. Reports
 - a. Superintendent’s report: Superintendent, Dave Conrad, shared a prototype for a new marketing brochure. He met with NCA and three transportation providers about transportation for next school year, options were discussed. MS (Dick/Jill) that we encourage our Superintendent to work on collaborative projects with NCA on transportation and other areas, all aye. Two job vacancies, have been posted through MASA, Star Tribune, Leader Shopper, and EdPost. MS (Dick/Lori) to approve up to 1.5 additional Special Education Teachers positions, all aye. Three candidates have applied for the Principal position, position is posted in same places except StarTribune.

7. Old Business

- a. MS (Dick/Jill) to approve Second Reading of Enrollment policy #542P, all aye.
- b. MS (Dick/Lori) to approve Second Reading of NDMA Employment, Evaluation, and Severance policy #430P with forms a & b all aye
- c. Received Director of Curriculum and Instruction position description
- d. Date set for February 1, 2014 to begin FY 2015 Strategic Plan.

8. New Business

- a. MS (Betty/Lori) to approve staff fulfilling contract days, if they did not report for work on the January 6th and 7th cold weather days, by reporting to work on June 7th and 9th, all aye.
- b. MS (Policy/Governance Comm.) to approve the interview process for the Director of Curriculum and Instruction and the timeline for the phase-in of the approved administrative structure, having 3 groups, staff, board and 1:1 w/Dave, to be held between March 3rd and 7th, all aye. If more than 5 candidates, Policy Governance Committee will choose 3-5 to interview. April 1st employment start date. MS (Policy/Governance Committee) for Dave to keep title of Superintendent through this school year, new principal would take title of Director of Instruction and Curriculum, next year Superintendent title would move to Director of Operations, all aye.
- c. MS (Policy/Governance Committee) to change the Board meeting start time to 5:30 p.m. and restrict the length of meeting times, no additional business after 2.5 hours, all aye.
- d. 7:25 p.m.: Close the meeting as permitted by MN Statute 13D.05 Subd. 3(a) for consideration of Personnel Issues related to Superintendent goals, exit interview and report from lawyer
- e. Reopen the meeting: 8:14 p.m. MS (Dick/Lori) the secretary of the Board will notify the complainant in the harassment complaint of the board decision, based on the attorney's report. all aye.
The letter will also mention that if the complainant wants to read the full report, she may contact the administrative assistant to set up an appointment to read it in the presence of the board chair

9. Upcoming Meetings/Events/Announcements

- a. Next board meeting, February 17, 2014 – 5:30 p.m.
- b. Technology Committee Meeting, January 24, 3:30 p.m.
- c. Joint Facilities Committee Meeting, January 23, 4:30 p.m.
- d. Finance Committee Meeting, February 10, 1:00 p.m.
- e. Policy/Governance Committee Meeting, January 27 & February 3, 3:30 p.m.
- f. NDMA Annual Meeting, April 21, 2014 – 6:30 p.m.

10. Adjournment 8:20 p.m.

Respectfully submitted,
Tara Erickson