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Official Board of Directors

Meeting Minutes

Monday, Sept. 18, 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: Shari Colvin, Tara Oberg, Lisa Rahkola, Peggy Enerson, Amanda Sundblad, Patti Cogley, Tony Ashwill, Patrick Selchert. Absent: Jennie Pirnie.

Non-voting members: Dave Conrad, Tara Erickson, Chuck Herdegen. Absent: Kirsten Kinzler.
2. Guests: Margaret Shimpa, Kim Thomes, Michelle Nadeau, Eric Oberg, Kenny Turck.
3. Spotlight Report
 - a. Presentation by Crow River Family Services – Kenny Turck shared information about Crow River Family Services and Dirt Group, working mainly with children and adolescents. They use hands-on, kinesthetic, social-emotional and strength-based learning to service their clients. Dirt Group projects let children learn and be successful in many ways through gardening. Director Conrad shared that area Social Service agencies are recommending NDMA for placements of their clients' children because we meet every child where they are in the learning process. Co-location and collaboration with Crow River Family Services within our building could be very beneficial to both groups.
 - b. Basic Budget Bytes – Chuck Herdegen took the board through Budget Byte #2 ADM/PU (average daily membership/pupil units) explaining how these numbers are calculated and they affect school funding.
4. Agenda – MS (Enerson/Sundblad) to approve the agenda, all aye; motion carries.
5. Consent agenda – MS (Cogley/Rahkola) to approve the consent agenda with personnel changes all aye; motion carries.
 - a. Minutes of August 21, 2017 Meeting
 - b. Submitted Committee Reports
 - c. Personnel changes – approve resignation, dismissal and new employments as submitted: New Hires – Lisa Wendinger, special education teaching partner, Machele Wessman, special education teaching partner, Kimberly Streich, kitchen staff, Betty Thiel, custodial, Allana Mount, teaching partner. Change in Employment – Daniel Reinke, special education teaching partner instead of custodial, Joy Schmidt, special education teaching partner instead of kitchen, Cheryl Myers, library specialist instead of library specialist/art specialist. Resignation – Cynthia Gander, teaching partner.
6. Financials
 - a. Received August 2017 financial statements – Colvin noted that Fiscal year 17 ended in the black and E1 enrollment goal for this year is very close. If we reach the goal by October 1st, teachers will receive a salary augmentation.

- b. MS (Enerson/Ashwill) to approve August 2017 expenditures and receipts report – nothing out of the ordinary noted. Roll call vote unanimous; motion carries.

7. Reports

- a. Executive & Associate Directors – Please see attached Executive Director 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

8. Old Business

- a.

9. New Business

- a. MS (Rahkola/Enerson) to approve FY18 Strategic Plan – Colvin noted the goals approved at last month's meeting were placed within the previously approved strategic plan format. She read through the goals and explained the inclusion of the financial and academic goals, all aye; motion carries.
- b.

10. Upcoming Meetings/Events/Announcements

- a. Finance Board Training, October 16, 2017 – 5:00 p.m.
- b. Next board meeting, October 16, 2017 – 5:30 p.m.
- c. Technology Committee Meeting
- d. Finance Committee Meeting, October 9, 2017 – 1:00 p.m.
- e. Marketing Committee Meeting, October 13, 2017 – 3:00 p.m.
- f. Policy/Governance Committee Meeting, October 9, 2017 – 9:00 a.m.

11. Adjournment 7:07 p.m.

Respectfully submitted,
Tara Erickson



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**Executive Director Report for NDMA's Board of Directors – Dave Conrad
Monday, September 18, 2017**

1. Enrollment for 2017-2018

- As of today, the following numbers reflect enrollment: current last month

a. 3 years	10		
b. 4 years	25	<u>preschool total:</u>	35 36
c. Kindergarten	22		
d. First grade	20		
e. Second grade	21		
f. Third grade	29		
g. Fourth grade	18		
h. Fifth grade	33		
i. Sixth grade	16	<u>school-age total:</u>	<u>159 151</u>
			194 187

2. Facility/Grounds

- New Century has relocated all of their remaining items in the room on the east side with the overhead door. They have not offered a firm commitment as to when they will vacate entirely.
- We have cleaned, patched and painted the science lab, the former NCA computer lab, the former NCA STEM room, and two classrooms in the north hallway.
- We have access to all of the rooms in the south hallway, and will commence cleaning, patching and painting room 212 this week.
- We are awaiting the Board's decision on room 210 and 211 before determining next steps for those classrooms.

3. Finance Items Concerning NCA

- New Century Academy and New Discoveries have shared five machines integral in floor maintenance. We have determined cash value for the machines and I have offered to pay New Century the cash value for each machine, if we retain possession of said machines. Mr. Becker has tentatively accepted the offer.

4. Room Names (from last month's Report)

- 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:



- Room 201: Apple
- Room 301: Willow
- Room 305: Spruce
- Room 307: Ash
- Room 311: Elm
- Room 313: Oak
- Room 317: Birch
- Room 319: Maple
- Each room is named for a tree that can be found on our property.

5. Staff/Board Campfire

- Please remember that you and a spouse/guest are invited to join NDMA staff and Labraaten Transportation staff for a bonfire on our back lot this Friday at 7:00 p.m. Please bring a chair to sit upon, and hang out with us for some fellowship, some roasted marshmallows, hot chocolate and perhaps a couple of other treats.

6. Meeting Room

- As per our Strategic Plan (*Build and Maintain Positive Community Relationships, Goal #2 – Administration will develop and implement a procedure for inviting outside groups to visit and use the facilities at NDMA for meetings and special events by October 2017*), room 214 has been set up as a meeting room that will be available for community use. *Hutchinson Women of Today* will host their first meeting of the year in our meeting room the evening of September 26th. They will also host a Self-Defense seminar at NDMA Thursday, September 28th in the meeting room and in the multi-purpose room.
- I will send a letter to area civic organizations and clubs next week inviting them to use the meeting room.

7. Updated Strategic Plan

- Please note the updated FY18 NDMA Strategic Plan in today's Board Packet. Strategy Statement: *Consistent Adherence to Confines of the Budget During Growth and Expansion of the School's Program*, Goals #1, 2 and 3 are now current (#1: tax burden; #2: fund balance; #3: academic growth).

8. Financing for School Building/Property

- Kelly Elkin – our banker from Anchor – offered the following update late last week: USDA has approved the guarantee for the bank portion of the loan. They did not approve a guarantee for the remaining portion. Kelly will continue to negotiate with Non Profit Assistance Fund to determine how to make up the difference.



9. Charter School Leaders Retreat

- This year's mandatory Charter School leaders Retreat is scheduled for November 10th and 11th at the Audubon Center of the North Woods. Kirsten and I will work out our schedules to make sure one or both of us is there. You will need to decide who will attend representing our Board of Directors. ACNW covers expenses for up to two people from each school. Each additional attendee is \$120/person.

10. Transgender Toolkit

- You may have read and/or heard something about the recent adoption of *A Toolkit for Ensuring Safe and Supportive Schools for Transgender and Gender Nonconforming Students* by the School Safety Technical Assistance Council (SSTAC). Although the Toolkit is not law, it opens the door for potential challenges for schools as it relates to access to restrooms, locker rooms, showers, and accommodations for special events like lock-ins and school overnights. I am asking that our Policy/Governance committee explore the implications of the Toolkit in order that we develop policy to safeguard the privacy and safety of all students as well as the rights of parents and legal guardians.