



1000 Fifth Avenue SE, Hutchinson, Minnesota 55350 320.234.6362(w) 320.234.6300(f) www.newdiscoveries.org

Meeting Minutes

Monday, November 21, 2016

The Official Board Meeting of New Discoveries Montessori Academy of Hutchinson, MN was called to order at 5:30 p.m. on Monday November 21, 2016. The meeting was held at New Discoveries Montessori Academy, Hutchinson, MN.

1. Call Meeting to Order – The meeting was called to order at 5:30 p.m.

Voting members present: Tony Ashwill, Peggy Enerson, Tara Oberg, Lisa Rahkola, Patrick Selchert, Amanda Sundblad Participating via FaceTime: Shari Colvin Absent: Jennie Pirnie

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

Guests: Kristina Grossinger (E2 teacher) and Britney Soldner (E2 teacher)

2. Spotlight Report – 5th and 6th grade trip to ACNW. Soldner shared some of the activities students participated in during their trip to the Audubon Center of the North Woods including fish function, climbing wall, birds & snakes at night, archery, survivor, and night hike. Many of the activities were effective team building exercises.
3. Agenda – MS (Rahkola/Enerson) to approve the agenda, all aye; motion carries.
4. Consent agenda – MS (Sunblad/Ashwill) to approve the consent agenda with personnel changes all aye; motion carries.
 - a. Minutes of October 17, 2016 Meeting
 - b. Minutes of October 31, 2016 Special Meeting
 - c. Submitted Committee Reports
 - d. Personnel changes – approve resignation, dismissal and new employments as submitted. Resignation: Andrew Johnson. New hire: Michael Stutelberg, Special Education Teaching Partner, Robin Schultz, Special Education Teaching Partner, Kristine Marshall, Special Education Teaching Partner.
5. Financials
 - a. Received October 2016 financial statements – questions answered in finance committee report
 - b. MS (Enerson/Sunblad) to approve October 2016 expenditures and receipts report – no additional questions – roll call vote unanimous; motion carries.
 - c. Update on FY16 audit. Draft form is available, clean audit with no surprises.
6. Reports
 - a. Executive & Associate Directors – see attached reports for complete details.
 - i. Environmental Education Update – Rahkola attended one day of the ACNW leadership retreat.
 - ii. Academic Testing and Achievement Update – will begin OLPA testing.
 - iii. Enrollment Update in report
 - iv. Activities and Happenings related to the school, staff, students, families, community
 - v. Leadership Retreat at ACNW – Conrad, Kinzler, Oberg and Rahkola each attended one day of the ACNW Leadership Retreat. Challenges for NDMA board included, “what an effective board looks like” and “How does each person contribute to the school’s strategic plan? – everyone in the organization needs to contribute.”

- vi. Strategic Plan update – Conrad provided an update of activities related to the current strategic plan. Document attached.

7. Old Business – none.

8. New Business

- a. Review Salary for Maintenance Director. MS (Rahkola/Selchert) to approve Increase in compensation for the Maintenance Director position from the current \$45,390.00 to \$47,476.00. Mentioned that Kinzler worked many years without an increase in compensation, and he puts in many hours of overtime year round. Roll call vote unanimous; motion carries. Note: Kirsten Kinzler left the meeting prior to discussion and vote on this agenda item.
- b. Review Salary for Administrative Assistant. MS (Selchert/Enerson) to keep the Administrative Assistant position at the current rate of \$40,800.00, and pay overtime at hourly rate of \$19.62/hour for up to 4 hours/week. Mentioned that current administrative assistant may choose to take advantage of flexible working hours to reduce potential overtime hours needed to complete job requirements. Need to keep in mind the position versus the person when making changes to compensation. Roll call vote unanimous; motion carries.

9. Upcoming Meetings/Events/Announcements

- a. Next board meeting, December 19, 2016 – 5:30 p.m.
- b. Technology Committee Meeting
- c. Joint Facilities Committee Meeting
- d. Finance Committee Meeting, December 12, 2016 – 1:00 p.m.
- e. Marketing Committee Meeting
- f. Policy/Governance Committee Meeting, December 5, 2016 – 3:30 p.m.
- g. Discussion of Board Member Self Evaluation – December 19, 2016 – Following regular December board meeting.

10. Adjournment 6:16 p.m.

Respectfully submitted,
Shari Colvin



1000 Fifth Avenue SE, Hutchinson, Minnesota 55350
www.newdiscoveries.org

320-234-6362, phone
 320-234-6300, fax

**Executive Director Report for NDMA's Board of Directors – Dave Conrad
 Monday, November 21, 2016**

1. Dialogue and Planning with New Century

- Tara Oberg and Amanda Sunblad met with New Century Academy's Board of Directors last week regarding our ongoing request to meet with representatives of their Board to discuss the future of New Century Academy and the future of New Discoveries Montessori Academy. Dan Jett – NEO Authorizer representative – was present at the meeting. Kathy and Kevin will begin meeting with representatives from our Board ½ hour prior to our New Discoveries' regular Board meeting, beginning December 19th. Thank you, Tara and Amanda.

2. New Overtime Rules

- I offer the following recommendations for you to consider regarding compensation adjustments for the two salaried employees who are impacted by the new federal overtime ruling going into effect December 1st:
 - o Increase compensation for the Maintenance Director position from the current \$45,390.00 to \$47,476.00 (the new threshold); and increase the compensation for the Administrative Assistant position from the current \$40,800.00 to \$47,476.00 (the new threshold); **or**
 - o Increase compensation for the Maintenance Director position from the current \$45,390.00 to \$47,476.00 (the new threshold); and keep the Administrative Assistant position at the current rate of \$40,800.00, and pay overtime at hourly rate of \$19.62/hour for up to 4 hours/week.

3. Enrollment

	today	last month
- Preschool age 3	5	6
- Preschool age 4	16	15
- Kindergarten	14	15
- Grade one	18	17
- Grade two	26	26
- Grade three	13	13
- Grade four	38	38
- Grade five	16	15
- Grade six	<u>18</u>	<u>19</u>
	164	165 (pre-k through 6 th)
	143	143 (k through 6 th)

SWOT Placement: Weakness

SWOT Statement: The current distribution of students across the grade levels is such that our current number of sections at each level will not accommodate the movement of students into the next levels. Children’s House and Elementary One are two critical areas to improve enrollment.

Core Value(s) Impacted: Intentional Interdependence

STRATEGY STATEMENT:

Increase and maintain equitable enrollment across all grade levels

- Goal #1** Increase Children’s House and Elementary I enrollment for 2016-17 school year through contemporary, intentional marketing strategies.
- We have a presence on Facebook.
 - Our Voluntary PreK application was approved, allowing funding for our four-year-old program.
 - We have been approved for Pathways I and Pathways II scholarships.
 - One student has been approved for Pathways I dollars
 - Six students have been approved for Pathways II dollars
- NDMA will increase kindergarten enrollment for 2016-17 school year from 11 students (05/31/16) to 17 students (or more) by July 15, 2016.
Persons Responsible: Q Comp committee members
- As of 11/21/16 we have 16 students enrolled in kindergarten.
- NDMA will grow Elementary I from 51 students to 81 students by September 6, 2016.
Persons Responsible: Q Comp committee members
- As of 11/21/16 we have 57 students enrolled in Elementary I.
- Goal #2** Pursue and implement grade level expansion to include grades 7 and 8:
- Survey parents of 2016-17 5th/6th graders to determine their interest/commitment to enrolling for 7th/8th grade opportunity at NDMA beginning Fall of 2017.
Persons Responsible: NDMA administration
- 88% of families of fourth and fifth graders indicated via survey responses in June 2016 a desire to enroll their children in grades seven and eight should we be granted the privilege to expand services through eighth grade.

- The grade level expansion opportunity will result in 24 seventh graders enrolled at NDMA for fiscal year 2018.

Persons Responsible: Q Comp committee members

- Our application for expansion was denied.

SWOT Placement: Weakness

SWOT Statement: The lack of Montessori credentials and teacher licensure is inhibiting our ability to provide the level of educational services that we can/should be providing.

Core Value(s) Impacted: Montessori Principles

STRATEGY STATEMENT:

Hire and maintain a well-qualified staff

Goal #1 Adjust the salary schedule upwards (May 2016) to be in line with District 423 Salary schedule.

Persons Responsible: Finance Committee

- Done, May 2016. All returning teachers received enhanced compensation for 2016-17 school year, based on the new salary schedule.
- All new hires were hired under the new schedule.
- For the first time, we have all licensed positions filled with people with the appropriate licenses, with only one exception.

Goal #2 Broker a foundational Montessori training program to be offered on an every-other-year cycle, with the first course in the cycle taking place Spring and Summer 2017.

Persons Responsible: Executive Director

- No progress to date.

SWOT Placement: Opportunity

SWOT Statement: Developing staff is a key component to sustaining core competencies, empowering leadership qualities, creative use of technology, and successful implementation of Montessori principles.

Core Value(s) Impacted: Dynamic Leadership

STRATEGY STATEMENT:

Plan and Implement Staff Development Sessions to Foster Effective and Efficient Classroom Instruction

Goal #1 Approve a budget for 2016-17 that will support staff development for Responsive Classroom
Persons Responsible: Finance Committee

- One returning staff member completed week-long training over the summer.
- Two new staff members are registered for training.
- Mrs. Kinzler and Mr. Conrad will provide training update for all instructional staff Tuesday, November 22nd.

Goal #2 Develop by July 31, 2016, a professional development plan for 2016-17 school year to address the following:

- 1) Environmental Education
- 2) Responsive Classroom
- 3) Montessori Principles (including Grace & Courtesy)
- 4) Co-Teaching Model of Instruction Delivery.

Persons Responsible: Administration

- See attached

SWOT Placement: Opportunity

SWOT Statement: From a quality sense, student academic achievement remains an opportunity in the SWOT analysis. NDMA has been highly successful improving its student achievement scores, and must continue to sustain this progress with proven learning processes, proactive solutions, and creative decision-making. It is the consistency in the application of the process that will also impact the parents to see NDMA as an educational preference for their children.

Core Value(s) Impacted: Measurable Accountability

STRATEGY STATEMENT:

Consistent Staff Adherence to Scope and Sequence and Continuous Improvement of Academic Methodology within Confines of the Budget

Goal #1 Benchmark instructor's adherence to Year Long Learning Progression by April 1, 2017, while working with instructional staff to make necessary improvements to this process.

Persons Responsible: Administration

- Teachers are referencing YLP during PLC meetings and grade level planning.

Goal #2 Develop, by August 19, 2016, appropriate schoolwide student academic goals that are consistent with Q-Comp (The percentage of all students enrolled October 1 in grades three through six at New Discoveries Montessori Academy who earn an achievement level of Meets the Standards or Exceeds the Standards in Reading on all state accountability tests (MCA and MTAS) will increase from 58.2% in 2016 to 68.2% in 2017.)

Persons Responsible: Administration and Q-Comp Committee Members

- See NDMA Annual Report

Goal #3 Comply with the strategy to ensure General Fund balance of at least:

Beginning Fund Balance, July 1, 2016	\$140,000
Beginning Fund Balance, July 1, 2017	\$227,500

Person Responsible: Executive Director

- Beginning Fund Balance, July 1, 2016 \$230,065

Associate Director
Kirsten K Kinzler
Board Report
Monday, November 21, 2016

1) Data/Assessments

We will be administering the OLPA (Optional Local Purpose Assessment) to our 3rd – 6th graders. This is a practice assessment given on the computer to help students prepare for the Minnesota Comprehensive Assessments (MCAs).

2) Environmental Education

Activities: Nature journal walks on the last lovely days of Fall and now the first days of snow!

3) Marketing/Fundraisers

Our December restaurant fundraiser will be at Unhinged Pizza on Monday, December 5th. Please mark your calendars and come to Unhinged Pizza in Glencoe!

4) ACNW Annual Report – Worlds Best Workforce Report

Thank you, NDMA Board, for meeting on Monday, October 31st to approve the Annual Report!

5) Special Ed Audit

I attended a webinar training at MDE regarding our upcoming Special Education Audit to learn about the criteria expected during this time. Paperwork has been submitted.

6) School Happenings

E2's Got Talent and Art Showcase – Monday, November 7th – Great show! Great turnout!

I hope you were able to view the art on display in our hallways. It was quite impressive! Special thanks for Cyndi Ryan-Lauer, our music teacher, and Cheryl Myers, our art teacher (librarian) for sharing their time and talent with our children!

Family Learning Discoveries Night – Tuesday, November 15th – Our focus was “Community”. Activities included making tie blankets for our NDMA Cares Holiday Baskets, creating decorations for local community groups to use during the holiday season (i.e. VFW Thanksgiving Meal), making people cut-outs representing our community and hanging them in our hallway. We served over 80 meals! We had 43 students and their families in attendance, as well as, 35 staff members! What an amazing community!

7) Observations

As part of my principal internship, Dave has assigned (4) teacher observations for me to complete. They will be finished this week.

8) MDE Workshop

Tara Erickson and I attended a webinar in Willmar (of a webinar!) provided by MDE on the Minnesota Common Core Catalog (MCCC). This is a new ‘mandatory’ data collection system that will assist in helping to track our students from one school to the next, special education evaluation, testing administrations, early childhood screening, etc.

9) ACNW Leaders Workshop

Tara Oberg and I attended the annual Audubon Charter School Leaders Workshop on Saturday, November 12th. We enjoyed some good sessions, great food and excellent company!

10) Other

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