

Official Board of Directors
Meeting Minutes
Monday May 16, 2016

The Official Board Meeting of New Discoveries Montessori Academy of Hutchinson, MN was called to order at 5:34 p.m. on Monday May 16, 2016. The meeting was held at New Discoveries Montessori Academy, Hutchinson, MN.

1. Call Meeting to Order – The meeting was called to order at 5:34 p.m.
Voting members present: Tara Oberg, Tony Ashwill, Amanda Sundblad, Jennie Pirnie, Peggy Enerson, Patrick Selchert, Shari Colvin, Michelle Martig. Absent: Lisa Rahkola

Non-voting members: Dave Conrad, Kirsten Kinzler, Tara Erickson. Absent: Chuck Herdegen.

Guests: Dan Jett, doing an observation of our Board meeting for ACNW.
2. Spotlight Report – Jenny Pine, Onyx benefit advisor, shared her background working with Charter schools regarding health care insurance. She shared by phone how her company might be able to serve us in the future.
3. Agenda – MS (Selchert/Colvin) to approve the agenda, with addition all aye, motion carries.
4. Consent agenda – MS (Pirnie/Sundblad) to approve the consent agenda with personnel changes and changes to April regular meeting minutes (absent), all aye, motion carries.
 - a. Minutes of April 16, 2016 Meeting
 - b. Minutes of May 2, 2016 Special Meeting
 - c. Submitted Committee Reports
 - d. Personnel changes – approve resignation, dismissal and new employments as submitted-Resignation – Gabri Erickson, Special Ed Para; New Hire – Michael Stutelberg, Special Ed Para.
5. Financials
 - a. Received April 2016 financial statements.
 - b. MS (Colvin/Enerson) to approve April 2016 expenditures and receipts report, all looks appropriate, roll call vote unanimous, motion carries.
6. Reports
 - a. Executive & Associate Directors
 - i. Director Conrad offers congratulations to Peggy Enerson for completing her Masters in Montessori Education at the University of Wisconsin, River Falls. Summer learning Discoveries Day Camps are in the planning stages – report attached.
 - ii. Associate Director Kinzler shared testing information from OLPA's and MCA's, upcoming environmental outdoor adventures, and Kindergarten Round-up will be on Sat. May, 21st.
7. Old Business
 - a. Second Reading of Policies and Forms 412P & 412F – Expense Reimbursement, and 425P & 425F – Staff Development, some discussion, wording changes recommended for consistency with current policies.

8. New Business
 - a. MS (Colvin/Martig) to consider the University of Minnesota Deep Winter Greenhouse passive solar technology grant submission, some discussion about what the grant includes, all aye, motion carries.
 - b. MS (Martig/Pirnie) to consider MACS membership, some discussion about fees and benefits of membership, all aye to not pursue membership at this time, motion carries.
 - c. MS (Colvin/Pirnie) to grant Michelle Martig a one year leave of absence to pursue her Doctoral degree, all aye, motion carries.
 - d. MS (Colvin/Ashwill) to direct administration to move forward with teacher salary schedule proposal #2 within the constraints of the budget, with leeway to add a fourth element under the plus section up to future discretion, add bullet for SpEd and remove the military years service bonus; roll call vote unanimous, motion carries.
 - e. Consideration of Personnel Issues related to annual Board Appointed Administrator evaluation: Board statement regarding administrator evaluation: MS (Colvin/Pirnie) to offer another contract to Executive Director Conrad for fiscal year 17 in light of favorable evaluation.

9. Upcoming Meetings/Events/Announcements
 - a. Strategic Planning Workshop, May 31, 2016 – 6:00 – 8:00 p.m.
 - b. Next board meeting, June 20, 2016 – 5:30 p.m.
 - c. Technology Committee Meeting
 - d. Joint Facilities Committee Meeting
 - e. Finance Committee Meeting, June 13, 2016 – 1:00 p.m.
 - f. Marketing Committee Meeting
 - g. Policy/Governance Committee Meeting, May 23, 2016 – 11:00 a.m.

10. Adjournment 8:05 p.m.

Respectfully submitted,
Tara Erickson



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**Executive Director Report for NDMA's Board of Directors – Dave Conrad
Monday, May 16, 2016**

1. Application for Grade Level & Site Expansion

- ACNW has declined consideration of the application until we provide further information. We can/will present an amended application for their consideration in July.

2. Montessori Credentials

- I am happy to offer congratulations to Peggy Enerson for completing her Masters in Montessori Education at the University of Wisconsin, River Falls. Thank you, Peggy, for persevering.

3. Recycled Materials for Playground Structures

- A volunteer work group is planning to begin the work of adding some play structures to our playground on Saturday, May 21st from 9 to 11 a.m. They will be doing prep work like removing nails, etc. from recycled lumber, and finishing the interior of the parade school house with recycled materials. In addition, if time allows, platform construction may commence for a new play structure.
- On June 11th we will have another volunteer work group assemble to move fencing to increase our playground footprint to include some grassy area near the building.

4. Summer Learning Discoveries Day Camps

- I am in the midst of planning three separate *Learning Discoveries Day Camps* for the month of June. So far we have the following in place: 1) June 6, 7, 8 & 9: *Rube Goldberg Simple Machines*, 9 a.m. to 12 noon, for students completing grades 4, 5 & 6. June 20, 21, 22 & 23: *Arts & Crafts*, for students completing k, 1, 2 & 3 (time of day to be determined).
- I am working on a third option: *Sports Discoveries* for the week of June 13th or June 27th.

5. New Hires for 2016-17

- We are currently interviewing candidates for vacancies for the 2016-17 school year.

6. Salary Structure Update

- Please refer to the proposals brought forward by the Finance Committee regarding updating NDMA's salary structure.

7. Data Update

- It was encouraging last week to discuss at PLC's progress towards goals set by individual students from the earlier round of OLPA to the most recent round of MCA's. Mrs. Kinzler will highlight some of the preliminary data for you at tonight's meeting.

8. Sections for 2016-17

- The administrative team is discussing options for grade configuration for the coming school year due to the bubble classes working their way through.
 - o If enrollment supports it we would love to open a second section of Children's House.
 - o Due to the high number of students in next year's fourth, fifth and sixth grade sections, and the lower number of students in next year's first, second and third grade, we will have to select one of the following options (for example):
 - Two sections of Elementary I and three sections of Elementary II
 - Two sections of Elementary I, one hybrid section (2, 3 & 4) and two sections of Elementary II
 - Two sections of Elementary I, two hybrid sections (4 & 5) and one sections of sixth grade

New Discoveries Montessori Academy's *approved* salary structure –
May 16, 2016

Licensed Pay Scale

Year	4-year	Montessori	Masters
1	38,000	39,500	40,500
2	39,000	40,500	41,500
3	40,000	41,500	42,500
4	41,250	42,750	43,750
5	42,500	44,000	45,000
6	43,750	45,250	46,250
7	45,000	46,500	47,500
8	46,500	48,000	49,000
9	48,000	49,500	50,500
10	49,500	51,000	52,000
11	51,000	52,500	53,500
12	52,500	54,000	55,000
13	54,000	55,500	56,500
14	55,500	57,000	58,000
15	57,000	58,500	59,500

Teachers under special circumstances
(e.g. Non-licensed Community Expert)

Year	Pay
1	28,000
2	28,500
3	29,000

Clarifications

- \$1,500.00 added to the base salary upon successful completion of Montessori credentials (added to the *next* work agreement; *This amount has been adjusted down from \$1,632.00*)
- \$2,500.00 added to the base salary upon successful completion of a Master's degree (added to the *next* work agreement)
- \$2,500.00 added to the base salary upon receipt of Special Education license
- \$2,500.00 added to the base salary with honorable veterans status
- \$500.00 added to the base salary for every full year of teaching service in a public school setting prior to serving at NDMA
- \$750 each additional certification (e.g. – Reading endorsement)

plus

- 0 to 3 years at NDMA – \$1,000.00 maximum: \$250.00 for additional year; \$250.00 for meeting academic goals; \$250 for meeting Montessori standard; \$250.00 for meeting enrollment goal
- 4 to 7 years at NDMA – \$1,250.00 maximum: \$375.00 for additional year; \$375.00 for meeting academic goals; \$250.00 for meeting Montessori Standard; \$250.00 for meeting enrollment goal
- 8 + years at NDMA – \$1,500.00 maximum: \$500.00 for additional year; \$500.00 for meeting academic goals; \$250.00 for meeting Montessori standard; \$250.00 for meeting enrollment goal

Givens:

- Cash-in-lieu-of benefit will be withdrawn
- Teachers will be responsible for paying a portion of their health insurance premium (TBD)