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### **Official Board of Directors**

### **Meeting Minutes**

Monday, January 16, 2017

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 5:34 p.m.  
Voting members present: Tony Ashwill, Shari Colvin, Tara Oberg, Lisa Rahkola, Patrick Selchert, Amanda Sunblad  
Absent: Peggy Enerson, Jennie Pirnie  
  
Non-voting members: Dave Conrad, Kirsten Kinzler, Chuck Herdegen, Tara Erickson
2. Guests: none
3. Spotlight Report – Board members completed a self-evaluation exercise for self-awareness and improvement ideas. There was discussion about a need for more legislative awareness and about how we might meet with our legislature reps or invite them here for a tour (led by students) and info session. Dave will contact Mr. Fahey about traveling to the capital with a group to speak to legislators about the property taxes that NDMA has to pay and charter school needs in general. It was also recommended that we put together and present at the annual reorganizational meeting a calendar that lists all documents the board needs to complete and submit each year.
4. Agenda – MS (Sundblad/Colvin) to approve the agenda, all aye; motion carries.
5. Consent agenda – MS (Selchert/Rahkola) to approve the consent agenda with personnel changes all aye; motion carries.
  - a. Minutes of December 19, 2016 meeting as corrected
  - b. Submitted Committee Reports
  - c. Personnel changes – approve resignations of Michael Stutelberg, SpEd Para, Kristine Marshall, SpEd Para, dismissal and new employments Kris Karl, SpEd Para and Amber Martin SpEd Para as submitted.
6. Financials
  - a. Received December 2016 financial statements – There was some discussion about net changes in budget and how the deficits may be offset by higher enrollment and savings in other areas.
  - b. MS (Sundblad/Ashwill) to approve December 2016 Expenditures and Receipts Report, discussion regarding HRA payout cost, roll call vote unanimous; motion carries.
7. Reports
  - a. Executive & Associate Directors – see attached reports for additional details.
    - i. Environmental Education Update – Ms. Rahkola spoke about the Jeffers environmental workshop she attended with Ms. Enerson, there may be an option for have staff development or even a time to include families.
    - ii. Academic Testing and Achievement Update -
    - iii. Enrollment Update – overall students count is up by 3 at 168 students PK-6.

- iv. Activities and Happenings related to the school, staff, students, families, community – January 13<sup>th</sup> licensed staff participated in a mental health workshop presented by an Inpatient Mental Health RN from Hutchinson Health. The next PTO fundraiser will be Monday, February 6<sup>th</sup> at Culver's.

8. Old Business

- a. Update on expansion/replication grant process: NDMA is ineligible because our enrollment is not currently at 200, nor would we be increasing to 300 with the proposed grade level expansion.

9. New Business

- a. Conrad shared how the Cost Sharing Agreement with NCA will work. Four times a year NDMA bills NCA for shared services and we would like to have an actual agreement to share expenses and bill each other. No formal action taken as New Century Academy has not signed the agreement.

10. Upcoming Meetings/Events/Announcements

- a. Next board meeting, February 20, 2017 – 5:30 p.m.
- b. Technology Committee Meeting
- c. Joint Facilities Committee Meeting
- d. Finance Committee Meeting, February 13, 2017 – 1:00 p.m.
- e. Marketing Committee Meeting
- f. Policy/Governance Committee Meeting, February 6, 2017 – 3:30 p.m.

11. Adjournment 6:30 p.m.

Respectfully submitted,  
Tara Erickson



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**Executive Director Report for NDMA's Board of Directors – Dave Conrad  
Monday, January 16, 2017**

**1. Dialogue and Planning with New Century**

- NCA Director – Jason Becker, Kathy Prellwitz – NCA Board Chair, and Kevin Elton – NCA Teacher/Board Member, have agreed to meet with Tara Oberg, Kirsten Kinzler and me for one hour prior to every regular meeting of the NDMA Board of Directors. For now, the conversation will focus on future plans for NCA, future plans for NDMA and our shared calendar.

**2. High Quality Charter Schools Announcement**

- Kirsten and I received clarification last week from MDE's Charter School Office that we are definitely *not* eligible to pursue the current round of grant funding for significant expansion and/or replication. Jennifer R. Nelson – Director of the State Library Services & Charter Center of the Minnesota Department of Education – confirmed that MDE's announcement regarding the High-Quality Charter School (HQCS) designation for New Discoveries was inaccurate. Fortunately, it wasn't HQCS designation that was inaccurate. It was, rather, the announcement that we were eligible for grant funding. As it turns out, only HQCS schools with current enrollment at or above 200 students are eligible to pursue the federal expansion/replication grant. That – unfortunately – renders us ineligible.

**3. Rhianon Sargent – ACNW**

- Rhianon Sargent – an Authorizing Agent with Audubon Center of the North Woods – will be at NDMA on Wednesday this week for a site visit. Although she doesn't have a particular agenda, she would like to touch base with Kirsten and me, and have a tour of the facility. Although she planned to be here for tonight's board meeting to observe our board members in action, she has rescheduled the observation for the regular meeting of our Board of Directors in February.

**4. Administrative Review of Food Service Program**

- MDE just announced dates and details for the next steps for the administrative review of our food service program. Karen and I will be completing a number of assessments, including – but not limited to - Meal Access and Reimbursement, including free and reduced-price applications, benefit issuance, verification, and counting and claiming; Nutritional Quality and Meal Pattern; Resource Management (Financial aspects of the program); and General Program Compliance (Civil rights, local wellness policy and other federal programs). These activities will culminate in an on-site visit scheduled to take place March 21<sup>st</sup> and 22<sup>nd</sup>.

**5. Minnesota Math Corps**

- I submitted application for a Minnesota Math Corps tutor for the 2017-18 school year. The program – although similar to the Minnesota Reading Corps program – serves students in grades four, five and six. Minnesota Math Corps will pay most of the cost of placing a tutor at our site for the school year. In terms of expense to the school, the primary difference between Math Corps and Reading Corps is that – if the application is approved – we will have to pay a one-time fee of \$1,800.00 (due in two installments: the first is due October 31<sup>st</sup>, 2017; the second is due January 31<sup>st</sup>, 2018).

**6. Student Attendance**

- In the past several weeks I have sent out 18 attendance letters. I include current attendance reports, NDMA attendance policy, and a summary of Minnesota *compulsory attendance* law. Most of the families have responded with constructive dialogue and improved attendance.

**7. Pathways II Scholarships**

- I submitted application for FY 2018 and FY 2019 Pathway II Early Learning Scholarships funding for NDMA. We are eligible for up to \$45,000.00 combined for the next two fiscal years.
- We will be notified on February 23<sup>rd</sup> regarding whether or not the application was approved.

**8. Voluntary Pre-kindergarten Funding**

- I submitted application for FY 2018 for continuation of our Voluntary Pre-Kindergarten status and funding. I applied for the same funding as the current year: \$72,238.16. I could have applied for expansion, but we need more real estate in order to be approved. Also, there is no funding currently in place for expansion. It is up to the MN State Legislature to allocate additional funds, if they so choose.
- We will be notified on February 23<sup>rd</sup> regarding whether or not the application was approved.

**9. Early Childhood Indicators of Progress**

- One of the VPK requirements regards progress monitoring. Although we are using AimsWeb school-wide for progress monitoring, this is not a VPK-approved program. Therefore, we will be using Formative Assessment System for Teachers (FAST) to monitor academic progress of our four-year-olds. The good news is that several of our staff have been trained in administering FAST. To that end, Virginia Roque-Reyes – our Minnesota Reading Corps Early Literacy Tutor – will be using some of her volunteer hours to assist with this project.



#### 10. Enrollment

	today	last month
- Preschool age 3	6	6
- Preschool age 4	17	17
- Kindergarten	14	14
- Grade one	19	18
- Grade two	25	25
- Grade three	15	13
- Grade four	36	38
- Grade five	17	16
- Grade six	<u>19</u>	<u>20</u>
	168	165 (pre-k through 6 <sup>th</sup> )
	145	142 (k through 6 <sup>th</sup> )

**Associate Director**  
**Kirsten K Kinzler**  
**Board Report**  
**Monday, January 16<sup>th</sup>, 2017**

1) Data/Assessments

NWEA MAP Assessment schedule is being finalized. Testing will begin in a couple weeks. AIMSweb and MN Reading Corps benchmarking is also being completed. Assessment data is being used at the CH/EI and E2 PLCs to determine instruction for students.

2) Environmental Education

The extreme cold temperatures have prohibited any outdoor activities for the past few weeks. Perhaps with the predicted warm up students and staff will be able to appreciate winter. At our last Instructional Leadership Team (ILT) meeting, ILT members were asked to review our environmental goals and come to the next meeting with comments/suggestions/questions.

3) Marketing/Fundraisers

Our next PTO restaurant fundraiser will be Monday, February 6<sup>th</sup> at Culver's, Hutchinson from 5:00-8:00pm. E2 classrooms will be hosting.

Monday, March 6<sup>th</sup> – Unhinged Pizza, Glencoe – 4:00-8:00pm – E1 Classrooms

Tuesday, April 4<sup>th</sup> – Qdoba, Hutchinson – details coming

MARK YOUR CALENDARS!!!

PTO Spring Fundraiser – Dundee's Plants (May)

4) Special Ed Audit

The upcoming SpEd Audit will take place on Wednesday, February 22<sup>nd</sup> with Darin Graf from MDE. Ongoing paperwork is being completed and submitted.

5) School Happenings

On Friday, January 13<sup>th</sup>, all licensed staff participated in a mental health workshop presented by Justin Rannow, Inpatient Mental Health RN from Hutchinson Health. One of the needs articulated in a community survey was the need for more mental health awareness and so they reached out to New Discoveries to begin this process. We are excited about continuing our partnership with Hutchinson Health. The staff also participated in a Continuing Ed Info Meeting to learn about the forms that we use and the process for submitting CEU credits to the committee.

6) Other

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