



*New Discoveries*

*Montessori Academy*

1000 Fifth Avenue SE, Hutchinson, Minnesota 55350 320.234.6362(w) 320.234.6300(f) [www.newdiscoveries.org](http://www.newdiscoveries.org)

### **Official Board of Directors**

#### **Meeting Minutes**

Monday, August 21, 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 5:37 p.m.  
Voting members present: Tara Oberg, Tony Ashwill, Patrick Selchert, Lisa Rahkola, Shari Colvin, Patrick Selchert, Peggy Enerson, Patti Cogley. Absent: Jennie Pirnie, Amanda Sunblad  
Non-voting members: Dave Conrad. Absent: Chuck Herdegen, Kirsten Kinzler, Tara Erickson
2. Guests: Tamara Polzin, administrative Intern, Kirsten Milton, CH teacher, Lois Tritz, CH teacher, Michele Jozwick, E1 teacher
3. Spotlight Report – Goals for inclusion in Strategic Plan. Simplify the wording for the expectations of teachers who receive partial reimbursement for Montessori courses to “use and share what they have learned.” Change grade level expansion application to include only grades seven and eight. Emphasized the need for all staff to take ownership of and a role in meeting the goals, not just the person(s) listed as responsible. Conrad will share goals with staff at staff meeting and may add a section to his weekly report providing updates on strategic plan as appropriate.
4. Agenda – MS (Rahkola/Enerson) to approve the agenda with the addition of 9.b., Approve the goals for inclusion in the strategic plan, all aye; motion carries.
5. Consent agenda – MS (Selchert/Ashwill) to approve the consent agenda with personnel changes presented – discussion related to changes with food service needs with New Century in a different site – all aye; motion carries.
  - a. Minutes of July 31, 2017 Meeting
  - b. Submitted Committee Reports
  - c. Personnel changes – approve resignation, dismissal and new employments as submitted. New hire: Joy Schmidt, (up to 3 hrs/day) food service and special education teaching partner (2 hrs/day).
6. Financials
  - a. Received July 2017 financial statements – the lower adms reported for FY17 may be an issue with JMC. Erickson and Kinzler found the hours recorded properly by NDMA. The FY17 deficit should be lower than reported.
  - b. MS (Enerson/Cogley) to approve July 2017 expenditures and receipts report – questioned what international shipping charges were for. Kinzler found it cheaper to order SRA materials from England vs from publisher in US – roll call vote unanimous; motion carries.
7. Reports
  - a. Executive & Associate Directors – Executive Director’s report attached.
    - i. Environmental Education Update – so much closer to where we need to be with EE. Very positive to see teachers sharing with teachers and to see EE incorporated with the standards. Jeffers Foundation representatives will be out Tuesday afternoon to work with teachers.
    - ii. Academic Testing and Achievement Update – MCA testing results were received and sent out to parents.

- iii. Enrollment Update
  - iv. Activities and Happenings related to the school, staff, students, families, community
8. Old Business – none at this time.
9. New Business
- a. MS (Rahkola/Enerson) to approve review of polices 214P Out-of-State Travel by School Board Members; 410P Family & Medical Leave; 412P Expense Reimbursement Policy; 413P Harassment and Violence; 414P Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415P Mandated Reporting of Maltreatment of Vulnerable Adults; 506P Student Discipline; 514P Bullying Prohibition; 522P Student Sex Nondiscrimination; 524P and 524F Internet Acceptable Use and Safety Policy; and 616P School District System Accountability – discussion related to required posting of some policies for staff. Currently, the website is up to date with the required postings there, five binders with required policies and forms are in locations easily accessible to all staff, appropriate policies are included and/or referenced in staff and family handbooks, and a new bulletin board will be placed in the workroom for essential postings – all aye; motion carries.
  - b. MS (Ashwill/Cogley) to approve the goals for inclusion in the strategic plan with changes listed in spotlight report, all aye; motion carries
2. Upcoming Meetings/Events/Announcements
- a. Next board meeting, August 21, 2017 – 5:30 p.m.
  - b. Technology Committee Meeting
  - c. Joint Facilities Committee Meeting
  - d. Finance Committee Meeting, August 14, 2017 – 1:00 p.m.
  - e. Marketing Committee Meeting
  - f. Policy/Governance Committee Meeting, August 7, 2017 – 1:00 p.m.
  - g. NDMA Open House, August 24, 2017 – 5:30 p.m.
  - h. Charter School Conference, July 19, 2017
  - i. Cokato Corn Carnival Parade, August 7, 2017 – 6:00 p.m.
  - j. McLeod County Fair, August 16-20, 2017
3. Adjournment 6:26 p.m.

Respectfully submitted,  
Shari Colvin



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## Executive Director Report for NDMA's Board of Directors – Dave Conrad Monday, August 21, 2017

### 1. Enrollment for 2017-2018

-	As of today, the following numbers reflect enrollment: <u>current</u> <u>last month</u>			
a.	3 years	10		
b.	4 years	26	<u>preschool total:</u>	36
c.	Kindergarten	24		
d.	First grade	19		
e.	Second grade	18		
f.	Third grade	27		
g.	Fourth grade	18		
h.	Fifth grade	29		
i.	Sixth grade	16	<u>school-age total:</u>	<u>151</u> <u>148</u>
				187 184

### 2. Facility/Grounds

- New Century has cleared out the art room and the science room.
- They have suggested that they will have all other rooms cleared out by the end of the week.
- We will resume cleaning, patching and painting upon their final exit.

### 3. Back-to-School Meetings

- Kirsten and I welcomed 21 teachers today to the first of our four days of back-to-school activities.
  - o Lisa Rahkola, Kristina Grossinger and Michelle Nonnemacher presented information about their recent trip to ACNW, where they represented NDMA at an environmental education workshop. In addition to challenging us to up our game regarding integrating environmental education in our day-to-day curriculum, they gave us an easy-to-navigate roadmap for implementation.
  - o Tomorrow Jennie Pine – our insurance representative from Kraus Anderson – will outline our benefit package for us, we'll review the QComp observation/evaluation process, classroom management expectations and Responsive Classroom in the morning, and we will participate in a *Jeffer's Foundation* environmental learning workshop.
  - o Wednesday we welcome back ALL STAFF to review handbooks, OSHA blood-borne pathogens, first aid and mandated reporting. We will enjoy a chicken dinner at noon, followed by work in the classrooms and a collective summary of Responsive Classroom/classroom management.
  - o Thursday will be tying up loose ends and prepping for Thursday evening's Ice Cream Social/Open House (5:30 to 7:30 p.m.).



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#### **4. Out-of-Office**

- I offer a big and heart-felt Thank you to Kirsten, Tara and Tamara for keeping things in motion during my third out-of-town adventure to New Orleans last week. We had a GREAT time. There is certainly something to be said about taking time out to refresh and regroup.

#### **5. Room Names**

- In an effort to avoid confusion regarding which classroom we are referring to, we have named our classrooms this year. I found that we were consistently inconsistent in how we referred to classrooms due to the fact that most of them had two teachers. Therefore, instead of referring to a classroom by one or more teacher names, they will be referred to by the room name:
  - o Room 201: Apple
  - o Room 301: Willow
  - o Room 305: Spruce
  - o Room 307: Ash
  - o Room 311: Elm
  - o Room 313: Oak
  - o Room 317: Birch
  - o Room 319: Maple
- Each room is named for a tree that can be found on our property.

#### **6. Food Service Audit**

- Melissa Elder - Child Nutrition Specialist with the Minnesota Department of Education - closed out on the year-long administrative review of New Discoveries today. Although we only had a couple of minor findings, it was nice to have a ribbon tied around the review with today's announcement. Melissa said,

*"Thank you for your hard work in correcting these findings. I greatly appreciated the effort you put forth in bringing the program into compliance in these areas.*

*On behalf of the Food and Nutrition Service, we extend our appreciation to you and your staff for your commitment to improving program operations."*