



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

Official Board of Directors

Meeting Minutes

Monday, April 17, 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 5:31 p.m.
Voting members present: Tara Oberg, Tony Ashwill, Peggy Enerson, Lisa Rahkola, Shari Colvin, Amanda Sundblad, Jennie Pirnie, Patrick Selchert.

Non-voting members: Dave Conrad, Kirsten Kinzler, Tara Erickson, Chuck Herdegen.
2. Guests: Michele Jozwick, Betsy Christian, Josh & Lynn Barka, Patti Cogley, Kelsey Dolge, Lois Tritz, Karen Buxcel, Janet Brown, Kari Rettig, Ethan Marcus, Jesse Morgan, Kristina Grossinger, Katy Snider, Tammy Maiers, Terri Parker.
3. Spotlight Report – annual meeting at 6:30 p.m.
4. Agenda – MS (Sundblad/Rahkola) to approve the agenda, all aye; motion carries.
5. Consent agenda – MS (Selchert/Enerson) to approve the consent agenda with personnel changes all aye; motion carries.
 - a. Minutes of March 20, 2017 Meeting
 - b. Submitted Committee Reports
 - c. Personnel Changes – approve resignation of Brittney Clouse, SpEd Para, and new employment of Rebecca Reinke, SpEd Para as submitted.
6. Financials
 - a. Received March 2017 Financial Statements, it was stated that conservative budgeting will likely have us ending up with a smaller FY17 deficit than shown in the report.
 - b. MS (Colvin/Sundblad) to approve March 2017 Expenditures and Receipts Report, it was noted that there were no unexpected expenses at this time, looks clean, roll call vote unanimous; motion carries.
7. Reports
 - a. Executive & Associate Directors - Please see the directors' reports attached.
 - i. Environmental Education Update – Rahkola presenting update at annual meeting at 6:30 p.m.
 - ii. Academic Testing and Achievement Update – Kinzler presenting update at annual meeting at 6:30 p.m.
 - iii. Enrollment Update – enrollment is steady, up from the beginning of the school year.
 - iv. Requested action items from executive director listed under new business c. and d.
8. Old Business
 - a. Cost Sharing Agreement with NCA has not been signed yet.

- b. MS (Pirnie/Sundblad) to approve review of Policies 790P – Reporting Grants to Board, there was discussion about the changes to grant applications policy – grants under 10,000 no longer need prior board approval prior to submission, but still need to be reported to the board prior to acceptance. 798P – Joint Ventures, 799P – Record Retention, minimal changes to wording in record retention and joint venture policies for consistency and updating of link to full record retention list, all aye; motion carries.
- c. MS (Sundblad/Selchert) to approve FY18 School Calendar Draft #2 with a start date of Aug 29 and ending May 31, all aye; motion carries.
- d. Received Nominating Committee Recommendations – Patrick Selchert – Community Member, Jennie Pirnie – Community Member, and Patti Cogley – Teacher Member.

9. Recess 6:26 p.m. for annual meeting

10. Reconvene regular board meeting at 7:21 p.m.

11. New Business

- a. Facility Plans – Director Conrad shared the advantages and challenges of facility options if NCA moves to a different location and NDMA occupies the entire building. Multiple three-year scenarios were presented including proposal from landlords and proposals from NDMA with and without grade level expansion. None of the proposals included property tax. There was considerable discussion on the topic including additional expenses above lease rates related to maintaining the full building were discussed. TRJR, landlords, are looking for a letter of intent from NDMA that states intent to move forward with negotiations about occupying the whole building. What can we sustain knowing expenses will increase? MS (Rahkola/Colvin) to submit a letter of intent to enter into negotiations with the landlord to expand occupation to the entire building, roll call vote unanimous; motion carries.
- b. Set date for Strategic Plan review and update – May 22nd 4:30 – 5:30 p.m.
- c. MS (Oberg/Selchert) to approve renewing contract with SW/WC for Vision Services for the 2017-2018 school year – services to student with need were extremely beneficial and we want to see the progress continue, roll call vote unanimous; motion carries.
- d. MS (Oberg/Enerson) to submit a letter of intent for grade level expansion through 12th grade beginning Fall 2018, all aye; motion carries.

12. Upcoming Meetings/Events/Announcements

- a. Strategic Plan review and update – May 22, 2017 – 4:30-5:30 p.m.
- b. Next board meeting, May 22, 2017 – 5:30 p.m.
- c. Technology Committee Meeting
- d. Joint Facilities Committee Meeting
- e. Finance Committee Meeting, May 15, 2017 – 1:00 p.m.
- f. Marketing Committee Meeting
- g. Policy/Governance Committee Meeting, May 1, 2017 – 3:15 p.m.

13. Adjournment 8:13 p.m.

Respectfully submitted,
Tara Erickson



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, April 17, 2017**

1. Update re: Effort Towards Change in Tax Law

- Jason Becker and I met via phone conference this morning with Amy Koch and Natalia Madryga (lobbyists) and Dennis (Denny) Carlson and Sabrina Williams – representing schools in a similar property tax situation to ours. Denny is a former traditional public school district superintendent, and has many connections at the capitol. His schools – Minnesota Connections Academy – have three properties currently adversely impacted by the property tax law. Sabrina – Founding Director of Excell Academy – has paid out over \$100,000.00 property tax per year for sixteen years. Both offered to contact their legislators and other influential people today to engage them in the process.
- This afternoon, Amy, Natalia and I will meet with Brandie Burris Gallagher, with Ed Allies to discuss their support of our effort. Ed Allies provides guidance and support for Charter Schools.

2. Business After Hours sponsored by Hutchinson Chamber Ambassadors

- Student tour guides and staff members greeted 41 guests at the most recent Hutchinson Ambassadors *Business After-Hours* last Thursday, April 13th. The guests were blown away by the enthusiastic and thorough tour guides, the beautiful facility, and the welcoming classrooms.
- The comments from guests were extremely positive. The Hutchinson Ambassadors event host was so impressed that he has scheduled a private tour for his family, which includes a 3 year old, an 8 year old and an eleven year old.

3. Bring It Home Expo

- We had an attractive booth at the day-long event at the McLeod County Fairgrounds Saturday, April 8th. We handed out many pencils, several NDMA insulated mugs, and had conversations with many interested expo visitors.

4. Enrollment for 2017-18

- We have two full sections of Children's House. We have a waiting list of six students for Children's House. We are close to starting a waiting list for EII, but have a lot of wiggle room in Elementary I (we have room for 9 more students).



5. Action Required

- I would like to renew our agreement with SW/WC for Vision Services for the 2017-18 school year. They would like me to sign the contract now, rather than waiting until this summer. The new contract is for \$74 more than last year.
- In order to meet an ACNW deadline, I would like to encourage the NDMA Board of Directors to take formal action today to submit a Letter of Intent to Submit Application for Grade Level Expansion beginning Fall 2018.

6. Enrollment

	today	last month
- Preschool age 3	7	6
- Preschool age 4	17	17
- Kindergarten	14	14
- Grade one	19	19
- Grade two	26	25
- Grade three	15	15
- Grade four	35	36
- Grade five	20	18
- Grade six	<u>17</u>	<u>19</u>
	170	169 (pre-k through 6 th)
	146	146 (k through 6 th)

Associate Director
Kirsten K Kinzler
Board Report
Monday, April 17th, 2017

- 1) Student Achievement - Data/Assessments
MCA/NWEA MAP Data for Annual Meeting. (handout)
- 2) Environmental Education
Lisa Rahkola report for Annual Meeting.
- 3) 2017-2018 School Calendar
I've prepared 2 draft calendars for next year and would like the board to consider approving one of them this evening.
- 4) Marketing/Fundraisers
On Saturday, April 8th, NDMA had a booth at the Hutchinson Bring It Home Expo, McLeod County Fairgrounds. Thank you to Dave Conrad for setting up, working and taking down the booth! Thank you to the following volunteers for giving their time to 'man' the booth: Lisa, Tim, & Miia Rahkola, Shari and Sammy Colvin, Patti Cogley, Margaret Shimpa.
Thursday, April 13th – Business After Hours – 4:00pm-6:00pm – It sounds like we had a wonderful turn-out. I had the privilege of training in seven students to be an NDMA Student Ambassador. I've received many, many compliments on what a wonderful job the students did with the building tours for our visitors. Thank you Eric Oberg, Genevieve Jones, Moriah Cosby, Amanda Rettig, Kendra Kadelbach, Elias Collette, and Kendra Sundblad! Yay, you!

UPCOMING:

Saturday, April 22nd, 10:00am-2:00pm – We CARE About Our Kids Day – Hutchinson Mall
PTO Spring Fundraiser – Dundee's Plants (May)

- 5) School Happenings
After School Sports - Kickball – March/April Thursdays/Fridays
AfterSchooligans – Mondays April/May
Thursday, April 20th – MN Twins Game – E2 Field Trip
Friday, April 21st – Arboretum – K/1/2 Field Trip
Friday, April 21st – Science Museum – Grade 2 Field Trip
Thursday, April 27th – Family Discoveries Night – 3M STEM Night 5:00-7:00pm
Thursday, May 4th – E1 Music Showcase – 6:30pm
Friday, May 5th - City Tree Planting – 3rd Graders
Tuesday, May 9th – McLeod County Field Day – Piepenburg Park – 4th Graders
Tuesday, May 9th – Picnic & A Movie – Hutchinson – E1
Wednesday, May 10th – Track & Field Day
Friday, May 12th – NDMA Pet Day – 2:00-3:00pm – Backyard
Monday, May 15th – 6th Grade Graduation – 6:00pm
Tuesday, May 16th – Last Day of School
- 6) Other
May Board Meeting – With 6th Grade Graduation on Monday, May 15th, I'd like to propose moving the May Board Meeting to the following Monday, May 22nd. Thank you for your consideration.

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