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Official Board of Directors

Meeting Minutes

Monday, May 21, 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 5:29 p.m.

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

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

Guests: none

2. Spotlight Report – Self-Care Seminars – Tara Erickson attended Compassion Fatigue Educator Training at SWWC in Marshall with 2 colleagues on May 3rd, there are plans to share this training with NDMA staff throughout the next school year. Lisa Rahkola shared about some self-care podcasts that she previously shared with the NDMA staff.
3. Agenda – MS (Enerson/Selchert) to approve the agenda with corrected date and time, all aye; motion carries.
4. Consent agenda – MS (Enersen/Cogley) to approve the consent agenda with personnel changes being the resignation of Karisa Showalter and Colleen Young, reassignment of Rebecca Reinke, and new employment, Alysha Bredesen, E2 teacher, all aye; motion carries.
 - a. Minutes of March 19, 2018 Meeting
 - b. Submitted Committee Reports
 - c. Personnel changes – approve as submitted.
5. Financials
 - a. Received April 2018 financial statements.
 - b. MS (Oberg/Colvin) to approve April 2018 expenditures and receipts report, roll call vote unanimous; motion carries.
6. Reports
 - a. Executive & Associate Directors – please see the attached report. Colvin read the proposed changes to our bylaws to the board. Still waiting to hear CSP expansion grant.
 - b. MS (Colvin/Enerson) to approve the submission of a K-12 Teachers Working Cooperatively with Others grant by the Meeker Cooperative Electric Trust for up to 3, 500.00, roll call vote unanimous; motion carries.
 - i. Environmental Education Update – 5th and 6th graders were at the Audubon Center of the North Woods for several days at the end of April. Meeker County Cooperative representatives visited the school to look at our composting system, and they were impressed with both the program the school had set up and the students work in the composting process. There was an outing to

Harmony River by several students in the speech program to deliver seedlings they planted. Children's house students took the tomato plants they grew from seeds to the Food Shelf. Third graders will be planting two birch, two spruce, two maple, and two apple trees at the end of May. Fourth graders attended Nature Field Day at the fairgrounds.

- ii. Academic Testing and Achievement Update – MCA's completed. Results should be here in July.
- iii. Enrollment Update – steady at 207 students.
- iv. Activities and Happenings related to the school, staff, students, families, community –
- c. Board Activities – Board will continue to work on strategic plan in June and begin a book study on board charter school board governance beginning in August.

7. Old Business

8. New Business

- a. MS (Enerson/Selchert) to approve an increase in the line of credit with Citizens Bank not to exceed \$400,000, roll call vote unanimous; motion carries.
- b. MS (Colvin/Rahkola) to approve contract amendment and revised goals between Audubon Center of the North Woods and New Discoveries Montessori Academy, Kinzler has been working with Audubon to set the goals so that they are helpful to our organization, all aye; motion carries.
- c. MS (Enerson/Cogley) to approve review of Revision of Policy 542P – Enrollment, all aye; motion carries.
- d. Accepted a grant of \$500 from Jump Rope for Heart & MN SHAPE to go to PhyEd budget.
- e. Accepted a grant from Burich foundation to purchase ukeleles for school music program.
- f. MS (Rahkola/Colvin) to approve updates to Core Values clarifying statements with addition of learners instead of students, discussion by staff about what some of the wording in the core values being unclear prompted these changes, all aye; motion carries.
- g. Approve FY19 Strategic Plan – next meeting.
- h. Close the meeting as permitted by MN Statute 13D.05 Subd. 3(a) for consideration of Personnel Issues related to annual Board Appointed Administrator evaluation – meeting remained open at the request of the executive director.
- i. Board statement regarding administrator evaluation – Board Chair recognizes that the Executive Director review from staff and board rated the director midway between proficient and exemplary on the instrument used. The board is pleased with the overall performance of the director and will renew his contract for another year.
- j.

9. Upcoming Meetings/Events/Announcements

- a. Strategic planning June 18, 2018 – 4:30 p.m.
- b. Next board meeting, June 18, 2018 – 5:30 p.m.
- c. Finance Committee Meeting, June 11, 2018 – 1:00 p.m.
- d. Policy/Governance Committee Meeting, June 11, 2018 – 2:00 p.m.

10. Adjournment 6:36 p.m.

Respectfully submitted,
Tara Erickson



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**Executive Director Report for NDMA's Board of Directors – Dave Conrad
Monday, May 21, 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 delay until NDMA's June Regular Board meeting to share a summary of the results of Ms. Kinzler's annual evaluation. As I mentioned last month, 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 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. Facilities

A. Purchase of Property/NDABC - No updates.

B. Property Tax

- Activity in both the House and the Senate was basically non-existent after the tax committee in the Senate, and the education committee in the House heard their respective bills.
- New Century Academy is pursuing the possibility of taking legal action against the legislature to recoup the property tax we have paid since 2011 (more than \$700,000.00 between NCA and NDMA). I have contacted a couple of attorneys to explore whether or not we can/should pursue this. I would ask New Discoveries Montessori Academy's Board of Directors if you wish to pursue this with NCA, and any other charter school that would like to do so.



4. Teacher Observations

- I completed the third round of observations and post-observation conferences prior to my self-imposed May 21st deadline.

5. Grant Applications

- I submitted a 3M grant last week for \$2,525.13 for the purchase of science materials for Elementary I.
- Cyndi Lauer – music – was just informed that the grant she wrote earlier this year to Burich Foundation was approved for the purchase of 28 ukuleles with cases and supplies. They will be used for our enhanced music program for our grade level expansion beginning next year.
- We have been asked to submit a K-12 *Teachers Working Cooperatively with Others* grant by the Meeker Cooperative Electric Trust for up to \$3,500.00. I would ask for the Board's approval to give teachers an opportunity to apply for the funds.
- We will *not* receive grant funding for the sensory support grant I submitted to Hutch Health Foundation earlier this year.
- Representatives from Meeker Power Cooperative were here recently to celebrate the implementation of the food composting grant this year. They observed the process, took photographs, and visited with staff and administration. They will report back to their board and co-op members regarding the progress we've made relative to the grant.

6. Academic Achievement

- Please note academic achievement & assessment information found in Mrs. Kinzler's report.

7. Environmental Education

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

8. Board Training

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

9. Open Meeting

- We will be considering an update of our Bylaws relative to Open Meeting law. Specifically, we will clarify guidelines for remote access to meetings.

10. Director Evaluation

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

Director of Instruction
Kirsten K Kinzler
Board Report
Monday, May 18, 2015

- 1) Data/Assessments – Grades 3-6 completed the MCA state assessment prior to the deadline with only minimal complications with Pearson (the online vendor). We have finished the NWEA assessment with Kindergarten, are finishing up with E2 and beginning the assessment(s) E1 this week. We will be assessing through the end of the year. Special thanks to all those that help with the assessments and for your flexibility and understanding as we complete this important process.
- 2) Behavior – Teachers and Teaching Partners met during JEPD to review Playground/Recess Rules and talk about Before School Care. The Cooperative Juggling game was a lot of fun!
- 3) Leadership Team – Continued work on weekly JEPD topics and Sustainability Plan.
- 4) Instruction – E1 Celebration Music Program – Wow! What “Oceans of Fun” the students had performing their songs for their Celebration Music Program on Thursday, May 14th! The multi-purpose room was full! Following the program, the students presented their State Floats to their families and did ‘swimmingly’!

Summer School – We currently have 28 children signed up for Summer Learning Discoveries. There are still openings for this program so pass the word!

Summer 2015

Summer Learning Discoveries will occur from 9:00AM through 12:00PM on the following dates:

Friday, June 19

Monday, June 22–Friday, June 26

Monday, June 29–Tuesday, June 30

June 2015							4
S	M	T	W	T	F	S	1
	1	2	3	4	5	6	4: Last Day of School
7	8	9	10	11	12	13	5: End-of-Year Prof Dev
14	15	16	17	18	19	20	8-10: Montessori Training
21	22	23	24	25	26	27	16-18: Montessori Training
28	29	30					19, 22-26: Summer Discoveries
							29-30: Summer Discoveries

- 5) Staff – We have been busy interviewing candidates for next year vacancies – Special Education, Physical Education, Elementary Education.
- 6) Other –
 Kindergarten Roundup – On Saturday, we held a Kindergarten Roundup for next year’s Kindergartners. We had 5 families attend! We still have openings in our Children’s House so spread the word!

Family Satisfaction Surveys – At the E1 Celebration Music Program, surveys were distributed to families to complete while waiting (or hand in at a later date). We received 18 that evening and sent home a reminder to families today the importance of providing their feedback regarding the NDMA program.

- See Dave’s Weekly Update/Board Report for other information...