Meeting Minutes
Monday, December 19, 2016

The Official Board Meeting of New Discoveries Montessori Academy of Hutchinson, MN was held at New Discoveries Montessori Academy, Hutchinson, MN.

1. Call Meeting to Order – The meeting was called to order at 5:37 p.m.
   Voting members present: Tony Ashwill, Shari Colvin, Peggy Enerson, Tara Oberg, Jennie Pirnie, Lisa Rahkola, Patrick Selchert  Absent: Amanda Sundblad

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

2. Guests: Ryan Schmidt (Schlenner & Wenner) and Terri Parker (CH SpEd teacher)

3. Spotlight Report – Ryan Schmidt from Schlenner & Wenner presented the FY16 audit report of NDMA’s finances. The auditors gave NDMA an unmodified, clean report. Schmidt briefly explained the role of the auditor and led the board through an overview of the report including budget to actual in all funds. He clarified the difference between fund balance and cash balance. There were no findings regarding legal compliance.

4. Agenda – MS (Pirnie/Selchert) to approve the agenda with the addition of 9e, Expansion, and 9f, Medical Leave of Absence, – all aye; motion carries.

5. Consent agenda – MS (Colvin/Enerson) to approve the consent agenda – all aye; motion carries.
   a. Minutes of December 21, 2016 meeting as corrected
   b. Submitted Committee Reports
   c. Personnel changes – approve resignation, dismissal and new employments as submitted. No personnel changes this month.

6. Financials
   a. Received November 2016 financial statements – Finance committee report addressed significant overages in textbooks. All else looks good at this point.
   b. MS (Enerson/Ashwill) to approve November 2016 expenditures and receipts report – Colvin noted significant overages on color copying/printing charges this year. Administration will address this matter – roll call vote unanimous; motion carries.
   c. MS (Selchert/Ashwill) to accept the FY16 audit as presented – roll call vote unanimous; motion carries.

7. Reports
   a. Executive & Associate Directors – see attached reports for additional details.
      i. Environmental Education Update – New journal prompts regarding the abrupt change in weather. Rahkola invited staff to join her at a Jeffers Foundation workshop on January 7th.
      ii. Academic Testing and Achievement Update – OLPA testing completed and data being utilized.
      iii. Enrollment Update – gained a few new students and one family left when they relocated to St. Cloud. Numbers are included in Executive Director report.
      iv. Activities and Happenings related to the school, staff, students, families, community – Associate Director reported on E2 fieldtrip, NDMA Cares activities, and Unhinged Pizza fundraiser.
v. Dialogue and Planning with New Century. Conrad, Kinzler and Oberg met with New Century board members Kathy Prellwitz and Kevin Elton. It was a good first meeting and some questions regarding the origins and history of the two schools were answered. The leadership of the two schools agreed to meet again prior to NDMA’s January board meeting.

vi. High Quality Charter Schools Announcement – Conrad announced NDMA was one of 12 Minnesota charter schools to receive the designation. Administration will look into requirements needed to apply for an expansion grant.

vii. Kinzler continues to meet with Special Education Director to fulfill requirements of Special Education Audit.

viii. Kinzler reported we are mid-way through a three-year contract with ACNW. Board members were directed to again read through the goals with our Authorizer. Work will begin in the Spring to renew the contract for future years.


9. New Business

   a. MS (Pirnie/Colvin) to approve moving money from the fund balance to cover overages in “Textbooks and Workbooks” – the overages are due to the purchase of new literature circle books and mathematics curriculum for E2. Roll call vote unanimous; motion carries.
   b. MS (Enerson/Selchert) to approve moving money from the fund balance to cover NDMA’s portion of the new hot water heater – NDMA’s portion of water heater replacement will be about $5000. Roll call vote unanimous; motion carries.
   c. MS (Colvin/Pirnie) to approve revision of policies 417P (Substance Use & Abuse), 418P (Drug Free Workplace-Drug Free School), and 419P (Tobacco-Free Environment) – Update policies to include medical cannabis and electronic cigarettes and to have processes clarified for NDMA’s size and population. Motion carries.
   d. MS (Pirnie/Ashwill) to approve revision of policy 702P (Purchasing and Procurement) with additional change of “three” to “four” procurement methods – Added “micro purchases” as a category of procurement methods to have policy agree with state approved procedures. Motion carries.
   e. MS (Colvin/Pirnie) to direct administration to move forward with expansion/replication grant from Minnesota’s federal Charter Schools Program (CSP) grant project – There was considerable discussion around opportunities and requirements. Administration and Board leadership will begin dialog with Authorizer and look into details regarding grant submission. Motion carries.
   f. MS (Selchert/Pirnie) to approve up to 12 week medical leave as per 410P - Family & Medical Leave policy for Jesse Morgan. – Rahkola will assume Morgan’s duties until he returns. Motion carries.

10. Upcoming Meetings/Events/Announcements
    a. Next board meeting, January 16, 2017 – 5:30 p.m.
    b. Technology Committee Meeting
    c. Joint Facilities Committee Meeting
    d. Finance Committee Meeting, January 9, 2017 – 1:00 p.m.
    e. Marketing Committee Meeting
    f. Policy/Governance Committee Meeting

11. Adjournment 7:12 p.m.

Respectfully submitted,
Shari Colvin
Executive Director Report for NDMA’s Board of Directors – Dave Conrad
Monday, December 19, 2016

1. Dialogue and Planning with New Century
   - At the writing of this report NCA Director – Jason Becker – said he would not be meeting with us tonight for the first of our NCA/NDMA Collaborative Dialogue/Planning meetings due to a sick child. Both Mr. Becker, and Kathy Prellwitz – NCA Board Chair – have articulated confusion over the concept of having Mr. Becker and NDMA administration at the table. We hope to clear up the confusion tonight.

2. High Quality Charter Schools Announcement
   - *New Discoveries Montessori Academy* Charter School has been identified as a “High-Quality Charter School” (HQCS) for the purpose of determining eligibility for a significant expansion/replication grant from Minnesota’s federal Charter Schools Program (CSP) grant project! This identification is based on a Comprehensive Performance Framework (CPF) that incorporates multiple measures of schools academic, operational and financial performance.

   - Eligibility Criteria for Significant Expansion and Replication Grants (items A-B included in establishing eligibility; items C-E addressed in the grant application):
     
     A. Have a track record of increasing student achievement and student success by meeting the state’s definition of “high-quality” (detailed in attachment);
     B. Successfully complete its first federal CSP grant project at least two years before applying for a significant expansion award;
     C. Demonstrate a history of organizational and financial stability and viability;
     D. Have the capacity to effectively implement the proposed expansion; and
     E. Plan to add an elementary or secondary component not reflected in original affidavit and charter contract and increase enrollment by at least 50% for existing schools that serve at least 200 students (net increase of at least 100 students) beyond plans presented in original affidavit and charter contract.

   - One of the great aspects of the determination process is that they did not compare apples to oranges to determine eligible schools:
     
     • Charter LEAs with high special population groups were compared to all schools that have similar demographics in a differentiated data run*
- In addition, NDMA met criteria in all of the following areas:
  - Financial check
  - Compliance check
    - Reading Well by Grade 3
    - World’s Best Work Force Summary
    - No testing irregularities
  - Academic check

3. Line of Credit
   - The paperwork is complete and signed for our line of credit in the amount of $250,000.00.

4. Enrollment

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<tr>
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<td>142</td>
<td>143 (k through 6th)</td>
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1) Data/Assessments
   We’ve completed administering the OLPA (Optional Local Purpose Assessment) to our 3rd – 6th graders. Classroom teachers are using the assessment reports to evaluate student needs and modify instruction to assist with needs.

2) Environmental Education
   Activities: Journal prompts regarding the abrupt change in weather and why the students can’t go outside (for very long) in the extreme temperatures!

3) Marketing/Fundraisers
   Our December restaurant fundraiser was at Unhinged Pizza on Monday, December 5th. Our next fundraiser will be in ??? at ???. I’ll let you know of upcoming events.

4) Special Ed Audit
   I continue to complete various paperwork for the upcoming SpEd Audit.

5) School Happenings
   E2 Fieldtrip – Friday, December 2nd – MN Orchestra Hall – Peter and the Wolf
   What a wonderful show and experience for the students! Thank you, Cyndi Ryan-Lauer, for planning this trip for the E2 students and for all the adults that came along to help supervise. Great day!
   Secret Santa Fun – NDMA CARES – Staff had some fun participating in a week of Secret Santa-ing! Mr. Conrad organized a gathering for us on Friday where we exchanged gifts. The group of staff that participated in NDMA CARES packaged up their gifts for their NDMA family.

6) Other
   • See Dave’s Weekly Update/Board Report for other information...