



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

**DRAFT Official Board of Directors  
Meeting Minutes**

Monday, November 20, 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 5:36 p.m.

Voting members present: Tara Oberg, Tony Ashwill, Patrick Selchert, Lisa Rahkola, Jennie Pirnie, Peggy Enerson, Patti Cogley, Amanda Sundblad. Attending via Facetime: Shari Colvin.

Non-voting members: Dave Conrad, Tara Erickson, Chuck Herdegen. Absent: Kirsten Kinzler.

2. Guests: none
3. Spotlight Report – Charter School Finances training prior to start of meeting led by Mr. Herdegen.
4. Agenda – MS (Selchert/Rahkola) to approve the agenda, all aye; motion carries.
5. Consent agenda – MS (Rahkola/Ashwill) to approve the consent agenda with personnel changes being new hires, Paula Kirkpatrick, Library Specialist, and resignations, Amber Martin, SpEd Paraprofessional, Cheryl Myers, Library Specialist, Elisabeth Mumford, Title 1 Paraprofessional, all aye; motion carries.
  - a. Minutes of October 16, 2017 Meeting
  - b. Submitted Committee Reports
  - c. Personnel changes – approve resignation, dismissal and new employments as submitted.
6. Financials
  - a. Received October 2017 financial statements – discussion included increased enrollment and expenses. Property taxes are our biggest expense yet, Montessori materials and furniture for new classroom, consumable math for E2 curriculum account for increased expenditures in supplies area, building improvements budget increases include estimate for 2 sets of doors to close of halls on east end. Transportation costs appear too high so that is being looked into. Bottom line is close to original budget.
  - b. MS (Pirnie/Ashwill) to approve October 2017 expenditures and receipts report – no questions on the month's expenditures or receipts, Roll call vote unanimous; motion carries.
7. Reports
  - a. Executive & Associate Directors – please see the attached report.
    - i. Environmental Education Update – Ms. Rahkola shared an overview of the Environmental Literacy Plan, she reviewed the current ELP for this year and talked through each of the 5 indicator areas: Awareness, Knowledge, Attitudes, Skills, and Action. Each indicator area consists of a goal for New Discoveries, followed by the strategies and evaluation methods implemented to ensure we are working toward our goals.
    - ii. Academic Testing and Achievement Update
    - iii. Enrollment Update shows that enrollment is up from last month.

- iv. Activities and Happenings related to the school, staff, students, families, community – PTO is holding fundraisers, restaurants and puffins.
- b. Board Member Reflections
  - i. E2 curriculum rigor and expectations – discussions about E2 preparing for transition to another school for grades 6 or 7. Pirnie shared her personal experience with Hutchinson Middle School. Administration will initiate effort to provide smoother transition from NDMA to Hutchinson Middle School.
  - ii. Greater staff involvement in Strategic Plan development – discussion was about how to get staff involved in strategic planning with the board. It was decided to have a Strategic Planning Board/Staff meeting at 3:35 – 5:00 p.m. March 19<sup>th</sup>, 2018. This will be a required meeting for all staff in lieu of the April 2018 late start.
- 8. Old Business
  - a. Second reading of Policy 534P – Physical Privacy – no suggested changes
  - b. Sunblad and Erickson will continue to look into the possibility of childcare at NDMA. Would like to role out before and after school care this year. May also extend the care to summer program/camp. Will bring proposal to board in December.
- 9. New Business
  - a. MS (Selchert/Cogley) to approve submission of annual report – appreciation was expressed for administration's work on the document, all aye; motion carries.
  - b. MS (Sunblad/Enerson) to approve grant submission to Greater Minnesota Transportation Alternatives Solicitation for River Trail Expansion, it was discovered that we are not eligible at this time but the city of Hutchinson has said that they will work with us to make this happen anyway. Rahkola is on the Hutchinson Bike/Pedestrian Advisory Council. No action taken.
  - c. MS (Oberg/Enerson) to approve a 3% increase in the executive director's salary and benefits beginning December 1, 2017, per governance/policy committee recommendation, roll call vote unanimous; motion carries.
- 10. Upcoming Meetings/Events/Announcements
  - a. Next board meeting, December 18, 2017 – 5:30 p.m.
  - b. Technology Committee Meeting
  - c. Finance Committee Meeting, December 11, 2017 – 1:00 p.m.
  - d. Marketing Committee Meeting
  - e. Policy/Governance Committee Meeting, December 11, 2017 – 3:00 p.m.
  - f. Strategic Planning Meeting, March 19, 2018 – 3:35 – 5:00 p.m.
- 11. Adjournment 6:52 p.m.

Respectfully submitted,  
Tara Erickson



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320-234-6362, phone  
320-234-6300, fax

**Executive Director Report for NDMA's Board of Directors – Dave Conrad  
Monday, November 20, 2017**

**1. Enrollment for 2017-2018**

- As of today, the following numbers reflect enrollment:

			<u>last month</u>	<u>current</u>
a. 3 years	12			
b. 4 years	25		<u>preschool total: 36</u>	37
c. Kindergarten	22			
d. First grade	20			
e. Second grade	20			
f. Third grade	32			
g. Fourth grade	19			
h. Fifth grade	34	1		
i. Sixth grade	14	1	<u>school-age total: 162</u>	<u>163</u>
			198	200
- We have room for:
  - o Two kindergarteners; three fourth graders
- We have a waiting List:
  - o Four 3-year-olds; four 4-year-olds; two first graders; one second grader; two third graders; one sixth grader

**2. Title I Application**

- Our Title I application has been approved and funded.

**3. New Discoveries Affiliated Building Company**

- Chuck and I will meet with Kelly Elkin from *Anchor Bank*, and Phil Hatlie from *Propel Nonprofits* Wednesday at 9 a.m. to receive an update on the financing for the purchase of the property we currently occupy at 1000 Fifth Avenue SE.

**4. ACNW Leaders Retreat**

- The focus of the sessions I attended at ACNW's Leader Retreat on November 11<sup>th</sup> was on whether or not our schools are meeting their mission. It has been a while since we have zeroed in on our mission, so it was good for me to begin to reorient to the importance of honoring our mission.
- The most impactful session offered an overview of Jack Schneider's (2017) *Beyond Test Scores: A Better Way to Measure School Quality*. Although we looked specifically at the contents of chapter 3 – *What Really Matters? A New Framework for School Quality*, I look forward to reading the entire text. Schneider examines the overlap of 1) Teachers and the Teaching environment, 2) School Culture and 3) Resources. Next, Schneider looks at the overlap between Academic Learning and Character and Well-Being.