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**Official Board of Directors
Meeting Minutes
Monday, September 17, 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 5:35 p.m.

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

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

Guests: Spencer Kangas, Physical Education/DAPE teacher.

2. Spotlight Report – Charter School Board University book study/board training started at 5:35 p.m. It was emphasized that administration's role is "how" something is done, while the board role is to ask "how well" it is being done. Decision was made to update employment policy to remove the stipulation that the board approves all hires. Changes in employment will be moved from the consent agenda and to the reports section of future board agendas. Board Training will be added to the regular agenda to provide ongoing training/information.
3. Agenda – MS (Cogley/Selchert) to approve the agenda with change to move personnel update to iv. Under reports, add 9.b. under new business to appoint new board member, to all aye; motion carries.
4. Consent agenda – MS (Enerson/Cogley) to approve the consent agenda with change to August minutes noted below and personnel new hires, Jennie Pirnie E3 paraprofessional and Elizabeth Mauer CH paraprofessional, all aye with Pirnie recusing herself from the vote; motion carries.
 - a. Minutes of August 20, 2018 Meeting – strike the phrase "see attached reports"
 - b. Submitted Committee Reports
 - c. Personnel changes as submitted.
5. Financials
 - a. Received August 2018 financial statements, Chuck Herdegen was called and put on speaker phone so he could explain budget updates and answer board member questions. It was noted there was an overpayment to transportation service provider, and the correction put the FY18 finances in the black. The ADM confusion has been reconciled (days vs. hours served for preschoolers). Herdegen does not expect to hear anything more until the next legislative session on the ~\$30,000 funds earmarked for special education that was not received in FY18. With the decrease in projected enrollment, there was discussion around decreasing expenses and increasing income to balance the budget for the current fiscal year. We will have a better picture in a couple of months after the ABC closes on the purchase of the building. Administration will look more closely at the budget for areas of potential savings. Herdegen pointed out the line items in the financials related to the expansion grant. Kinzler indicated this year's grant money will be spent by the end of September.

- b. MS (Cogley/Enerson) to approve August 2018 expenditures and receipts report, it was noted there were no unexpected expenses for the month, roll call vote unanimous; motion carries.

6. Reports

- a. Executive & Associate Directors – see attached reports
 - i. Environmental Education Update – Kinzler shared a printed copy of the 2018-19 Environmental Literacy Plan. Environment goals are being updated. NDMA is now composting at breakfast as well as lunch. Audubon Trip has been scheduled for the winter session, January 9, 10, 11, 2019, for 5th-7th grade.
 - ii. Academic Testing and Achievement Update – NDMA students scored in the lower 25% of MCA math scores. As a result, the school may receive some additional support in the area of math. MCA student reports have been sent to families. NDMA has switched from AIMSweb to FAST for progress monitoring. NWEA MAP assessments will be done prior to conferences in Oct.
 - iii. Enrollment Update – holding steady with only a few openings in E1 and E2.
 - iv. Activities and Happenings related to the school, staff, students, families, community- Restaurant fundraisers are set for each month alternating between Unhinged Pizza and Dairy Queen. NDMA started a hot breakfast program 3 mornings a week, it has been a huge success – expected participation of about 50 students; however, there were over 160 students participating each day the first week.
 - v. Conrad gave an update of progress on the Strategic Plan. Goals 1 and 4 under Intentional Interdependence need time bounds. The board will address this at the October meeting. Under Dynamic Leadership, goal 2, teaching partner training will occur on Friday, October 12th. For DL goal 3, a staff development request form was developed and shared with the board. A list of teacher and teaching mentors and mentees was created and shared with the board. Conrad requested more time for Exemplary Montessori Principles goals #1 (by November 2018) and #2 (by February 2019)
 - vi. Conrad gave an update on his Executive Director goals. In the area of Student Achievement, administration set up an on-site NWEA MAP Assessment training at New Discoveries to aid teachers in utilizing the data provided to direct instruction for individual students in areas tested.
 - vii. Conrad provided an update on the purchase of the building.
- b. Board Activities –

7. Old Business

- a. MS (Colvin/Enerson) to approve review/revision of policies 214P Out-of-State Travel by School Board Members; 410P Family & Medical Leave; 412P Expense Reimbursement Policy; 413P Harassment and Violence; 414P Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415P Mandated Reporting of Maltreatment of Vulnerable Adults; 506P Student Discipline; 514P Bullying Prohibition; 522P Student Sex Nondiscrimination; 524P and 524F Internet Acceptable Use and Safety Policy; 533P – Wellness; and 616P School District System Accountability, updates to the policies were highlighted by Colvin, all aye; motion carries.

8. New Business

- a. Accepted resignation of board member Jennie Pirnie.
- b. MS (Cogley/Enerson) to appoint new teacher board member Spencer Kangas, all aye; motion carries.

9. Upcoming Meetings/Events/Announcements

- a. Board Training – Continue book study using Carpenter's *Charter School Board University* book – section 3, Top Priorities, October 15, 2018 – 5:30 p.m.
- b. Next board meeting, October 15, 2018 – 5:30 p.m.
- c. Finance Committee Meeting, October 8, 2018 – 1:00 p.m.
- d. Policy/Governance Committee Meeting, October 8, 2018 – 2:00 p.m.

- e. ACNW Charter School Leaders Retreat, November 9-10, 2018 (Colvin and Conrad indicated interest at this time)

10. Adjournment 7:20 p.m.

Respectfully submitted,
Tara Erickson



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**Executive Director Report for NDMA's Board of Directors – Dave Conrad
Monday, September 17, 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	26			
d.	First grade	23			
e.	Second grade	25			
f.	Third grade	20			
g.	Fourth grade	38			
h.	Fifth grade	20			
i.	Sixth grade	33	1		
j.	Seventh grade	11	<u>k through 7 count:</u>	<u>197</u>	<u>201</u>
				233	237

2. Training Site for NWEA MAP Assessment

- New Discoveries has been selected as a training site for NWEA MAP Assessment. The training will take place in our computer lab from 8:30 a.m. to 3 p.m. on Thursday, October 18th. The 18th and 19th are set aside state-wide for teacher professional development.

3. MDE Staff Visits New Discoveries

- Ann Mitchell – Principal Leadership Support Specialist for MDE – visited New Discoveries Friday, September 14th. She is leading up a new MDE effort called the *Charter Leader Support Network*. It was a joy to host a tour to share our story with her. We will be co-presenting with her at an upcoming Network workshop about mental health services for children in the school setting.

4. Materials Inventory

- Peggy Enerson and Patti Cogley have been leading the charge getting through the Montessori materials inventory. In the next couple of weeks they will facilitate getting all of the materials into the classrooms, and helping staff organize them so they are accessible to all students.



5. Hutch Health

- I have been invited to serve on the Hutch Health *Health and Wellness Advisory Committee*. This is a new initiative for Hutch Health, and came about as a result of Hutch Health's recent acquisition by Health Partners. For now, the committee will meet monthly to advise the clinic and hospital on matters that relate to health and wellness initiatives for the communities they/we serve.

6. Bus/Van Safety

- We have collaborated with ACC Midwest/Labraaten to provide training for drivers and rider assistants. We have also included their drivers in meetings with students and drivers/assistants to discuss our expectations for safety related to school bus and van transportation. We will finish our first round of meetings this week.

7. Financial Update

- Please see the minutes I submitted for the September 11th Finance Committee meeting (in your Board packet).

8. Academic Achievement

- Please see Associate Director Report for update.

9. Environmental Education

- Please see Associate Director Report for update.

10. Board Training

- We will continue reading the *Charter School Board University* by Brian Carpenter at the start of each Board meeting.
- I want to remind you of the Board's *Strategic Plan*. I will update you each month regarding where we are relative to the established goals in the four areas: *Dynamic Leadership; Montessori Principles; Intentional Interdependence; and Measurable Accountability*.

11. Open Meeting

- There are no updates regarding Open Meeting law at this time.



12. Breakfast Program

- We kicked off our hot breakfast program last week: Tuesdays, Wednesdays and Thursdays. We had a remarkably good response – approximately 160 students each day. Staff did a REMARKABLE job making it a positive experience for everyone.

13. Building Finance Update

- Kelly Elkin at Old National will move forward with getting the final credit nod to include the addition of including Charter School Development Corporation to provide a subordinate note in the amount of \$300,000.00. She will host a conference call tomorrow to include key players to make sure we have all items covered, and to ensure that USDA is ready to wrap this up.

14. Stage I Support from MDE

- We were recently notified by MDE that NDMA has been identified at the “support” level in the North Star system – the new system under ESSA and Minnesota’s consolidated state plan. There are no required activities for schools identified at the “support” level. However, these schools are in the bottom 25% of Title I schools in one or more academic areas. In our case, math. As a “support” level school, we are eligible to participate in some of the support opportunities MDE will provide. We will learn about those opportunities as the year progresses.

15. Director Evaluation

- This is just a reminder that I have worked with the Board Policy/Governance Committee to draft Executive Director Goals for 2018-19:
 - o *Student Achievement* – Dave will assist Teachers in interpreting student assessment data and using those data constructively in order to meet the 90% student test score improvement goal. For the purposes of fulfilling this goal, student academic growth will be measured by NWEA MAP assessment.* 90% of students enrolled at New Discoveries Montessori Academy October 1, 2018, will show improvement in test scores from Fall 2018 to Spring 2019.

*This effort will ultimately translate, however, to other data sets (e.g. MCA III).

- **The on-site NWEA MAP Assessment training at New Discoveries was scheduled with this goal in mind.**

- o *School Finance* – Dave will articulate a strategy/plan to meet the fund balance goal established by Audubon Center of the North Woods for their schools.



New Discoveries

Montessori Academy

Phase 1 of the plan will be a short-term goal and strategy for the 2018-19 school year communicated at the October 2018 NDMA Board meeting. Phase 2 of the long-term strategy/plan will be presented to the NDMA Board of Directors at their January 2019 meeting. Dave will begin leading the effort to implement the Phase 2 strategy/plan February 2019.

- **The October date may be pushed out, depending on timeline for closing on the building purchase, as I will need to see real numbers before I articulate a plan.**
- *Teacher/Staff Satisfaction* – Dave will articulate a strategy/plan to improve consistently addressing behavior – school wide. The strategy/plan will be presented to the NDMA Board of Directors at their November 2018 meeting. Dave will begin implementing the strategy/plan December 2018.

**Associate Director
Kirsten K Kinzler
Board Report
Monday, September 17th, 2018**

1) Student Achievement - Data/Assessments

MCA reports were received at the end of August and sent home to families. FAST (Formative Assessment System for Teachers) assessments are being given to all K-6 students. NWEA MAP assessment for all grades K-6 will begin at the end of September. Assessment data is being compiled for Audubon. This information will be used in the Annual Report/World's Best Work Force.

2) Environmental Education/Focus on our environment

I have taken over the duties of the EE liaison since the vacancy. The NDMA Environmental Literacy Plan (ELP) was submitted to ACNW for review from Erin Anderson. Erin responded with some suggestions and I will resubmit by Thursday.

All of the classrooms are officially named after a tree and staff and students are making an effort to call the rooms by that name!

The Apple classroom (Ethan Marcus/Terry Parker E1) cleaned up the mulch left in the yard with the removal of the greenhouse. Flower beds and gardens on the west side of the building are being tended by the Children's House classrooms. All students have a Jeffers Journal in which they are able to journal about their EE experiences. We have had some especially beautiful weather to enjoy!

3) Marketing/Fundraisers

We participated in our first restaurant fundraiser on Monday, September 10th at Unhinged Pizza in Glencoe. The Children's House classrooms were our hosts. We typically make about \$200 for these events and this money goes back to the classrooms mostly to support their field trip requests to help keep the costs affordable for families.

NDMA PTO RESTAURANT FUNDRAISERS

DATE	LOCATION	TIME(S)	CLASSROOM HOST(S)
Monday, September 10 th	Unhinged Pizza, Glencoe	4-8pm	Oak/313 – Enerson - CH
Monday, October 15 th	Dairy Queen, Hutchinson	4:30-7:30pm	Tamarack/211 - Ressler/Teetzel- 6/7 **
Monday, November 12 th	Unhinged Pizza, Glencoe	4-8pm	Apple/305 – Marcus/Parker – E1
Monday, January 14 th	Dairy Queen, Hutchinson	4:30-7:30pm	Maple/319 – Frisbie/Jozwick – E1
Monday, February 11 th	Unhinged Pizza, Glencoe	4-8pm	Tamarack/211 – Ressler/Teetzel-6/7 **
Monday, March 11 th	Dairy Queen, Hutchinson	4:30-7:30pm	Birch/317 – Cogley/Snider – E1
Monday, April 8 th	Unhinged Pizza, Glencoe	4-8pm	Spruce/201 – Rossing/Nadeau – E2
Monday, May 13 th	Dairy Queen, Hutchinson	4:30-7:30pm	Willow/301 – Nonnemacher/LaPlante – E2

4) School Happenings

Dave and I have been meeting with all the bus/van drivers and their student passengers to go through bus safety and protocol while riding on the bus. That's (5) busses and (11) vans! This is a good partnership between administration and the drivers and the school and our transportation company.

Our ACNW student trip has been scheduled for January 9-11! Michelle Nonnemacher will be taking the lead on organizing this environmental experience for our students. Our first parent meeting is scheduled for Monday, October 1st at 6:00pm. We will have packets of information ready for families at this time and answer any questions that they may have.

MDE:

MARSS (MN Automated Reporting Student System) - Tara and I spent a lot of time trying to get to the bottom of our ADM (Average Daily Membership) questions. We are definitely smarter about this topic and believe we've got all the ADM's in the system that we're going to get.

PELSB (Professional Educators Licensing & Standards Board) – We have (4) teachers on staff that need to apply for a license using the new licensing system. It is quite a process (a paper-pencil process right now as the website is not yet complete) and a bit unwieldy but we'll remain patient and persistent in getting this completed.

CSP (Charter School Program) Federal Expansion Grant – Most of the curriculum, furniture and supplies that were listed in the grant and budget have been ordered and purchased. I will be completing the Implementation Continuation Request in the next couple weeks.

5) Other

We are looking for SUBSTITUTES! Teachers, Teaching Partners and Food Service. If you know of anyone that may be interested, encourage them to send a letter of interest, go online to our website and fill out an application, or stop by school!

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