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Official Board of Directors

Meeting Minutes

Monday, May 22, 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, Patrick Selchert, Lisa Rahkola, Shari Colvin.
Voting members absent: Jennie Pirnie, Amanda Sunblad

Non-voting members present: Dave Conrad, Kirsten Kinzler, Chuck Herdegren.
Non-voting members absent: Tara Erickson
2. Guests: Jill Bierbaum-Rice, Tamara Polzin, Michelle Martig.
3. Spotlight Report – Year Long Learning Progression – tabled
4. Agenda – MS (Enerson/Ashwill) to approve the agenda, all aye; motion carries.
5. Consent agenda – MS (Ashwill/Rahkola) to approve the consent agenda with correction to April meeting minutes and personnel changes as listed, all aye; motion carries.
 - a. Minutes of April 17, 2017 Meeting – correction to April minutes – under members present, remove duplicate listing of Patrick Selchert and add Peggy Enerson
 - b. Submitted Committee Reports
 - c. Personnel Changes – approve new employment of Michelle Nonnemacher, regular education teacher, resignation of Mia Madson, custodian, as submitted.
6. Financials
 - a. Received April 2017 Financial Statements, budget is looking good at this point, there has been an upward trend on student enrollment numbers through the year.
 - b. MS (peggy/tony) to approve April 2017 Expenditures and Receipts Report, no questions or concerns on this month's report, roll call vote unanimous; motion carries.
7. Reports
 - a. Executive & Associate Directors - Please see the attached directors' reports.
 - i. Environmental Education Update – Lots of good things going on outside, collaboration between Christian and Rahkola to meld environmental education with positive mental health activities for students.
 - ii. Academic Testing and Achievement Update – presentation of preliminary MCA data – updated information will be given to the board when finalized data is available.
 - iii. Enrollment Update – enrollment is steady, up from the beginning of the school year. There are 17 children on the waiting list for Children's House openings.
 - iv. Activities and Happenings related to the school, staff, students, families, community – NDMA will participate in four parades this year, Jay Malone will provide a vehicle, there were many end

of year field trips. Rep Gruenhagen is making 1 more effort to add HF2043 in the final budget negotiations to eliminate property tax burden for NDMA.

8. Old Business

- a. Cost Sharing Agreement with NCA – At NCA’s last board meeting they didn’t sign the agreement as their lawyer hadn’t seen it..
- b. MS (Selchert/Enerson) to approve final version of FY18 calendar, all aye; motion carries.
- c. Set date for Strategic Plan review and update – June 26, 2017 from 4:30 – 5:30 p.m.

9. New Business

- a. Announcement of the results of the election of board members at the April 22, 2017 Annual Meeting of the NDMA Membership. Each elected to three-year terms beginning July 1, 2017 – Patti Cogley (teacher), Jennie Pirnie (community), and Patrick Selchert (community).
- b. MS (Rahkola/Selchert) to approve review of Policies 801P – Equal Access to Facilities of the School Facility Plans and 903P – Visitors to School District Buildings and Sites Policy – achievement of word consistency with other policies were the only changes, roll call vote unanimous; motion carries.
- c. MS (Ashwill/Enerson) to approve formation of an Affiliated Building Company – Current landlords are interested in selling the building to an ABC, roll call vote unanimous; motion carries.
- d. Review Q Comp Annual Report – Conrad shared highlights of written report and answered questions.
- e. MS (Selchert/Enerson) to approve up to 12 weeks leave of absence request for the beginning of the school year for Christine LaPlante, all aye; motion carries.
- f. MS (Ashwill, Selchert) to approve a one-year extension of leave of absence for Michelle Martig – Martig shared some of her experiences with the board and plans to complete her degree in May of 2019, all aye; motion carries.
- g. MS (Ashwill/Rahkola) Add an additional section of Children’s House for FY18 – questions about funding for preschool since legislation has not been finalized, space for an additional classroom, and outfitting an additional classroom. NDMA has been approved for pathways I & II funding up to \$22,500. Repurpose 307 for a Children’s house; move the E1 classroom to the room across from the music room. Would need about \$4000 - \$5000 to outfit a new Children’s House room. Roll call vote unanimous; motion carries.

10. Upcoming Meetings/Events/Announcements

- a. Strategic Plan review and update – June 26 – 4:30-5:30 p.m.
- b. Next board meeting, June 26, 2017 – 5:30 p.m.
- c. Technology Committee Meeting
- d. Joint Facilities Committee Meeting
- e. Finance Committee Meeting, June 26, 2017 – 3:00 p.m.
- f. Marketing Committee Meeting
- g. Policy/Governance Committee Meeting, June 5, 2017 – 4 p.m.

11. Adjournment – 7:20 p.m.

Respectfully submitted,
Jill Bierbaum-Rice and Shari Colvin



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Executive Director Report for NDMA's Board of Directors – Dave Conrad Monday, May 22, 2017

1. Update re: Effort Towards Change in Tax Law

- Representative Glenn Gruenhagen was going to make a last ditch effort to add HF2043 in the final budget negotiations for this year's tax bill. Today is his last opportunity to do so for this session.

2. Minnesota Department of Education Quality Compensation Program

- I will review highlights of New Discoveries Montessori Academy's Annual Q Comp Report for MDE at tonight's meeting.
- I will be accepting applications for Lead/Mentor Teacher positions for the 2017-2018 school year through June 12th.

3. End-of-year Enrollment

- We ended the school year with the following numbers:

o 3 years	7	
o 4 years	17	<u>preschool total:</u> 24
o Kindergarten	14	
o First grade	19	
o Second grade	26	
o Third grade	16	
o Fourth grade	35	
o Fifth grade	22	
o Sixth grade	18	<u>school-age total:</u> 150
		174

4. Enrollment for 2017-2018

- As of today, the following numbers reflect enrollment:

a. 3 years	6	
b. 4 years	14	<u>preschool total:</u> 20
c. Kindergarten	20	
d. First grade	14	
e. Second grade	21	
f. Third grade	28	
g. Fourth grade	17	
h. Fifth grade	34	
i. Sixth grade	18	<u>school-age total:</u> 152
		172



5. Additional Section of Children's House

- We have interviewed a candidate for an additional section of Children's House for the 2017-2018 school year.
- We have two sections fully enrolled for Children's House at this time.
- We have 11 students fully enrolled (all of their paperwork has been submitted) on a waiting list.
- We have paperwork out for an additional six preschool and kindergarten children out at this time. Administration is in dialogue with these families, and is confident they will follow through.
- Based on the numbers, I would suggest that the Board take action to approve a third section of Children's House for the 2017-18 school year.

6. Facility Update

- The Planning & Zoning Commission of Hutchinson City Council approved a conditional use permit for New Century Academy (NCA) to move to the location at 965 School Road. The City Council will act to support or deny the permit at tomorrow night's regular meeting of the Hutchinson City Council. If approved, NCA will sign a lease with *McLeod Properties* this week.
- Paperwork has been submitted to form *New Discoveries Affiliated Building Company* (NDABC). We need to submit a check for \$850.00 to our attorney to complete this process.
- Kirsten and I will meet with Phil Hatlie, of *Non Profit Assistance Fund*, Wednesday morning to give him a tour of the facility, and to discuss next steps. He is working with Kelly Elkin, of Anchor Bank, to secure financing on behalf of NDABC to purchase the property.
- I have met with Kenny Turck, of *Crow River Family Services* to negotiate terms for *Crow River Family Services* providing mental health and behavioral support services at our site next year. They would pay a fee to NDABC to collocate at our site. We have looked at the facility to begin formulate a plan for how to utilize some of the space in the east wing to utilize in this regard. I will have details for you at our next Finance Committee meeting.

7. Playground Project

- Our Parent Teacher Organization (PTO) has approved contributing \$7,000.00 for playground upgrades to take place this summer, including tiling (to address standing water issues), landscaping (including fill, black dirt and sod), and new wood chips (playground grade).

8. Out-of-Office

- I will be traveling out-of-the office for three trips this summer:
 - June 15 through 23 – Williamsburg, Virginia
 - July 14 through 21 – Birmingham, Alabama
 - August 11 through 18 – New Orleans, Louisiana

9. Rental Income

- Two groups are renting a portion of our facility this summer:
 - o Kid's Inc. will be here May 18, 19, 22-26, & 30-31.
 - o Young Stars Children's Theater will be here June 5th through the 29th.
- We will receive a total of \$2,000.00 in revenue for facility rental between the two groups.

Associate Director
Kirsten K Kinzler
Board Report
Monday, May 22nd, 2017

- 1) Student Achievement - Data/Assessments
MCA/NWEA MAP Data. (handouts)

- 2) Environmental Education
With the beautiful spring weather, the adults were able to spend much time outdoors with their students on nature walks with their Jeffers Nature Journals. Ms. Rahkola (Phy-ed/Environmental Ed) and Ms. Christian (School Psych) spent several Fridays with the E2 students combining environmental awareness/physical activity and mindfulness.

Garden Plots/Gardens – There's been some work done out in our gardens and I noticed that one family planted some plants in their garden plot. (See Dave for more specific gardening information.)

- 3) Marketing/Fundraisers
Parades – We will participate in (4) parades. See below for specific events/dates. We will have a vehicle from Jay Malone Motors to drive (pick-up/SUV) and students will walk alongside and hand out bookmarks/pencils.
McLeod County Fair – We will not be doing a booth this year at the fair. However, I've contacted the Fair Manager to find out information on being a sponsor for Kids Day at the fair. Time commitment would just be that one day at the fair, not all the hours in the commercial building throughout the fair. Businesses get a lot of coverage from being a sponsor. Details to come.

- 4) School Happenings
Field trip experiences included: MN Twins Game, Arboretum – K/1/2 Field Trip, Science Museum – Grade 3 Field Trip, MN History Center, MN State Capitol – E2, Disc Golf – E2. City Tree Planting – 3rd Graders, McLeod County Field Day – Piepenburg Park – 4th Graders, and outdoor picnic experiences at local parks PreK-6. Fly-up Day, "Appetite for Change" All-School Presentation, Track & Field Day, E1 Music & Art Showcase.

Over 140 people attended our last Family Discoveries Night whose focus was STEM and activities provided by 3M Staff!

At least 25 various pets attended our Pet Day. We enjoyed many different breeds of dogs and cats, bunnies, a 2-year old pet tortoise, and even a 'pet' python!! What a great experience for the students!

- 5) SUMMER HAPPENINGS – MARK YOUR CALENDARS!!!
Sunday, June 18th – Hutchinson Water Carnival – 1pm parade start
Saturday, June 24th – Glencoe Days – 11am parade start
Tuesday, June 20th – Thursday, June 22nd – 9am-12pm – Summer Discoveries
Tuesday, June 27th – Thursday, June 29th – 9am-12pm – Summer Discoveries
Saturday, July 15th – Lester Prairie Days – 6pm parade start
Monday, August 7th – Cokato Corn Carnival – 6pm parade start
Thursday, August 10th – NDMA OPEN HOUSE (for the public) – 6:30-7:30pm

- 6) Other

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