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Official Board of Directors

Meeting Minutes

Monday, February 19, 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 5:41 p.m.

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

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

2. Guests: none
3. Spotlight Report – none
4. Agenda – MS (Colvin/Selchert) to approve the agenda, all aye; motion carries.
5. Consent agenda – MS (Enerson/Ashwill) to approve the consent agenda with personnel changes being new hires, Colleen Young, 1:1 Paraprofessional, Amy Krippner, 1:1 Paraprofessional, and Jenny Benfield, 1:1 Paraprofessional, all aye; motion carries.
 - a. Minutes of January 15, 2018 Board Meeting
 - b. Submitted Committee Reports
 - c. Personnel changes – approve resignation, dismissal and new employments as submitted.
6. Financials
 - a. Received January 2018 financial statements – noted that the reports look very positive at this time.
 - b. MS (Selchert/Ashwill) to approve January 2018 expenditures and receipts report – there were no unexpected expenditures. Roll call vote unanimous; motion carries.
7. Reports
 - a. Executive & Associate Directors – please see the attached reports.
 - i. Environmental Education Update – Composting school lunch waste is underway.
 - ii. Academic Testing and Achievement Update – finished NWEA's, preparing for MCA's. Goal setting is going well. Students are celebrating meeting and at times exceeding their goals. A more detailed report of NWEA results will be presented in March.
 - iii. Enrollment Update shows that enrollment is steady.
 - iv. Activities and Happenings related to the school, staff, students, families, community – Conferences were held last week with a good turnout. There will be many exciting events/happenings in the next few weeks. Conrad is setting up a meeting with mental health providers, clergy, school administrators, and law enforcement to have a dialogue about the mental health needs of some of the children in our community and about school and community safety.

- b. Board Activities – Preparation for FY19 Strategic Plan – SWOT analysis – prioritization – there was some clarification of items on the lists. Group activity on March 13 to include all staff and board members.

8. Old Business

- a. MS (Enerson/Colvin) to accept the positive review and comment report from MDE and direct the affiliated building company to proceed with the proposed facility acquisition. Roll call vote unanimous; motion carries.
- b. Update for on nominations for open board positions – Tara Oberg, Lisa Rahkola, Tony Ashwill, and Peggy Enerson's terms as board members will be completed in June 2018. All four have agreed to be on the ballot for new terms beginning in July 2018.

9. New Business

- a. MS (Selchert/Oberg) to approve the Review and Revision of Policy 542P – Enrollment with changes made. Most significant change is inclusion of enrollment preference for preschoolers currently enrolled at the school. Requested additional changes include adding enrollment cap of 30 students per middle school level and changing the wording to include through 8th grade where appropriate. All aye; motion carries.
- b. School librarian will be applying for a literacy grant.

10. Upcoming Meetings/Events/Announcements

- a. Next board meeting, March 19, 2018 – 5:30 p.m.
- b. Technology Committee Meeting
- c. Finance Committee Meeting, March 12, 2018 – 1:00 p.m.
- d. Marketing Committee Meeting
- e. Policy/Governance Committee Meeting, March 5, 2018 – 1:00 p.m.
- f. Staff and Board Strategic Planning Meeting, March 19, 2018 – 3:30 – 5:00 p.m.
- g. Annual Meeting, April 16, 2018 – 3:30 p.m.

11. Adjournment 6:15 p.m.

Respectfully submitted,
Tara Erickson



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**Executive Director Report for NDMA's Board of Directors – Dave Conrad
Monday, February 19, 2018**

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 | 24 | | <u>preschool total: 36</u> | 36 |
| c. Kindergarten | 23 | | | |
| d. First grade | 20 | | | |
| e. Second grade | 21 | | | |
| f. Third grade | 31 | | | |
| g. Fourth grade | 20 | | | |
| h. Fifth grade | 34 | 1 | | |
| i. Sixth grade | 16 | 2 | <u>school-age total: 168</u> | <u>168</u> |
| | | | 204 | 204 |
- We have room for:
 - o One more kindergartener
- We have a waiting List:
 - o Four 3-year-olds; four 4-year-olds; first, second and third grade

2. Strategic Planning

- We are expecting staff members to join us for the strategic planning meeting at 3:30 p.m. on Monday, March 19th.
- We will share a meal together at about 5 p.m., before reconvening for our Regular monthly meeting at 5:30 p.m.
- Erin Anderson, of ACNW, will be at NDMA for a site visit on the 19th, and will be joining us for the strategic planning meeting and the regular Board meeting following the meal.

3. New Staff

- Colleen Young – January 22nd, and Amy Krippner – January 16th, have signed on as 1:1 Teaching Partners in Elementary II, and Elementary I respectively. Jenny Benfield will begin as a 1:1 Teaching Partner in an Elementary II classroom Wednesday, February 21st.



4. NDABC Update

- The Review and Comment was approved by Education Commissioner, Brenda Cassellius.
- NDABC opened a bank account at CenBank Hutchinson.
- The appraisal process began in earnest last week.
- As far as I know, we have submitted all of the documents requested for the appraisal and the USDA loan guarantee.
- We are still hoping for a mid- to late-March closing date.

Associate Director
Kirsten K Kinzler
Board Report
Monday, February 19, 2018

- 1) Student Achievement - Data/Assessments
Assessments have been completed for the winter cycle. NWEA MAP results will be available for the board in March. Students in Grades 3-6 are practicing for the MCAs that will be administered in April.
- 2) Environmental Education/Focus on our environment
February marks the month that NDMA students began composting their waste food at lunch time. Thank you, Lisa Rahkola, for preparing the students and overseeing this process!
- 3) Marketing/Fundraisers
Did you see the article in the Hutchinson Leader regarding NDMA and buying the building? Front page, above the fold! The article was well done!
Saturday, March 10th – NDMA Preschool/Kindergarten Open House (City-wide) – 9am-11am
Please tell your friends and neighbors to come visit New Discoveries!
Saturday, April 21st – We CARE About Kids Day – Hutchinson Mall 10am-2pm (NDMA will have a booth)
- 4) School Happenings - MARK YOUR CALENDARS!!!
Tuesday, February 27th – Children’s House Celebration Showcase – 6:30pm
Thursday, March 1st – Family Discoveries Night – Free Dinner & Literacy followed by our theatre production, “A Stone in the Road” 5:00pm Dinner, 5:30-6:15pm Literacy Events in classrooms, 6:30-7:30pm – play
Monday, March 5th – PTO Restaurant Fundraiser – Unhinged Pizza, Glencoe – 4:00pm-8:00pm – Hosted by E1 Room 317 Cogley/Snider
Tuesday, March 13th – Science Museum Assembly – Engineering Focus 1:00 CH/E1 2:00 E2
Monday, April 2nd – PTO Restaurant Fundraiser – Pizza Ranch, Hutchinson – 5:00pm-8:00pm – Hosted by E1 Room 319 Frisbie/Jozwick
Thursday, May 3rd – E1 Celebration Showcase – 6:30pm
- 5) Other
 - See Dave’s Weekly Update/Board Report for other information...