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### **Official Board of Directors**

#### **Meeting Minutes**

Monday, June 18, 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 5:34 p.m.

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

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

Guests: Katy Snider, E1 SpEd Teacher

2. Spotlight Report – No report this month because of work on FY19 Strategic Plan
3. Agenda – MS (Pirnie/Sundblad) to approve the agenda with the addition of 9. c. to consider request for 1 year leave of absence, all aye; motion carries.
4. Consent agenda – MS (Selchert/Cogley) to approve the consent agenda with personnel changes – resignations/retirements: Kristina Grossinger - E2 teacher, Alysha Bredesen - E2 teacher, and Kim Thomes - E1 SpEd Teacher. New hire: Dawn Teetzel - SpEd Teacher, all aye; motion carries.
  - a. Minutes of May 21, 2018 Meeting
  - b. Submitted Committee Reports
  - c. Personnel changes – as submitted.
5. Financials
  - a. Received May 2018 financial statements – Disappointed in the loss of revenue for special education and q-comp due to veto of appropriations bill. Pleased that overall the finances look good for the year even with the additional expenses related to taking over the entire building.
  - b. MS (Sundblad/Enerson) to approve May 2018 expenditures and receipts report, no surprises found, roll call vote unanimous; motion carries.
6. Reports
  - a. Executive & Associate Directors – please see the attached reports.
    - i. Environmental Education Update – Lois Tritz, CH Teacher and Lisa Rahkola, PhyEd/Environmental Education will be attending the ACNW EE training in August.
    - ii. Academic Testing and Achievement Update – Kinzler is working on analyzing the NWEA data for the annual report.
    - iii. Enrollment Update – At this time there is a waiting list in grades PK3, PK4, K, 1, 2, and 3, grade 4 is full, and there is room for additional students between grades 5 - 7.

- iv. Activities and Happenings related to the school, staff, students, families, community – NDMA is participating in 4 parades this summer. Summer Discoveries summer school will cover 6 days starting June 19<sup>th</sup>.
- v. MS (Oberg/Sundblad) to approve the renewal of the contracts in Director Conrad’s report, roll call vote unanimous; motion carries.
- b. Board Activities – The Board received the evaluation from ACNW. Consultant Dan Jett has offered to speak with the board regarding the evaluation. A conference call will be set for the week of July 16.

7. Old Business

- a. Approve FY19 Strategic Plan – tabled – will continue work on setting goals for Measurable Accountability core value.

8. New Business

- a. MS (Pirnie/Cogley) to approve FY18 revised budget, roll call vote unanimous; motion carries.
- b. MS (Selchert/Ashwill) to approve reviewed/revised policies 210.1P – Conflict of Interest, 417P – Substance Use & Abuse, 419P – Tobacco Free Environment, 420P Students & Employees with Aids, 425P & F – Staff Development, 426P – Anti-nepotism, 430P – Employment, there were two policies with significant changes – because NDMA is a charter school, the portions of the staff development policy related to the amount of general fund revenue set aside for staff development was deleted. Staff development will continue to be a high priority for the school with the Instructional Leadership Team assuming the responsibilities of a staff development committee. The conflict of interest policy was updated to better reflect state statute. All aye; motion carries.
- c. MS (Pirnie/Selchert) to approve request for 1 year leave of absence to Michelle Martig – considerable discussion as to whether the board would want to extend leave of absences beyond short term leaves occurring during a contract period. Since all employee contracts are for up to one year, the consensus was to deny requests for leaves of absence outside of a valid contract, all opposed; motion fails.

9. Upcoming Meetings/Events/Announcements

- a. Strategic Planning, July 16, 2018 – 4:30 p.m.
- b. Next board meeting, July 16, 2018 – 5:30 p.m.
- c. Finance Committee Meeting, July 9, 2018 – 1:00 p.m.
- d. Policy/Governance Committee Meeting, July 9, 2018 – 2:00 p.m.

10. Adjournment 6:40 p.m.

Respectfully submitted,  
Tara Erickson



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**Executive Director Report for NDMA's Board of Directors – Dave Conrad  
 Monday, June 18, 2018**

**1. Enrollment for 2018-19**

- As of today, the following numbers reflect enrollment:				<u>current</u>	<u>full</u>
a.	3 years	12			
b.	4 years	24	<u>preschool total:</u>	36	36
c.	Kindergarten	27			
d.	First grade	26			
e.	Second grade	22			
f.	Third grade	24			
g.	Fourth grade	35			
h.	Fifth grade	23			
i.	Sixth grade	31	1		
j.	Seventh grade	13	<u>k through 7 count:</u>	<u>202</u>	<u>201</u>
				238	237

**2. Principal (Associate Director) Evaluation Summary**

- Ms. Kinzler's evaluation followed the framework provided in 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*. The following competencies were reviewed through this process: *Strategic Leadership, Instructional leadership, Managerial Leadership, Cultural Leadership, Communications Leadership, School/Community Leadership and Ethical & Professional Leadership*. The Rubric that was used offered a rating of Unsatisfactory, Developing, Proficiency, Accomplished or Distinguished. Ms. Kinzler was consistently rated in the *Accomplished* range, with one rating of *Distinguished*. Ms. Kinzler and I will draft a Continuous Improvement plan to allow for prescriptive professional growth relative to the competencies for which she is held accountable. This will also correlate with the professional growth plan that is consistently a part of our Annual Report.

**3. Facilities**

**A. Maintenance/Improvements**

- We will be replacing carpet in the following classrooms: 307 (CH), 319 (EI) and (new) 205 (EII).
- We will be remodeling rooms 201, 202 and 203 to create two larger classroom spaces out of three smaller classroom spaces. This is a relatively simple retrofit that involves removing two walls, creating a new wall, removing a doorway and replacing carpet. There is minor electrical, and no plumbing involved.



- We are considering an office remodel and carpet replacement in the main hallways. We are awaiting bids.
- We are delaying adding bathrooms until the summer of 2019.

#### **B. Facility Purchase**

- We are engaging the services of Eide Bailly to wrap up the Feasibility Study requirement for the USDA loan guarantee. Specifically, Eide Bailly will write the Examination Letter that the Minnesota office of USDA will review for final submission to the Federal office of USDA for final approval. Representatives from Eide Bailly will be at New Discoveries the week of July 9<sup>th</sup> for a required site visit. I have had extended conversations with Terry Louwagie, MN USDA Program Director, to raise his level of concern regarding the timeliness of completing the approval process for us. It is crucial that we wrap this up before USDA's fiscal year ends on September 30, 2018. At this point he is advocating for our successful completion of the remaining steps in this process.

#### **4. Contracts/Agreements for 2018-2019**

- I recommend renewing the following contracts/agreements for the 2018-2019 school year:
  - o Hutch Health – Occupational Therapy, Physical Therapy and Speech. \$80.00/hour. Was \$78.60/hour.
  - o Lotus/West Metro Learning Connections – Autism Specialists for assessment and support. \$90 to \$275/hour, depending on the service rendered, and or \$1,200 to \$2,000/evaluation or support plan. No change.
  - o BerganKDV – Financial/Business Management. Fee estimate, \$4,330.00/month for 2018-19; \$4,500.00/month for 2019-2020; \$4,635.00/month for 2020-2021.
  - o Kraus-Anderson – Group Benefits Plan (health, dental, vision, and health savings account). Fee linked to enrollment.
  - o Ballard Spahr, LLP – Facility Lease paperwork and Affiliated Building Company paperwork. Fee range: from \$125/hour for legal assistant support to \$255.00/hour for senior attorney support. No change.
  - o Booth Law Group – General Counsel. Fee range: from \$125.00/hour for legal assistant support to \$260.0/hour for senior attorney support. No change.
  - o Loffler – Wireless Network Support. \$667.00/year.
  - o American Montessori Society – Annual contract fee: \$2,785.00.
  - o McLeod County Public Health – RN services. \$40.00/hour. No change.



#### **5. Grant Applications**

- Our 3M grant request for *Early Elementary Foundations of Science* was approved in the amount of \$2,500.00. The grant funding will be used to purchase items that will be used to support an expansion of science learning activities, specifically for students in first through third grade. Most of the equipment will be accessible, though, to students in other grades, as it will be placed in our science lab.

#### **6. Financial Update**

- Please see the minutes I submitted for the June 11<sup>th</sup> Finance Committee meeting (in your Board packet).

#### **7. Academic Achievement**

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

#### **8. Environmental Education**

- Please note Ms. Rahkola's information presented at today's 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 recent suggestion for updates of our Bylaws relative to Open Meeting law. The updates provide clarity regarding guidelines for remote access to meetings.

#### **11. Director Evaluation**

- We discussed the 2017-18 Director Evaluation at last month's Board Meeting. I am happy to answer questions and/or provide clarification regarding details of the evaluation at your convenience.

**Associate Director**  
**Kirsten K Kinzler**  
**Board Report**  
**Monday, June 18, 2018**

1) Student Achievement - Data/Assessments

MCA scores will be released in July. NWEA MAP assessment for all grades K-6 was completed prior to the end of the year. Reports have been sent home to families with progress reports.

2) Environmental Education/Focus on our environment

We have 2 teachers that have signed up for the ACNW EE training in August – Lisa Rahkola and Lois Tritz. Summer Discoveries will have a number of environmental experiences for students to participate in – gardening, nature walks and a day at the Sanctuary, to name a few!

3) Marketing/Fundraisers

We participated in the Hutchinson Water Carnival Parade on Sunday, June 17<sup>th</sup>. We had 8 participants! Thank you!

Parades for Summer 2018 - MARK YOUR CALENDARS!!!

Saturday, June 23rd – Glencoe Days – 11am parade start

Saturday, July 14th – Lester Prairie Days – 6pm parade start

Monday, August 13th – Cokato Corn Carnival – 6pm parade start

PLEASE JOIN US IF YOU ARE ABLE!

4) School Happenings

Summer Discoveries will begin tomorrow for All students who were in grades K-6 this past year – T-Th June 19-21, and June 26-28. We met last week and have a great staff in place that are planning a number of fun learning activities for our students!

5) Other

Interviews for open positions – Dave and I been interviewing potential candidates for open teaching positions. MDE Deadlines:

CSP Grant – I continue to answer questions and submit information in regards to the CSP Expansion Grant.

CEIS (Early Intervening Services) information will be submitted by June 30<sup>th</sup>.

BerganKDV – 1:1 para positions information spreadsheet will be submitted by June 30<sup>th</sup>.

Updating Staff and Student/Parent Handbook. Also working on a Teaching Partner Handbook and training for our teaching partners.

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