



1000 Fifth Avenue SE, Hutchinson, Minnesota 55350 320.234.6362(w) 320.234.6300(f) www.newdiscoveries.org

Official Board of Directors

Meeting Minutes

Monday, January 15, 2018

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: Patrick Selchert, Lisa Rahkola, Jennie Pirnie, Peggy Enerson, Shari Colvin, Patti Cogley
Non-voting members: Dave Conrad, Chuck Herdeggen, Kirsten Kinzler.
Members absent: Tony Ashwill, Amanda Sunblad, Tara Oberg, Tara Erickson
2. Guests: None
3. Spotlight Report – Peggy Enerson and Lisa Rahkola reported on Project Learning Tree. Minnesota Project Learning Tree exists to advance student understanding and knowledge of forestry and natural resources by developing and delivering professional development resources for MN educators. Enerson and Rahkola attended a PLT workshop that focused on lessons and materials for early childhood. They talked about shape and sound around walks. NDMA may host a K-8 workshop next year. Definitely a valuable resource for outdoor education.
4. Agenda – MS (Enerson/Pirnie) to approve the agenda, all aye; motion carries.
5. Consent agenda – MS (Colvin/Pirnie) to approve the consent agenda, all aye; motion carries.
 - a. Minutes of December 18, 2017 Meeting
 - b. Submitted Committee Reports
 - c. Personnel changes – approve resignation, dismissal and new employments as follows: New Hire – Spencer Kangas full-time as Special Education Developmental Adaptive Physical Education (DAPE) Teacher
6. Financials
 - a. Received December 2017 financial statements – Current budget is very conservative. Actual deficit for FY18 may be well below the projected amount.
 - b. MS (Enerson/Pirnie) to approve November 2017 expenditures and receipts report – nothing unexpected regarding the month's expenditures or receipts, Roll call vote unanimous; motion carries.
7. Reports
 - a. Executive & Associate Directors – please see the attached Executive Director report.
 - i. Environmental Education Update – see spotlight report
 - ii. Academic Testing and Achievement Update – Progress Monitoring is happening. The next round of NEW MAP standardized testing will begin in the next week or two.
 - iii. Enrollment Update shows full enrollment with waiting lists in Children's house and E1.
 - iv. Activities and Happenings related to the school, staff, students, families, community –
 - a. PTO Fundraiser for 5th/6th Audubon Trip – Baked potato bar on Friday, January 19th.
 - b. Transportation training for van and bus drivers was a very positive experience.

8. Old Business
 - a. none
9. New Business
 - a. Annual meeting will be held at 4:00 p.m. on Monday, April 16, 2018 at NDMA
 - b. Cogley and Pirnie volunteered to be on the board nominating committee.
 - a. MS (Enerson/Selchert) to approve revisions to policies 208P – Development, Adoption and Implementation of Policies, 418P – Drug-Free Workplace/Drug-Free School, and 806P – Crisis Management – Colvin highlighted changes and additions recommended by Policy/Governance committee, all aye; motion carries.
10. Upcoming Meetings/Events/Announcements
 - a. Next board meeting, February 19, 2018 – 5:30 p.m.
 - b. Technology Committee Meeting
 - c. Finance Committee Meeting, February 12, 2018 – 1:00 p.m.
 - d. Marketing Committee Meeting
 - e. Policy/Governance Committee Meeting
 - f. Strategic Planning Meeting, March 19, 2018 – 3:30 – 5:00 p.m.
 - g. Annual Meeting, April 16, 2018 – 3:30 p.m.
11. Adjournment 6:36 p.m.

Respectfully submitted,
Shari Colvin



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**Executive Director Report for NDMA's Board of Directors – Dave Conrad
 Monday, January 15, 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:</u> 36	36
c. Kindergarten	24			
d. First grade	19			
e. Second grade	21			
f. Third grade	32			
g. Fourth grade	20			
h. Fifth grade	34	1		
i. Sixth grade	16	1	<u>school-age total:</u> 167	168
			203	204
- We have room for:
 - o No more students
- We have a waiting List:
 - o Four 3-year-olds; four 4-year-olds; first, second and third grade

2. Professional Development

- 21 licensed staff participated in staff development Friday, with Jane Schuette and Curt LeVang. Jane's focus was on how we can constructively address stress in our lives so as to bring our best game to the workplace. Curt's focus was on what educators should know about the five basic needs for children, and how we can use our knowledge of this to serve them well in our setting.

3. Office Suite Remodel

- The following clinicians have toured our site recently: *Steppingstone Therapeutic* and *NorthStar Counselling*. Schedules for the following clinicians are either on the calendar, or in the works: *Greater Minnesota Family Services*, *Crow River Family Services*, *Lighthouse*, *David Hoy*, *Hutch Health*.

4. New Staff

- Our Developmental Adaptive Physical Education (DAPE) is filled. *Spencer Kangas* begins full-time employment at New Discoveries Tuesday, January 16th.



5. Fraudulent Activity NDMA Checking Account

- I closed NDMA's checking account last week due to fraudulent activity. There was one check that was caught, and second that was not caught. I have filed two separate reports with the Hutchinson Police Department.

6. Reimbursement for Special Education Licensure

- I am working with our Special Education Director and Minnesota State University – Mankato to develop an option for some of our Teaching Partners to pursue completing coursework which will result in securing Special Education licensure. I will propose to our finance committee a reimbursement structure that will be funded with special education dollars that will support Teaching Partners with a four-year degree continuing their education while working as Non-Licensed Community Experts at New Discoveries.