

**Official Board of Directors**  
**Meeting Minutes**  
Monday September 19, 2016

The Official Board Meeting of New Discoveries Montessori Academy of Hutchinson, MN was called to order at 5:32 p.m. on Monday September 19, 2016. The meeting was held at New Discoveries Montessori Academy, Hutchinson, MN.

1. Call Meeting to Order – The meeting was called to order at 5:32 p.m.

Voting members present: Amanda Sundblad, Tara Oberg, Peggy Enerson, Lisa Rahkola, Patrick Selchert, Shari Colvin.

Absent: Tony Ashwill, Jennie Pirnie.

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

Guests: Lois Tritz, CH teacher, Margaret Shimpa, Title 1 teacher and MN Reading Corp Coach, Virginia Roques Reyes – MN Reading Corp early literacy tutor.

2. Spotlight Report – Peggy Enerson, CH teacher shared about the CH garden, vegetable and flowers. Today carrots, potatoes, and onions were harvested and tomorrow a representative from the food shelf will be here to collect the extra harvest.
3. Agenda – MS (Colvin/Enerson) to approve the agenda with additions of an agreement for snow removal, a leave of absence request, and a new environmental education position, all aye; motion carries.
4. Consent agenda – MS (Enerson/Selchert) to approve the consent agenda with changes to Aug minutes under spot light report: in lieu of spotlight report, the board met early to do a meet and greet with teaching staff prior to the start of the meeting. Personnel changes as follows, resignations – Rebecca Ewert, Special Education teacher and Candice Rogers-Siers, Special Education teaching partner. New Hires – Laura Stuber, Special Education teaching partner, Nelly Martinez, Special Education teaching partner, Janet Anderson, Special Education teaching partner, Terri Parker, CH teacher, Lisa Rahkola, Environmental Education teacher, all aye; motion carries.
  - a. Minutes of August 15, 2016 Meeting
  - b. Submitted Committee Reports
  - c. Personnel changes – approve resignation, dismissal and new employments as submitted.
5. Financials
  - a. Received August 2016 financial statements. Discussion noted that we have a healthy fund balance.
  - b. MS (Colvin/Sundblad) to approve August 2016 expenditures and receipts report – no unexpected expenses this month - roll call vote unanimous; motion carries.
6. Reports
  - a. Executive & Associate Directors – report attached.
    - i. Environmental Education Update – the New Discoveries 5<sup>th</sup> and 6<sup>th</sup> graders will be taking their annual trek to the Audubon Center of the North Woods on Oct. 24-26. We have a Family Learning Discoveries “Environmental” Night on September 27<sup>th</sup>.
    - ii. Academic Testing and Achievement Update – School Report Cards are available on the MDE website for all public/charter schools. Graphs and scorings for reading, math, and science testing are available.
    - iii. Enrollment Update – enrollment has stayed steady at this time.

- iv. Activities and Happenings related to the school, staff, students, families, community - next Spring NDMA will be hosting a local *"Business After-Hours"*. This is a good opportunity to showcase and share happenings at the school with local business leaders.

7. Old Business

8. New Business

- a. MS (Rahkola/Enerson) to approve service contracts with Greater MN for mental health services and Michael Murphy Contracting for snow removal – though costs for some specific items have changed, the overall costs for both services will be equivalent to last year, all aye; motion carries.
- b. MS (Selchert/Sundblad) to approve the Designation of Identified Official with Authority for the MDE External User Access Recertification System, The Minnesota Department of Education (MDE) requires that school districts, charter schools or other organizations annually designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA) or organization. The Executive Director recommends the authorization of **Dave Conrad** to act as the Identified Official with Authority for New Discoveries Montessori Academy, all aye; motion carries.
- c. MS (Enerson/Rahkola) to approve MeiLi Harris' leave of absence, starting Oct 5, 2016, roll call vote unanimous; motion carries.
- d. MS (Sundblad/Selchert) to approve contract for Lisa Rahkola as Environmental Education teacher beginning October 5 and not to exceed 245 hours, roll call vote unanimous (Rahkola abstained from vote due to conflict of interest); motion carries.

9. Upcoming Meetings/Events/Announcements

- a. Next board meeting, October 17, 2016 – 5:30 p.m.
- b. Technology Committee Meeting – committee chair and administration will set a date to meet to discuss future technology needs and plans
- c. Joint Facilities Committee Meeting
- d. Finance Committee Meeting, October 10, 2016 – 1:00 p.m.
- e. Marketing Committee Meeting
- f. Policy/Governance Committee Meeting, October 3, 2016 – 3:30 p.m.
- g. Board Training on charter school finances – level II – November 21, 2016 – 4:30 p.m.

10. Adjournment 6:41 p.m.

Respectfully submitted,  
Tara Erickson



# New Discoveries Montessori

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## **Executive Director Report for NDMA's Board of Directors – Dave Conrad Monday, September 19, 2016**

### **1. Grade Level Expansion**

- Please note the attached copy of a letter from David Greenberg regarding Audubon's denial of New Discoveries Montessori Academy's expansion request. Although David suggests that "... , such action does not eliminate the possibility that it could be approved down the line, "I would encourage you to consider whether or not we want to consider another go at it. Please note this was our second attempt.
- On a related note, I would encourage you to contemplate whether or not you would like to pursue dialogue with New Century Academy regarding the possibility of merging the two schools at some point in the future. Perhaps this becomes the focus rather than grade level expansion.

### **2. SCSU Field Experience**

- I will be acting as the on-site supervisor for Kirsten Kinzler's administrative field experience through St. Cloud State University. Nick Miller, retired school administrator and current professor at St. Cloud State University, will act as Kirsten's advisor. During the field experience Kirsten will be responsible for showing competency in thirteen areas: leadership, organizational management, diversity leadership, policy and law, political influence & governance, communication, community relations, curriculum planning & development, instructional management, human resource management, values & ethics of leadership, judgement & problem analysis, and safety & security.
- There are many things she will be doing as a part of her normal routine that will speak to the competencies. In addition, she will be doing several observation experiences at various public schools in the area. I am confident this will be value-added for children and families we serve at New Discoveries.

### **3. Extended Leave**

- Elementary II Teaching Partner, MeiLi Harris, will be travelling to Europe with her husband for most of October and much of November as he embarks on a sabbatical. They will spend much of their time in Italy, and culminate their travels with a Mediterranean cruise.

#### **4. Backpack Lunch Program**

- Common Cup Ministries and Hunger-Free McLeod are expanding their weekend meal program to include fourth graders at New Discoveries. For now, this is exclusive to New Discoveries, and is based on the need represented by our families. They are hoping to expand to fourth grade program-wide after piloting the opportunity at New Discoveries.

#### **5. Experiential Learning/Environmental Education**

- We are looking forward to our annual trek to the Audubon Center of the North Woods for fifth and sixth graders. 8 adult staff and parent volunteers will accompany our students on this two-night, three-day experience October 24<sup>th</sup> through the 26<sup>th</sup>.

#### **6. 2016 Minnesota School Mental Health Conference – Building a School Mental Health Framework**

- I will be attending the second annual School Mental Health conference, sponsored by the Department of Human Services November 2<sup>nd</sup> through 4<sup>th</sup>. The conference objectives are timely and pertinent, including:
  - Understand how cultural competency and trauma affect students' ability to learn
  - Learn about mental health and school evidence-based practices that can provide integrated supports to students to help them succeed
  - Develop understanding of the school and mental health service provider's roles and responsibilities in a multi-tiered support system
  - Explore different funding opportunities for school mental health services,
  - And more

#### **7. Annual Leadership Conference**

- Kirsten and I will tag team the annual Leadership conference at Audubon in November. I will attend Friday's events; Kirsten will attend Saturday's sessions. The dates are November 11<sup>th</sup> and 12<sup>th</sup>.

#### **8. Summary of Resignations & New-Hires**

- Resignations: Rebecca Ewert, Special Education co-teacher; Candace Rogers-Siers, Special Education Teaching Partner.
- New Hires: Ashley Needham, Laura Stuber, Nelly Martinez, Janet Anderson, Special Education Teaching Partners; Starla Powers, Dish Room Supervisor, Food Server; Terri Parker, Special Education Teacher; Lisa Rahkola, Environmental Education Teacher.

#### **9. Highly Qualified Staff/Special Permission**

- All but one of our teaching partners has met the Highly Qualified status required for their positions. Kirsten is working with the one remaining to schedule the ParaPro, which will be taken in St. Cloud.
- Only one of our teachers requires *Special Permission* from the Board of Teaching this year. Mrs. Jozwick, Elementary I special education co-teacher is pursuing a master's of science in

special education in pursuit of a permanent Minnesota teaching license. Until her program is complete, she is awarded *Non-Licensed Community Expert* status. This is something we pursue together annually.

#### 10. Voluntary Pre-Kindergarten

- I am learning as much as I can about our responsibilities and privileges regarding being selected as a voluntary pre-kindergarten site. I am currently exploring how to leverage as much as we can out of the Pathways I & Pathways II scholarship programs in relation to our voluntary pre-kindergarten status.

#### 11. Overtime Ruling

- A couple of weeks ago I attended a meeting at the Hutchinson Area Chamber of Commerce to learn how the new Department of Labor Overtime ruling will affect our salaried employees, effective December 1, 2016. I believe this will have a negative effect on our bottom line if I understand the gist of the ruling (not *law*, but *ruling*). I will need to sit down with Chuck or someone from BKDA for a more definitive interpretation.

#### 12. Business After Hours

- New Discoveries will host a Hutchinson Ambassadors *Business After-Hours* in April. This is a great chance for us to showcase New Discoveries. A firm date has not been set, but the events usually run from 4 to 6 p.m. We will give tours, answer questions, offer refreshments, and provide parting gifts (items with our logo on them) for the guests.

#### 13. Enrollment

-	Preschool age 3	6
-	Preschool age 4	15
-	Kindergarten	15
-	Grade one	17
-	Grade two	24
-	Grade three	12
-	Grade four	39
-	Grade five	15
-	Grade six	<u>17</u>
		160 (pre-k through 6 <sup>th</sup> )
		139 (k through 6 <sup>th</sup> )

**Associate Director**  
**Kirsten K Kinzler**  
**Board Report**  
**Monday, September 19, 2016**

1) Data/Assessments

AIMSweb/FAST are benchmark assessments that help identify our Title I students, MN Reading Corps students and classroom groups. All of these assessments have been completed. NWEA MAP testing is scheduled to begin next week.

MCA data – Anyone can access our MCA data on the MDE website. [education.state.mn.us](http://education.state.mn.us) > Data Center > MN Report Card.

2) Environmental Education

Nature walks, plant identification, journaling changes of the seasons are a few of the things that have been happening regarding environmental education at NDMA. Tuesday, September 27<sup>th</sup> will be our first Family Learning Discoveries night with our focus of Environmental Education. Flyers have been sent out and information has been posted.

3) Marketing

Our first restaurant fundraiser was held at Pizza Ranch in Glencoe. We raised almost \$300 between tips and percentage of sales! We are working on additional restaurant fundraisers and PTO is exploring other fundraising options.

4) Principal Internship

My professor from SCSU, Nick Miller, came to New Discoveries to meet with Dave and myself regarding completing my principal internship.

5) Other

- See Dave's Weekly Update/Board Report for other information...