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Official Board of Directors

Meeting Minutes

Monday, April 16, 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 4:15 p.m.

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

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

2. Guests: Laura Stuber, Sandy Prieve, Lois Tritz, Betsy Christian, all NDMA staff members.
3. Spotlight Report – none due to annual meeting
4. Agenda – MS (Enerson/Sundblad) to approve the agenda, all aye; motion carries.
5. Consent agenda – MS (Colvin/Selchert) to approve the consent agenda with personnel changes being: New Hires, Connie Duenow, CH Teaching Partner, Serina Spadaccini, SpEd Teaching Partner; Reassignment, Erena Johnson, SpEd Teaching Partner to Behavior Specialist; Dismissal, Allana Mount, 1:1 SpEd Teaching Partner; Resignation, Mandy Carrigan, Behavior Specialist, all aye; motion carries.
 - a. Minutes of March 19, 2018 Meeting
 - b. Submitted Committee Reports
 - c. Personnel changes – approve resignation, dismissal and new employments as noted above.
6. Financials
 - a. Received March 2018 financial statements. Herdegen referred to finance committee meeting notes – adms are increasing and the projected surplus looks better each month.
 - b. MS (Pirnie/Cogley) to approve March 2018 expenditures and receipts report, discussed that there is good detail and nothing stands out, roll call vote unanimous; motion carries.
7. Reports
 - a. Executive & Associate Directors – please see the attached reports.
 - i. Environmental Education Update – Rahkola provided an Environmental Ed update at the annual meeting held prior to this meeting.
 - ii. Academic Testing and Achievement Update – Kinzler provided an Academic Testing and Achievement update at the annual meeting held prior to this meeting. MCA's are going very well. Should be completed by next week. NWEA's will be mid-May.
 - iii. Enrollment Update shows that enrollment is up by 2. We have a waiting list started.
 - iv. Activities and Happenings related to the school, staff, students, families, community – Our 5th and 6th graders will be going on the ACNW trip. We will have a booth at the We Care About our

Kids Day at the Hutchinson mall on April 28th. We have approval for K-6 summer school (no transportation)

- b. Board Activities – Executive Director review coming soon, Colvin will get the director evaluation form out to the staff and board members. They will be given about a week to fill it out. Director review committee will compile results and present them at the May meeting where they will be reviewed by the board.

8. Old Business

- a. Approve preliminary FY19 school calendar – MS Colvin/Rahkola to approve preliminary FY19 school calendar with start date 8/27/18, end date 5/31/19, Spring Break 3/11-15/19, and early out (12:10 p.m.) staff development days 9/28/18, 11/2/18, 3/1/19 and 5/10/19. The Spring Break dates are the same as for the Hutchinson public school district, and early outs are in lieu of late start professional development times. Early outs are less intrusive to student academic schedules and allow for an additional six contact days for preschool children. Teachers present supported the early out days. Roll call vote unanimous; motion carries.

9. New Business

- a. MS (Sundblad/Pirnie) to approve the preliminary FY19 budget – discussion included how the projected budget looks over the next 6 years based on best estimates. Projected enrollment is 240 students for next year, financials look good for the future with \$57,000 surplus budgeted for FY19. Herdegen explained the benefits of purchasing the school building including having the NDABC responsible for some of the building maintenance costs over the years. Roll call vote unanimous; motion carries.
- b. MS (Cogley/Selchert) to approve REAP grant submission with funds to go for safety and technology, Roll call vote unanimous; motion carries.
- c. MS (Pirnie/Enerson) to approve review of Revision of Policies 401P - Equal Opportunity Employment, 402P - Disability Nondiscrimination, 404P - Employment Background Check, 406.1P - Data Practices, 406F - Public & Private Personnel Data, 406P - Public & Private Personnel Data, 407P - Employee Right to Know - Exposure to Hazardous Substances, 410P - Family & Medical Leave, 411F - Donated Sick Leave Forms, and 411P - Sick Leave, Colvin shared the few changes made, roll call vote unanimous; motion carries.
- d. We recognize the results of Annual Meeting election of Board of Director members, Peggy Enerson, 3yr teacher member, Tony Ashwill, 3 yr parent member, Tara Oberg, 3 yr parent member, Lisa Rahkola, 1 yr teacher member. Congratulations.
- e. MS (Rahkola/Cogley) to not make up the April 3rd “snow day” and have Friday, June 1st as an optional work day for teaching partners, roll call vote unanimous; motion carries.

10. Upcoming Meetings/Events/Announcements

- a. Next board meeting, May 21, 2018 – 5:30 p.m.
- b. Strategic Planning Work Session, May 21, 2018 – 4:00 p.m.
- c. Finance Committee Meeting, May 14, 2018 – 1:00 p.m.
- d. Policy/Governance Committee Meeting, May 7, 2018 – 1:00 p.m.

11. Adjournment 5:08 p.m.

Respectfully submitted,
Tara Erickson



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**Executive Director Report for NDMA's Board of Directors – Dave Conrad
Monday, April 16, 2018**

1. Current Enrollment: 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	20			
e.	Second grade	21			
f.	Third grade	33			
g.	Fourth grade	20			
h.	Fifth grade	34	1		
i.	Sixth grade	16	2		
			<u>school-age total:</u>	<u>168</u>	<u>171</u>
				204	207

2. Principal (Associate Director) Evaluation

- I will report to you at NDMA's May Regular Board meeting a summary of the results of Ms. Kinzler's annual evaluation. I am shifting gears this year to the [Evaluation of Minnesota's School Principals](#), developed by the *Minnesota Association of School Administrator*, the *Minnesota Elementary School Principals' Association*, the *Minnesota Association of Secondary School Principals* and the *Board of School Administrators*. This is a shift from the NDMA Principal Evaluation we have used in the past. This was a cumbersome tool we utilized during our run through the school improvement effort, based on the *Louisiana Leadership Standards*. The instrument I am using this year is based on core competencies in the following areas: strategic leadership, instructional leadership, managerial leadership, cultural leadership, school community leadership and ethical and professional leadership. This evaluation was developed "... so that superintendents, or their designees could use a research-based, competency-linked evaluation process designed to assess current performance levels and to promote continuous improvement." I am glad to be using a framework that is Minnesota-based.

3. Purchase of Property/NDABC

- *Propel for Nonprofits* (formerly, Nonprofits Assistance Funds) offered formal approval last week financing for our project up to \$550,000.00 (plus closing costs). Their committee is enthusiastic about partnering with Anchor Bank, Citizens Bank & Trust, and USDA on this project.
- Chuck submitted a Feasibility Study today to the USDA. This is – I believe – the last written requirement related to the facility purchase that has been so long in coming. Based on recent feedback, I am inclined to believe we are looking at a mid-May closing date.



New Discoveries Montessori Academy

4. Teacher Observations

- I began the third and final round of teacher observations/evaluations today. I am planning to be done with this round on or before May 21st.

5. Grant Applications

- Thank you, Kirsten, for doing the bulk of the work for the federal *Charter School Program* (CSP) expansion grant. The grant was submitted by the April 11th deadline. The total potential revenue for this grant is \$200,000.00 the first year, and approximately \$175,000.00 for year two, and another \$175,000.00 for year three.
- I submitted all of the paperwork for the *Rural Education Achievement Program* (REAP) grant, which is due April 20th. If I have calculated correctly, we are eligible for \$30,600.00 for fiscal 2019. The revenue would be spent on safety and technology.

6. Payroll Process

- I met with representatives of BerganBKD last week to challenge them about improving the payroll process to reduce the likelihood of ongoing payroll mistakes. I am confident that – with the new procedures in place, we will see greater accuracy going forward.
- The most profound change on our end will be consistently adhering to timesheet deadlines. This might result in a staff member not receiving their pay on time if they fail to meet a timesheet submission deadline.

7. Academic Achievement

- Please note Ms. Kinzler's information presented at today's Annual Meeting, regarding student achievement as it relates to the latest round of assessment.

8. Environmental Education

- Please note Ms. Rahkola's information presented at today's Annual Meeting regarding environmental education updates.

9. Board Training

- We will discuss upcoming plans for Board Training at today's Board Meeting.

10. Open Meeting

- Please note Mr. Herdegen's update presented at today's Annual Meeting regarding open meeting guidelines.

11. Director Evaluation

- We will discuss update re: Director Evaluation at today's Board Meeting.

Associate Director
Kirsten K Kinzler
Board Report
Monday, April 16, 2018

- 1) Student Achievement - Data/Assessments
Students in Grades 3-6 are completing the MCAs this month of April. NWEA MAP assessment for all grades K-6 will begin the second week in May.
- 2) Environmental Education/Focus on our environment
Students in 5th and 6th grade will be leaving for their annual Audubon trip on Wednesday, April 18th. They will be there until Friday, April 20th.
- 3) Marketing/Fundraisers
Saturday, April 28th – We CARE About Kids Day – Hutchinson Mall 10am-2pm (NDMA will have a booth) (This is a change from 04.21 listed in an earlier report)
Working on Parades for Summer 2018
Summer School for All students who were in grades K-6 this past year – T-Th June 19-21, and June 26-28
- 4) School Happenings - MARK YOUR CALENDARS!!!
Wednesday, April 18th – Friday, April 20th – Audubon Center of the North Woods (ACNW) Experiential Learning Center trip for 5th and 6th graders.

Friday, April 20th – PTO Family Movie Night 6:30-8:00pm “Ferdinand”

Thursday, April 26th – Family Discoveries Night – 3M STEM Night 5:30pm-7:00pm – Dinner at 5:30pm – Activities from 6:00-7:00pm

Thursday, May 3rd – E1 Celebration Showcase – 6:30pm

Tuesday, May 8th – PTO Restaurant Fundraiser – Unhinged Pizza, Glencoe – 4:00pm-8:00pm – Hosted by E1 Room 319 Cogley/Snider

Thursday, May 24th – Commissioner Brenda Casselius visiting New Discoveries 12-1:00pm
- 5) CSP Expansion Grant – Completed the Charter School Program Federal Grant for Expansion/Replication of Highly Qualified Charter Schools. The department is estimating that approx. 5 grants will receive funding not to exceed \$650,000 for the 3-year grant. Cross your fingers!
 - See Dave’s Weekly Update/Board Report for other information...