

**Official Board of Directors
Meeting Minutes
Monday April 18, 2016**

The Official Board Meeting of New Discoveries Montessori Academy of Hutchinson, MN was called to order at 6:18 p.m. on Monday March 14, 2016. The meeting was held at New Discoveries Montessori Academy, Hutchinson, MN.

1. Call Meeting to Order – The meeting was called to order at 6:18 p.m.
2. Voting members present: Tara Oberg, Shari Colvin, Patrick Selchert, Lisa Rahkola, Amanda Sundblad, Tony Ashwill. Absent: Jennie Pirnie, Michelle Martig
Non-voting members present: Dave Conrad, Kirsten Kinzler, Tara Erickson. Absent: Chuck Herdegen
Guests: none
3. Spotlight Report – Cheryl Myers is the NDMA Librarian and she also provides art lessons for the classrooms as well as Afterschool Art. The students have been exploring many different mediums. Some of the student's art will be on display at the Hutchinson Art Center.
4. Agenda – MS (Ashwill/Sundblad) to approve the agenda, no changes, all aye, motion carries.
5. Consent agenda – MS (Enerson/Rahkola) to approve the consent agenda with personnel changes all aye, motion carries.
 - a. Minutes of January 18, 2016 Meeting
 - b. Submitted Committee Reports
 - c. Personnel changes – none at this time.
6. Financials
 - a. Received March 2016 financial statements, there was discussion regarding special education transportation funding reimbursement and consideration of changes to insurance.
 - b. MS (Sundblad/Ashwill) to approve March 2016 expenditures and receipts report, there were no questions regarding the report, roll call vote unanimous, motion carries.
7. Reports
 - a. Executive & Associate Directors
 - i. Environmental Education Update – please see Director Kinzler's report attached.
 - ii. Academic Testing and Achievement Update – please see Director Kinzler's report attached.
 - iii. Enrollment Update – please see Director Conrad's report attached.
 - iv. Activities and Happenings related to the school, staff, students, families, community – please see Director Conrad's report attached.
8. Old Business
 - a. Fiscal year 2017 calendar considerations were discussed and a decision will be put to a vote a special meeting on May 2, 2016 at 5:00 p.m.
 - b. SWOT analysis prioritization – Oberg developed a document for board members to prioritize SWOT statements. The completed prioritization lists will be given to administration for compilation in preparation for Policy/Governance meeting on April 22nd.

9. New Business

- a. First Reading of Policies and Forms 412P & 412F – Expense Reimbursement, and 425P & 425F – Staff Development
- b. Director Evaluation by Board and Staff will be handed out this week and returned to Tara by April 29th.

10. Upcoming Meetings/Events/Announcements

- a. Special meeting to decide calendar, May 2, 2016 – 5:00 p.m.
- b. Strategic Planning Workshop, May 2, 2016 – 5:00 p.m.
- c. Next board meeting, May 16, 2016 – 5:30 p.m.
- d. Technology Committee Meeting
- e. Joint Facilities Committee Meeting
- f. Finance Committee Meeting, May 9, 2016 – 1:00 p.m.
- g. Marketing Committee Meeting
- h. Policy/Governance Committee Meeting, April 22, 2016 – 11:00 a.m.

11. Adjournment 7:05 p.m.

Respectfully submitted,
Tara Erickson



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Executive Director Report for NDMA's Board of Directors – Dave Conrad
Monday, April 18, 2016

1. Application for Grade Level & Site Expansion

- Kirsten and I are preparing to submit the final draft of our application for grade level & site expansion this week.

2. Teacher Observations/Evaluations

- I have started the third and final round of observations/evaluations this week.

3. Open Houses

- Our next Open House is Wednesday, April 20th, from 3:30 to 4:30 p.m. Please facilitate making your work area clean and attractive for our guests. The remaining open house schedule is as follows:
 - Wednesday, April 20th, 3:30 to 4:30 p.m.
 - Saturday, April 23rd, 10 to 11 a.m.
 - Monday, April 25th, 5:30 to 6:30 p.m.
 - Monday, May 16th, 4 to 5 p.m.

4. Recycled Materials for Playground Structures

- Teaching partner, Kari Rettig, has facilitated a familial connection at NuCrane to secure several HUGE pallets that we will repurpose for recycled playground structures. We are looking to partner with Hutchinson Utilities or NuTelecom to borrow personnel and equipment to offload the materials at our site this week.

5. Afterschool Activities

- We continue to have high participation numbers for a variety of afterschool activities. This is due to the initiative of several staff members, and their willingness to go the extra mile. We are currently offering kickball, t-ball, art, and *Afterschooligans* with 4-H.

6. Staff Returning to NDMA

- At current count, 83% of teaching partners currently serving at NDMA have submitted letters of intent to return to NDMA for the 2016-17 school year.

- At current count, 90% of support staff currently serving at NDMA have submitted letters of intent to return to NDMA for the 2016-17 school year.
- At current count, 93% of instructional staff currently serving at NDMA for the 2016-17 school year have submitted letters of intent to return to NDMA for the 2016-17 school year.

7. Attendance Update

-	Preschool	8 students
-	Kindergarten	16 students
-	First grade	16 students
-	Second grade	15 students
-	Third grade	33 students
-	Fourth grade	16 students
-	Fifth grade	24 students
-	<u>Sixth grade</u>	<u>25 students</u>
	Total k through 6	145 students
	Total pre-k through 6	153 students

**Associate Director
Kirsten K Kinzler
Board Report
Monday, April 18, 2016**

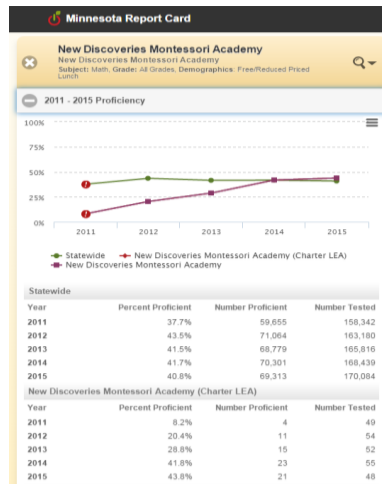
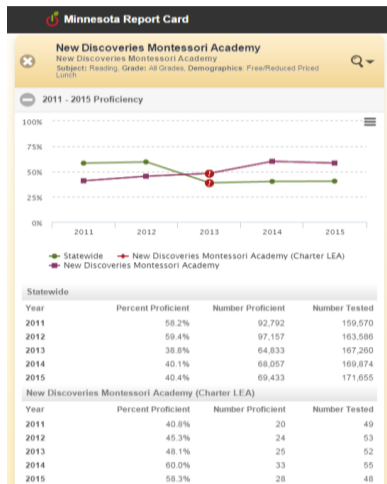
- 1) Data/Assessments – See attached Assessment Information report.
- 2) Environmental Education – See attached Environmental Education at NDMA report.
- 3) Marketing – PTO Restaurant Fundraisers
Monday, May 9th Culver's 5-8pm – TBD
We need help! Please let me know if you're available!
- 4) Other –
 - See Dave's Weekly Update/Board Report for other information...

Assessment Information

NDMA Annual Meeting

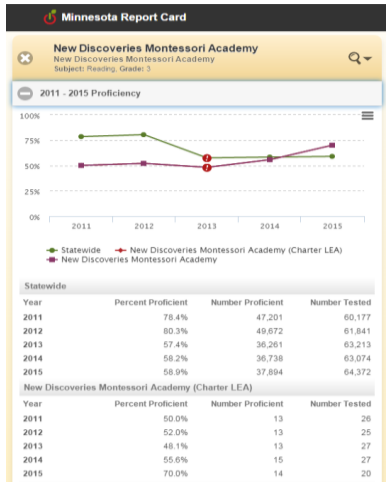
April 18, 2016

MCA - All Accountability Tests - All Grades - Subgroup: Free/Reduced - Reading & Math



The data above illustrates an upward trend in Reading for All Grades - Subgroup: Free/Reduced from 2011-2014 with a slight dip of 1.7% in 2015. Significant progress in Math for All Grades- Subgroup: Free/Reduced has been made over the past 5 years starting at 8.2% and growing to 43.8%.

MCA - All Accountability Tests - Grade 3 - Reading & Math



The data above illustrates an upward trend of 20% increase in proficiency in Reading for 3rd Grade over the past 5 years with a slight dip in 2013. Significant progress in Math for 3rd Grade has been made over the past 5 years starting at 23.1% and growing to 80.0%.

NDMA NWEA MAP DATA						
WINTER 2016						
as of 02.15.16						
NWEA MAP - MATH						
Grade	# Students at/above Grade Level RIT	% Students Within Mean 2015 Norm RIT Range Winter 2016 Test	# tested	Met Projected Growth (as determined by NWEA)	# Students Demonstrating Growth on RIT Fall to Winter	% Students Demonstrating Growth on RIT Fall to Winter
K	6	38%	16	4	12	75%
1	7	44%	16	3	16	100%
2	8	53%	15	5	12	80%
3	10	32%	31	10	23	74%
4	7	50%	14	5	12	86%
5	5	21%	24	7	11	46%
6	8	33%	24	9	17	71%
Total	51	39%	140	43	103	76%
NWEA MAP - READING						
Grade	# Students at/above Grade Level RIT	% Students Within Mean 2015 Norm RIT Range Winter 2016 Test	# tested	Met Projected Growth (as determined by NWEA)	# Students Demonstrating Growth on RIT Fall to Winter	% Students Demonstrating Growth on RIT Fall to Winter
K	9	56%	16	9	15	94%
1	6	35%	17	2	11	65%
2	7	47%	15	3	8	53%
3	13	41%	32	12	19	59%
4	10	71%	14	5	10	71%
5	9	36%	25	7	14	56%
6	17	63%	27	8	12	44%
Total	71	50%	146	46	89	63%

READING GOAL: Over the period of the contract, students at NDMA will demonstrate proficiency in reading as measured by state accountability tests. NDMA 2015-2016 Reading Goal: 70%

Reading Proficiency			
Baseline	FY15 2014-15	FY16 2015-2016	FY17 2016-2017
63.7	78.7		

MATH GOAL Over the period of the contract, students at NDMA will demonstrate proficiency in math as measured by state accountability tests. NDMA 2015-2016 Math Goal: 60%

Math Proficiency - 6.1			
Baseline	FY15 2014-15	FY16 2015-2016	FY17 2016-2017
47.9	56.7		

ENVIRONMENTAL EDUCATION AT NDMA 2015/2016

<p>Lowry's Nature Center 12.11.15 Kindergarten Hibernation, Animal Habitats and Nature Hike</p>	<p>Outdoor Classroom 09.25.15 CH Identifying Leaves and Trees on the School Grounds</p>
<p>Hutchinson Solid Waste Management 11.20.15 E1 Tour, Collect and Sort Solid Waste and Hazardous Waste, Recycling</p>	<p>Outdoor Nature Hike Fall 2015 E2 Scavenger Hunt in the outdoors</p>
<p>Wolf Exhibit - Christian Lillenthal K-6 11.13.15 Dingo, Silver Fox, Red Fox, White Fox - Genetics, Habitats, Behaviors</p>	<p>Plant Study Fall 2015 E1 Define the parts of the plant, understand the plant cycle, plant a seed and observe its growth</p>
<p>Bird Nomenclature CH 11.04.15 Bird Body Parts, Habitats and Behaviors</p>	<p>Outdoor Classroom Fall 2015 E1 Nature Walk, Tree Identification</p>
<p>Colors of Nature in the Environment 10.09.15 CH Observe colors in nature and find samples</p>	<p>NDMA Garden Summer/Fall 2015 K-6 Planting, Growing and Caring for Garden Vegetables and Plants</p>