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Official Board of Directors

Meeting Minutes

Monday, February 20, 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 5:30 p.m.
Voting members present: Tara Oberg, Tony Ashwill, Patrick Selchert, Lisa Rahkola, Shari Colvin, Amanda Sundblad , Jennie Pirnie, Patrick Selchert.

Non-voting members: Dave Conrad, Kirsten Kinzler, Tara Erickson. Absent: Chuck Herdeggen
2. Guests: Patti Cogley, Kim Thomes, Rhianon Sargent.
3. Spotlight Report – Rhianon Sargent, Authorizing Specialist for ACNW and primary contact for NDMA was in attendance to observe. She briefly shared her role and experience as an authorizing specialist.
4. Agenda – MS (Enerson/Rahkola) to approve the agenda, all aye; motion carries.
5. Consent agenda – MS (Colvin/Ashwill) to approve the consent agenda with personnel changes all aye; motion carries.
 - a. Minutes of January 16, 2017 Meeting
 - b. Submitted Committee Reports
 - c. Personnel Changes – approve resignations of Robin Schultz, SpEd Teaching Partner, and new employments Jeremy Harris, SpEd Teaching Partner and Kendra Severson, SpEd Teaching Partner as submitted.
6. Financials
 - a. Received January 2017 Financial Statements, Discussion regarding transportation and extra costs with reaching out to additional communities beyond Hutchinson, the cost will be an investment for the future even if it leads to the spending of reserves this year.
 - b. MS (Pirnie/Sundblad) to approve January 2017 Expenditures and Receipts Report, no questions or concerns this month, roll call vote unanimous; motion carries.
 - c. Reviewed completed FY2016 990 form
7. Reports
 - a. Executive & Associate Directors - Please see the directors reports attached.
 - i. Environmental Education Update – Classrooms have been out journaling their nature walks. There is an opportunity to do food composting with an NDMA parent, more information to come. In combination with the City of Hutchinson and Hutch Utilities, there will be tree planting with the 3rd graders in May.
 - ii. Academic Testing and Achievement Update – Staff and students celebrated and talked to administration about meeting individual goals.
 - iii. Enrollment Update – overall students count is up by 2 over last month at 170 students PK-6.

- iv. Activities and Happenings related to the school, staff, students, families, community – Marketing fundraisers with our next one happening at Unhinged Pizza March 6. There is a CH Music & Art Showcase on Feb. 28. On Saturday, March 11th, there will be a Children’s House open house from 9-11 a.m. NDMA will host a Business After-Hours, a chamber of commerce event, on April 13th from 4-6 p.m. NDMA will have a booth at the Hutchinson “Bring it Home Expo” at the Hutchinson Fairgrounds. Twenty persons participated in a staff “Fun Outing” on February 16th.
- v. MS (Enerson/Selchert) to approve Mr. Conrad’s proposal to reinstate Mr. Morgan as half-time DAPE teacher/half-time Educational Support effective February 27th through the end of the school year and retaining Ms. Rahkola as half-time Physical Education teacher/half-time Environmental Education Specialist for the remainder of the school year, with Rahkola abstaining, roll call vote unanimous; motion carries.

8. Old Business

- a. Cost Sharing Agreement with NCA – the schools are currently working on current invoices and will work on cost sharing agreement at a later date.

9. New Business

- a. MS (Pirnie/Enerson) to approve review and update of policies 605P – Dress Code, 609P – Religion, and form 411F – Donated Sick Leave, all aye; motion carries. Pulling 612-1P – Development of Parent Involvement Policies for Title I Programs for additional review.
- b. Consider transportation options for FY2018 – we are in a multiple year contract so no additional action needed at this time. Administration prefers current transportation arrangement to having district 423 provide student transportation to and from the school.

10. Upcoming Meetings/Events/Announcements

- a. Board terms ending June 2017 include Pirnie and Selchert. Pirnie, Selchert and Rahkola named to board nomination committee to fill up to three open seats for three-year terms. Ideally, those seats would be filled by two community members and one teacher member.
- b. Next board meeting, March 20, 2017 – 5:30 p.m.
- c. Technology Committee Meeting
- d. Joint Facilities Committee Meeting
- e. Finance Committee Meeting, March 13, 2017 – 1:00 p.m.
- f. Marketing Committee Meeting
- g. Policy/Governance Committee Meeting, March 6, 2017 – 3:30 p.m.
- h. Annual Meeting, April 17, 2017, 6:30 p.m.

11. Adjournment 6:29 p.m.

Respectfully submitted,
Tara Erickson



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**Executive Director Report for NDMA's Board of Directors – Dave Conrad
Monday, February 20, 2017**

1. Dialogue and Planning with New Century

- NCA Director – Jason Becker and Kelcie Dolge– NCA Teacher/Board Member, met with Tara Oberg, Kirsten Kinzler and I met on Monday, February 13th to continue our dialogue about the future of NCA and NDMA. Our conversation focused on what is entailed in merging of two charter schools in Minnesota. On the advice of Minnesota Association of Charter Schools Director, Eugene Piccolo, I provided details from Minnesota Charter School law and Minnesota nonprofit law to clarify required steps. We also contemplated potential areas of focus for value-added components we might introduce for students and families served by NCA and NDMA in the future. We agreed to initiate a collaborative needs assessment to allow us to inventory priorities our families and communities might have in this regard.

2. Minnesota Math Corps and Minnesota Reading Corps Awards

- NDMA has been approved for a part-time Math tutor for the 2017-18 school year! This is a first for us.
- This will provide a half-time tutor for us who will serve up to twelve fourth, fifth and sixth graders at a time. There is a \$1,000.00 fee to participate in this program.
- In addition, NDMA has been approved for a part-time Literacy Enrichment tutor for the 2017-18 school year!
- This will provide a half-time tutor who will serve kindergarteners, first, second and third graders. There is no fee to participate in this program.
- Both awards were provided through a competitive application process.

3. Lobbyists Hired to Lead Effort Towards Change in Tax Law

- NDMA's and NCA's landlord, TRJR, has funded an effort to hire lobbyists on our behalf to execute a legislative strategy during the current state legislative session to affect changes to charter school statutes to allow for rent paid to private property owners to be exempt from real estate taxes.
- The lobbyists are Nancy Hylden and Amy Koch.
- Representative Glenn Gruenhagen has agreed to author and sponsor a bill to support this effort. We are currently looking to Senator Scott Newman to provide leadership in the Senate.
- Please note that I am on call to meet with legislators and to attend committee meetings at the State capital to speak on behalf of New Discoveries in this regard.

4. Teacher Observations/Evaluations

- I am happy to report that I have completed all but three of the second-round observations for this school year. I am hopeful to finish this round next week.
- Feedback has been overwhelmingly in favor of the drop-in nature of the observations this round.



5. Annual Report

- Please note the positive comments from our authorizer regarding our annual report:
 - a. "Congratulations on creating a high quality annual report!"
 - b. "ACNW would like to share your annual report with other schools as an "exemplar" of what an annual report could and should be."
- Thank you, Mrs. Kinzler, for spearheading this effort. Thank you to everyone who contributed to the report.

6. Early Childhood Indicators of Progress

- As mentioned last month, we will be using Formative Assessment System for Teachers (FAST) to monitor academic progress of our four-year-olds. However, we will not be administering the program as I had thought last month. Rather than utilizing the expertise already in place, Mrs. Enerson, Mrs. Tritz, Mrs. Parker, Mrs. Kinzler, Mrs. Christensen and I completed training and the certification process for the developmental milestones component of the program.
- Mrs. Enerson and Mrs. Tritz completed the first round of progress monitoring. They will complete the second required round in late April or early May.

7. Recommendation for Physical Education/DAPE and Environmental Education

- In light of Mr. Morgan nearing the end of his Family Medical Leave, I recommend the following action:
 - o Reinststate Mr. Morgan as half-time DAPE teacher, effective February 27th through the end of the school year.
 - o Retain Ms. Rahkola as half-time Physical Education teacher for the remainder of the school year in order to provide continuity for the students through the end of the school year.
 - o Reinststate Ms. Rahkola as half-time Environmental Education Specialist, effective February 27th through the end of the school year.
 - o Retain Mr. Morgan as half-time Educational Support to be utilized where most needed for the remainder of the school year. In this capacity, he would provide substitute support as needed, assist Ms. Rahkola with physical education needs, or environmental needs, extend some of the Adaptive Physical Education opportunities for students, etc.

8. Enrollment

	today	last month
- Preschool age 3	6	6
- Preschool age 4	17	17
- Kindergarten	14	14
- Grade one	19	19
- Grade two	25	25
- Grade three	16	15
- Grade four	37	36
- Grade five	17	17
- Grade six	<u>19</u>	<u>19</u>
	170	168 (pre-k through 6 th)
	147	145 (k through 6 th)

Associate Director
Kirsten K Kinzler
Board Report
Monday, February 20th, 2017

- 1) Student Achievement - Data/Assessments
NWEA MAP Data for student Winter Benchmarking 2017. (handout)
- 2) Environmental Education
With the warmer weather, we have been able to enjoy our recess time outside. All classrooms have lead Nature Walks around our property and down by the Crow River. Documentation is being collected in the Environmental Education Binder in the workroom and student journals.
- 3) Marketing/Fundraisers
PTO restaurant fundraisers:
Monday, March 6th – Unhinged Pizza, Glencoe – 4:00-8:00pm – E1 Classrooms
Tuesday, April 4th – 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 22nd with Darin Graf from MDE. Ongoing paperwork is being completed and submitted.
- 5) School Happenings
Tuesday, February 28th – Children’s House Celebration – 6:30pm
Saturday, March 11th – Preschool/Kindergarten Open House – 9:00am-11:00am
Saturday, April 8th – Hutchinson Bring It Home Expo – McLeod County Fairgrounds
Thursday, April 13th – Business After Hours – 4:00pm-6:00pm
Friday, May 5th - City Tree Planting – 3rd Graders
- 6) Other
On Thursday, February 16th, we had a Staff Fun Night from 4:00-8:00pm where we met at Hutch Bowl for a couple games of bowling and dinner at Squeaky’s. We had approximately 20 people participating! We plan to do this again in the near future!

Monday, February 13th – We had our second collaborative meeting with NCA regarding our future. Dave Conrad, Tara Oberg and Kirsten Kinzler attended from NDMA. Jason Becker and Kelsey Dolge were there from NCA. Discussion included creating a needs assessment survey to send out to our families and a discussion about a merger in regards to the law. We will meet again next month.
 - See Dave’s Weekly Update/Board Report for other information...