



*New Discoveries*

*Montessori Academy*

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Official Board Meeting Agenda

Monday, July 16, 2018 – 5:30 p.m. – NDMA

1. Call Meeting to Order – Roll Call
2. Welcome/Introduction of Guests
3. Spotlight Report – No report this month because of work on FY19 Strategic Plan
4. Approval of Agenda
5. Board of Directors Code of Ethics
6. Election of Officers
  - a. Chair
  - b. Vice Chair
  - c. Secretary
  - d. Treasurer
7. Approval of Consent Agenda
  - a. Minutes of June 18, 2018 Meeting
  - b. Submitted Committee Reports
  - c. Personnel changes – approve resignation, dismissal and new employments as submitted
8. Financial Reports
  - a. Receive June 2018 financial statements
  - b. Approve June 2018 expenditures and receipts report
9. Reports
  - a. Executive & Associate Directors
    - i. Environmental Education Update
    - ii. Academic Testing and Achievement Update
    - iii. Enrollment Update
    - iv. Activities and Happenings related to the school, staff, students, families, community
  - b. Board Activities –
10. Old Business
  - a. Approve FY19 Strategic Plan
  - b.
11. New Business
  - a. Accept resignation of board member Tony Ashwill
  - b. Board Meeting Schedule
    - i. Day of the month
    - ii. Start time
    - iii. Location
  - c. Board Members Conflict of Interest Disclosure
    - i. Authorizer Statement of Assurances
    - ii. Building Lease
    - iii. Monthly Conflict of Interest Disclosure(s) as needed
  - d. Confirm/appoint members of board of directors of (School) Building Company
    - i. 2017-18 Appointees: David Conrad, Kirsten Kinzler, Tara Erickson

- e. Committee Assignments
  - i. Finance Committee
  - ii. Policy/Governance Committee
  - iii. Marketing Committee
  - iv. Technology Committee
  - v. Facilities Committee
  - vi. NDMA Instructional Leadership Team
- f. Designation of Financial Manager
  - i. Chuck Herdegen
- g. MDE Designations
  - i. Designate MDE Identified Official with Authority (IOWA)
  - ii. Title Grant programs Authorized Representative
  - iii. Special Education Director
- h. Designation of Depositories
  - i. Citizens Bank and Trust, Hutchinson, MN
    - 1. Approve authorized signers on accounts
      - a. Board Chair
      - b. Board Treasurer
      - c. Board Appointed Administrator(s)
      - d. Financial Manager
    - ii. MN School District Liquid Assets Fund Plus (MSDLAF+)
- i. Collateralize Funds in Excess of FDIC Insurance (currently at \$250,000) – need 110% of excess amount.
- j. Delegation of Authority to make electronic funds transfers
  - i. Financial Manager
  - ii. Board Chair
  - iii. Board Treasurer
  - iv. Board Appointed Administrator
  - v. Electronic Funds Transfers can be made for:
    - i. A claim for payment from an imprest payroll bank account or investment of excess money
    - ii. Payment of federal, state, and unemployment taxes (deductions and/or benefits)
    - iii. Payment of contributions to the Teachers Retirement Association (TRA) and the Public Employee Retirement Association (PERA) (deductions and benefits)
    - iv. Payment of other payroll related deductions and benefits (when appropriate)
    - v. Monthly building lease payments
    - vi. Monthly payment of credit card charges
    - vii. Vendor payments (when appropriate)
    - viii. Draws and repayments for line of credit
    - ix. Other payments as approved by the school board
- k. Granting of Administrative Authority: Chuck and Judith Darling are granted Administrative authority to execute and update any and all Cash Management Agreements with Citizens Bank and Trust Co. and MSDLAF+ and to further grant authority to certain BerganKDV employees to perform activities necessary to carry out bank account-related functions and electronic transfers including, but not limited to:
  - i. Payment of: employee payroll; federal, state, and unemployment taxes (deductions and/or benefits); and other payroll related deductions and benefits (when appropriate)
  - ii. Payment of contributions to the Teachers Retirement Associations (TRA) and to the Public Employee Retirement Association (PERA) for deductions and benefits.
  - iii. Payments, including, but not limited to: building lease payments, credit card payments, and

- other vendor payments (when appropriate).
    - iv. Other payments authorized by the board of directors
    - v. Monitoring, reconciliation, and management of bank transactional activity
    - vi. Transfer of funds between the school's bank accounts at Citizens Bank
    - vii. Investment of excess funds
    - viii. Execution and release of pledge agreements
    - ix. Temporary and permanent ACH Limit changes
    - x. Management of Positive Pay system
  - I. Credit Card Authorization – Employees authorized to have school issued card and credit limits
    - i. Board Appointed Administrator - \$
    - ii. Associate Director - \$
    - iii. Administrative Assistant - \$
    - iv.
  - m. Designation of Official Newspaper (required for posting of public notices)– Hutchinson Leader
  - n. Approve Employee Benefits
  - o. Approval of Daily and Hourly Rates of Pay (substitutes, casual workers, etc.)
  - p. Designation of school attorney(ies) and authorization for Board Chair or Board Appointed Administrator to access as needed.
  - q. Accept CSP Expansion Grant

#### 12. Upcoming Meetings/Events/Announcements

- a. Board, Teachers and Administration Meet & Greet, August 20, 2018 – 4:00 p.m.
- b. Board Training – Book study using Carpenter's *Charter School Board University* book, August 20, 2018 – 4:30 p.m.
- c. Next board meeting, August 20, 2018 – 5:30 p.m.
- d. Finance Committee Meeting, August 13, 2018 – 1:00 p.m.
- e. Policy/Governance Committee Meeting, August 6, 2018 – 12:30 p.m.

#### 13. Adjournment