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Official Board of Directors

Meeting Minutes

Monday, July 31, 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, Patrick Selchert, Lisa Rahkola, Shari Colvin, Amanda Sundblad, Jennie Pirnie, Patrick Selchert, Peggy Enerson, Patti Cogley. Absent: Tony Ashwill.
Non-voting members: Kirsten Kinzler, Tara Erickson, Dave Conrad. Absent: Chuck Herdegan.

2. Guests: Ethan Marcus, E1 Teacher, Tamara Polzin, Administrative Intern

Spotlight Report – Year Long Learning Progression presented by Ethan Marcus, E1 Teacher. Marcus talked about this document being used to keep grade levels in all classrooms progressing at the same rate and covering required standards and other essential topics and information throughout the school year. The standards are kept in a different document to keep the YLLP streamlined and easy to read/follow. E2 began compiling month-to-month notebooks with the YLLP, standards and materials needed all together.

3. Agenda – MS (Pirnie/Sundblad) to approve the agenda, all aye; motion carries.
4. Board of Directors Code of Ethics – document was handed out to be signed and kept by all board members.
5. Election of Officers MS (Colvin/Pirnie) to accept the nominations and election by acclamation, all aye; motion carries.
 - a. Chair MS (Colvin/Enerson) to nominate Tara Oberg Chair
 - b. Vice Chair MS (Oberg/Colvin) to nominate Lisa Rahkola Vice-Chair
 - c. Secretary MS (Oberg/Rahkola) to nominate Shari Colvin Secretary
 - d. Treasurer MS (Rahkola/Pirnie) to nominate Tony Ashwill Treasure
6. Consent agenda – MS (Enerson/Sundblad) to approve the consent agenda with personnel changes, all aye; motion carries.
 - a. Minutes of June 26, 2017 Meeting
 - b. Submitted Committee Reports
 - c. Personnel changes – approve resignation, dismissal and new employments as submitted. New hires Daniel Reinke, custodial, and Lisa Iversen-Williams, food service.
7. Financials
 - a. Received June 2017 financial statements – as reported in the finance committee notes, the ADMs may be higher than noted in the statements resulting in a higher ending fund balance for FY17.
 - b. MS (Pirnie/Cogley) to approve June 2017 expenditures and receipts report, roll call vote unanimous; motion carries.
8. Reports
 - a. Executive & Associate Directors – Pulver provided an update in lieu of executive director's report.
 - i. Environmental Education Update -
 - ii. Academic Testing and Achievement Update
 - iii. Enrollment Update

- iv. Activities and Happenings related to the school, staff, students, families, community – Please see Ms. Kinzler’s report for details.
- v. Ms. Tamara Polzin, Intern Principal-Hamline University gave a report about the things she has been learning while here this summer. She is very grateful for the opportunities she has been able to be a part of at NDMA.

9. Old Business – none at this time.

10. New Business

- a. Board Meeting Schedule will remain as third Monday of each month at 5:30 p.m. at NDMA.
- b. Board Members Conflict of Interest Disclosure were signed at prior meetings as required for:
 - i. Authorizer Statement of Assurances
 - ii. Building Lease
 - iii. Contracts/Board Agenda Items
- c. Committee Assignments (Chair of each committee in Bold)
 - i. Finance Committee – **Ashwill**, (2nd Monday of each month. 1:00 p.m.)
 - ii. Policy/Governance Committee- **Colvin**, Oberg, (1st Monday of each month as needed)
 - iii. Marketing Committee – **Sundblad**, Enerson, Cogley
 - iv. Technology Committee – **Selchert**,
 - v. Facilities Committee – **Rahkola**,
 - vi. NDMA Instructional Leadership Team – Pirnie, (3rd Tuesday of the month when school is in session, 2:30-4:00 p.m.)

MS (Colvin/Rahkola) to approve 11.d. – f. as one action, roll call vote unanimous; motion carries.

- d. Designation of Business Manager
 - i. Chuck Herdegen
- e. Designation of Depositories
 - i. Citizens Bank and Trust, Hutchinson, MN
 - 1. Approve authorized signers on accounts
 - a. Board Chair
 - b. Board Treasurer
 - c. Board Appointed Administrator(s)
 - d. Business Manager
 - ii. MN School District Liquid Assets Fund (and financial institutions designated by the Fund for investments)
- f. Delegation of Authority to make electronic funds transfers
 - i. Chuck Herdegen, or his designee at Beltz, Kes, Darling and Associates
 - ii. Board Chair
 - iii. Board Treasurer
 - iv. Board Appointed Administrator
 - v. Electronic Funds Transfers can be made for:
 - i. A claim for payment from an imprest payroll bank account or investment of excess money
 - ii. Payment of federal, state, and unemployment taxes (deductions and/or benefits)
 - iii. Payment of contributions to the Teachers Retirement Association (TRA) and the Public Employee Retirement Association (PERA) (deductions and benefits)
 - iv. Payment of other payroll related deductions and benefits (when appropriate)
 - v. Monthly building lease payments
 - vi. Monthly payment of credit card charges
 - vii. Vendor payments (when appropriate)

- viii. Draws and repayments for line of credit
- ix. Other payments as approved by the school board

MS (Pirnie/Cogley) to approve 11.g. – j. as discussed, roll call vote unanimous; motion carries.

- g. Credit Card Authorization – Employees authorized to have school issued card and credit limits
 - i. Tara \$500, Kirsten \$5000, Bernadette \$5000, Dave \$10,000.
- h. Designation of Official Newspaper (as required for posting of public notices)– Hutchinson Leader
- i. Designated MDE Identified official with authority – Director Conrad.
- j. Designate Title Grant programs authorized representative
- k. MS (Pirnie/Sundblad) to approve Employee Benefits as recommended by Conrad, there was discussion about the school rather than the employee paying for short term disability. Administration explained it would be a very beneficial benefit for some of the employees, roll call vote unanimous; motion carries.

MS (Colvin/Cogley) to approve the submitted rates and contracts of 11. l – s. Conrad gave brief overview of new contract costs and services versus the costs and services of the prior year. roll call vote unanimous; motion carries.

- l. Approval of Daily and Hourly Rates of Pay
- m. Approve contract with *West Metro Learning Connection* for Autism Spectrum Disorder (ASD) services
- n. Approve contract with *Laura Tubbs Booth* for legal services
- o. Approve contract with *Tamera Pulver* for Special Education Director services
- p. Approve contract with *Hutchinson Health* for Services
- q. Approve contract with NuTelecom
- r. Approve contract with *McLeod County Public Health* for Nursing Services
- s. Approve contract with Greater Minnesota mental health services: \$300.00 more than last year – contract not to exceed \$10,300.00 for the year
- t. MS (Colvin/Selchert) to approve contract with BWBR with the contingency for phase one being a formal agreement with Crow River Family Services. Discussion covered not having the remodel work negatively impact the overall budget as CRFS may be asked to cover all expenses and provide in house services to the students enrolled at NDMA in lieu of rent. Phase two may be covered at another time, roll call vote unanimous; motion carries.
- u. MS (Pirnie/Rahkola) to approve application for grade level expansion, all aye; motion carries.
- v. Considered goals for strategic plan. Board members were asked to review the goals prior to the next board meeting where they will be discussed during the spotlight report segment of the meeting.

11. 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

12. Adjournment 8:15 p.m.

Respectfully submitted,
Tara Erickson

**Associate Director
Kirsten K Kinzler
Board Report
Monday, July 31st, 2017**

1) Student Achievement - Data/Assessments

The data is embargoed until August 7th when it will be released to the public/press. Here is the preliminary MCA results which were taken from the online report available following test completion. (Results could change.)

MCA Preliminary Results – Spring 2017

3 rd Grade MCA Summary		
Achievement Level	Math	Reading
Exceeds	2	2
Meets	2	4
Partially Meets	8	3
Does Not Meet	4	7

4 th Grade MCA Summary		
Achievement Level	Math	Reading
Exceeds	8	6
Meets	6	10
Partially Meets	7	6
Does Not Meet	7	11

5 th Grade MCA Summary			
Achievement Level	Math	Reading	Science
Exceeds	1	5	2
Meets	5	4	8
Partially Meets	5	4	3
Does Not Meet	3	1	2

6 th Grade MCA Summary		
Achievement Level	Math	Reading
Exceeds	2	1
Meets	3	8
Partially Meets	4	1
Does Not Meet	4	5

2) Environmental Education/Focus on our environment

Check out the beautiful flowers and grounds at New Discoveries! Thank you Dave and Tim for your landscaping dedication!

Students in August Summer School (ESY) will help clean up the gardens, play outside in the beautiful weather, and hike down to Library Square for the Summer Reading Program!

3) Marketing/Fundraisers

Parades – We participated in parade number (3) of our (4) scheduled parades – Lester Prairie Days. Special thanks to Shari Colvin, and NDMA students- Sammy and Ruth that came to help distribute information. I couldn't have done it without you... seriously. It was difficult to 'sprint' along the parade route! This is a great big hint saying that we really need some more people to help with the parades. Even two more people would help as that's one more on each side of the street. Our last parade is Monday, August 7th – Cokato Corn Carnival –

6pm parade start. We have a vehicle from Jay Malone Motors to drive (pick-up/SUV) and adults/students walk alongside and hand out bookmarks/pencils.

When you go to the McLeod County Fair this year, look for evidence of NDMA as a sponsor. (We will not have a booth this year.)

DETAILS: Grand Champion Sponsor: \$600.00

- A sign advertising your business logo in the Entertainment Tent for the duration of the 5-day fair.
- Name/logo in print advertisements for the fair, distributed throughout the McLeod County and surrounding area (52,000 copies printed in 2016)
- Name/logo on our NEW website before and after the fair, and remain listed until next year's sponsors are posted.
- "We Support the McLeod County Fair" poster to display in your business window.
- \$250.00 of credit redeemable with the fair office for your choice of gate admission passes (\$7 each) including tickets to our nightly drawings, entertainment passes for our Friday night Hairball concert (\$10 each), or grandstand event passes (\$8 each).

4) School Happenings

We just started our first week of Summer School (ESY). There are 23 students attending!

Monday, July 31st – Tuesday, August 1st – Friday, August 4th – 9am-12pm – Summer School (ESY)

Tuesday, August 8th – Thursday, August 10th – 9am-12pm – Summer School (ESY)

5) SUMMER HAPPENINGS – MARK YOUR CALENDARS!!!

Summer School (ESY – SpEd) – Monday, July 31st, Tuesday, August 1st, Friday, August 4th

Tuesday, August 8 – Thursday, August 10th

Montessori Training – Wednesday, August 2nd, Thursday, August 3rd – St. Kate's, St. Paul

Monday, August 7th – Cokato Corn Carnival – 6pm parade start

Thursday, August 10th – NDMA OPEN HOUSE (for the public) – 6:30-7:30pm

Tuesday, August 15th – RightStart Math Workshop for E1 Teachers – 8:00am-12:00pm

Tuesday, August 15th – New Teacher Orientation – Lead Teachers/New Teachers – 1:00-3:00pm

August 16-20 - McLeod County Fair

Monday, August 21st – Thursday, August 24th – Back-to-School (B2S) Workshops

Thursday, August 24th – Back-to-School (B2S) Open House – Ice Cream Social – 5:30-7:30pm

Tuesday, August 29th – First Day of School!

6) Other

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



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Intern Principal- Hamline University

Tamara Polzin

Board Report

July 17, 2017

1. Thank you – I would like to thank Dave, Kirsten, Tara, and the rest of NDMA staff who have welcomed me and helped me with this opportunity to grow in my professional learning. I would also like to thank the board for allowing me to spend time at NDMA and learn from a great team of professionals. I have learned a great deal from all of the stakeholders at NDMA.
2. Class Room Observations – I began my experience by observing the students and staff. I was amazed at the professionalism of the staff and the devotion to student needs. NDMA has an amazing staff that truly cares about the students they are serving.
3. Committee Meetings
 - a. Board Meetings
 - b. Finance Committee
 - c. Strategic Planning
 - d. Policy Committee

I have had the opportunity to participate in a variety of committees that build the foundation for the school allowing it to grow and be successful. Having an opportunity to learn more about finance and policy is always a challenging leadership competency to fulfill. My time at NDMA has afforded me multiple opportunities to learn in these areas and become more versed in the importance of each competency.

Items/areas of completion:

4. Specialist Schedule – Sought out details from the staff to develop the upcoming year's specialist schedule. With the addition of PE, from 2/week to 3/week, it was challenging to meet the needs of all of the stakeholders. I will be meeting with Kirsten, Lisa, and Cindy to review and finalize the schedule.
5. Support Staff – New Hires, Custodian & Kitchen Staff – Posted and interviewed staff members for the Kitchen and custodial staff. We have one position remaining to fill in the kitchen. We will begin working on hiring a DAPE PE teacher in the upcoming weeks.
6. Security System – Met with two security firms to discuss the needs of upgrading the security system. When Dave returns, we will review the quotes received and request one of the firms to begin work to update the system. New software for doors/badge system. Future, add cameras

Enriching Community through Montessori Excellence

to parking lots and areas not covered by current system. Add an entrance phone, intercom system to alert staff of visitors.

7. Emergency Procedures Manual – reviewed state policies for emergency procedures. Updated and added to the emergency handbook. Working on updating the floor plans/map.
8. School Readiness Program Plus- Reviewed the state qualifications for SRP+, invited staff to webinar to learn about the policies, and participated in a Q&A to finalize questions. Spoke to the state department about our projected numbers, assisted in the completion of the application.
9. Reading Resources – Discovered an E1 teacher is taking a professional learning course this summer on reading assessments. I have worked with the researcher that is being discussed in the course. I spent some time sharing my experiences with the reading strategies and the assessments. I have placed a reading resource folder in the teachers network file. It is filled with research, reading assessments, and strategies. Hopefully it will be of use to the teachers across all grade levels.

Upcoming/Future items to be completed:

10. Professional Development Day with Dr. Cotter – August 15th, teachers in E1 classrooms have been invited to participate in a professional development day with Dr. Cotter. We will be taking a closer look at Right Start Math. Dr. Cotter will review the math program and we will have the opportunity to work with it and ask questions. Staff will follow up with Dr. Cotter and the progress they are making on October 19th. Continued discussion and reflection of the program will also take place throughout the year.
11. Staff Handbooks – Will review of the staff handbook and make adjustments. Need to add a few comments on policies. Other items to add?
12. Communications – Website –Promo Video – Will begin working with Tara and Amber to discuss updates to the website. Also will look into making a promotional video if possible. Ideas for a photographer for video?
13. Community Relations – Meeting Room – promote the use of room 213 as a community room for meetings. Invite community groups to use the room for one of their regular schedule meetings sometime this next year.