



1000 Fifth Avenue SE, Hutchinson, Minnesota 55350 320.234.6362(w) 320.234.6300(f) www.newdiscoveries.org

Official Board of Directors

Meeting Minutes

Monday, October 15, 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: Amanda Sundblad, Peggy Enerson, Shari Colvin, Jennie Pirnie, Patti Cogley, Patrick Selchert, Spencer Kangas Absent: Tara Oberg.

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

Guests: Jennifer Thompson, Assistant Meeker Co. Attorney, parent, potential board member.

2. Spotlight Report – Board Training - Charter School Board University book study/board training – Top Priorities for Boards. Training started at 5:39 p.m. Board members shared pieces of the reading that interested them. They agreed to read the next section for
3. Agenda – MS (Cogley/Selchert) to approve the agenda with addition of item 8. c. – appoint Jennifer Thompson to the position vacated by Tony Ashwill on the board, all aye; motion carries.
4. Consent agenda – MS (Enerson/Cogley) to approve the consent agenda, all aye, motion carries.
 - a. Minutes of September 17, 2018 Meeting
 - b. Submitted Committee Reports
5. Financials
 - a. Received September 2018 financial statements. It was noted that membership is close to what is budgeted. There is work being done to figure the adm count correct as the numbers used in the September financial report are not correct. Newer board members expressed interest in receiving more information on reading the financial reports. Conrad will ask if Herdegen would be available i to provide the training next month in lieu of covering the next section of the Charter School Board University book.
 - b. MS (Colvin/Selchert) to approve September 2018 expenditures and receipts report, we are on track with no unexpected expenses, roll call vote unanimous; motion carries.
6. Reports
 - a. Executive & Associate Directors – reports attached.
 - i. Personnel changes – resignations, Patty Hess, paraprofessional, dismissals, Rebecca Reinke, food service/paraprofessional, reassignments, and new employments, Jennie Pirnie, special education paraprofessional, Gabrielle Erickson, part time special education secretary, Elizabeth Maurer, special education paraprofessional, Melanie Shiroo, special education paraprofessional
 - ii. Environmental Education Update - Environmental Literacy Plan goals are being updated per suggestions for Erin Anderson. Plan will be resubmitted for approval.

- iii. Academic Testing and Achievement Update –MCA info on MN report card, 5th and 6th grade did well in reading. FAST (Formative Assessment System for Teachers) and NWEA MAP for all grades K-7 have been completed. Results will be shared with families at conferences this week.
- iv. Enrollment Update – K-7 200, PK-7 237.
- v. Activities and Happenings related to the school, staff, students, families, community – we began our first session of 9 trainings on “Compassion Fatigue, Burnout, and Resilience” for staff. Betsy Christian, school psychologist and Tara Erickson, administrative assistant are the co-presenters of this important topic. Conferences are this week Oct. 16 & 17. NDMA has been selected as a NWEA MAP Assessment site for Oct. 18 & 19. MDE staff, Commissioner Brenda Casselius, and her assistant were at NDMA on Monday, September 24th. Two of our Erdkinder students led a building tour, and answered many of her questions.
- b. Board Activities – Colvin handed out the forms to begin the Board Self-Evaluation process. Board members were encouraged to go through the form to determine what additional training would be most helpful for them.

7. Old Business

- a. MS (Cogley/Enerson) to approve the revised time bounds as needed to FY19 Strategic Plan Goals – Intentional Interdependence, Goal #1, SMART-Goal Part A: prior to January 1, 2019. Goal #3, SMART Goal- by end of 2018-2019 school year. Goal #4, SMART Goal- by end of 2018-2019 school year, all aye; motion carries.

8. New Business

- a. MS (Kangas/Colvin) to approve revision of policy 430P – Employment, references to “board approval” were removed from the policy as all agreed the board will be informed of all employment changes, but will rely on administration to handle the personnel needs, all aye; motion carries.
- b. Received Budget Review Letter from Authorizer.
- c. Appoint Jennifer Thompson to an open board position as a parent representative with the term ending 2020, all aye; motion carries.

9. Upcoming Meetings/Events/Announcements

- a. Potato Bar Fundraiser for E2 and Erdkinder trip to ACNW, November 9, 2018 – 5:00 – 7:00 p.m.
- b. Board Training – Either have training on Charter School Finances or continue book study using Carpenter’s *Charter School Board University* book – Board-CEO Relationship, November 19, 2018 – 5:30 p.m.
- c. Next board meeting, November 19, 2018 – 5:30 p.m.
- d. Finance Committee Meeting, November 12, 2018 – 1:00 p.m.
- e. Veterans Day Program, November 12, 2018 – 9:30 a.m.
- f. Policy/Governance Committee Meeting, November 12, 2018 – 2:00 p.m.
- g. ACNW Charter School Leaders Retreat, November 9-10, 2018
- h. Family Learning Discoveries Night (reading), December 7, 2018.

10. Adjournment 6:48 p.m.

Respectfully submitted,
Tara Erickson



1000 Fifth Avenue SE, Hutchinson, Minnesota 55350
www.newdiscoveries.org

320-234-6362, phone
320-234-6300, fax

**Executive Director Report for NDMA's Board of Directors – Dave Conrad
Monday, October 15, 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	39			
h.	Fifth grade	20			
i.	Sixth grade	33	1		
j.	Seventh grade	11	<u>k through 7 count:</u>	<u>198</u>	<u>201</u>
				234	237

2. Training Site for NWEA MAP Assessment (update from last month)

- We are fortunate to have been selected as a training site for one of NWEA MAP's workshops.
- Several of our teachers have signed up for this opportunity that will take place in our computer lab from 8:30 a.m. to 3 p.m. this Thursday, October 18th. The 18th and 19th are set aside state-wide for teacher professional development.

3. MDE Staff Visits New Discoveries

- Education Commissioner, Brenda Cassellius, and her driver/assistant were at New Discoveries on Monday, September 24th. She was here at the invitation of Lisa Rahkola to take a look at our Physical Education program. Two of our Erdkinder students led a building tour, and answered many of her questions.
- She spent a few minutes at the conclusion of the tour observing in Mr. Kangas' physical education class.

4. Basketball Program

- I have not found anyone to commit to coordinating the continuation of our girls basketball program. St. Anastasia Catholic School has invited our students (boys and girls) grades three through six to participate in their program this year.



5. Greenhouse

- Tim Kinzler has done some research into finding a greenhouse to replace the one Mr. Turck reclaimed a few weeks ago. We think we have a comparable option available (new) for approximately \$1,700.00. There is no room in our budget for this expense at this time. Therefore, I am pursuing grant opportunities before I would recommend going down this road.

6. Changing Table

- Mr. Kinzler installed an electronic changing table for use by a non-ambulatory student. The company that we ordered the table from sent one with European specifications, and the state electrical inspector would not let us hook it up. After much wrangling with the company that sold it to us, they hired an electrical engineer to inspect the motor/mechanism to recommend a solution. He contacted our electrician with specifications to purchase an American-made motor locally. When he finds the one we need, he will install it. This will be at the distributor's expense.
- I disputed the charge with Visa after wrangling with the distributor for weeks for a refund. The dispute was denied.

7. Financial Update

- Please see the minutes I submitted for the October 7th 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. Building Finance Update

- Terry Louwage – Director of the MN Office of USDA – assured me that his regional manager – Brett Repulske – will be doing a final review of paperwork for our project this week. He is confident it will pass muster. Then it goes to Mr. Louwage, before going to the national office. It is his belief that there is “no reason for USDA not to approve the project.”
- However, USDA’s fiscal year ended September 30th. Congress failed offer a continuing resolution, which might mean there isn’t enough money to fund our project. Mr. Louwage might know by mid-November if there is enough money to fund our project.
- If not, Congress may pass a continuing resolution in December that could bring more money to the table.
- I will need to negotiate a fifth extension of our purchase agreement with TRJR.

13. 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. 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 will need to 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.

14. Montessori Principles

I met with some of our teachers who have achieved (or are in process) their Montessori credentials to identify the Montessori principles that we will honor at New Discoveries. This is to honor Goal #1, part A, below. We will meet again later this month to develop a dissemination plan (Goal #1, part B), and to discuss the in-house orientation plan (Goal #2), below.

Core Value(s) Impacted: Montessori Principles

STRATEGY STATEMENT:

Provide clarity regarding the differences between Montessori Principles and Montessori Materials

Goal #1 SMART Goal – Part A: Identify and articulate the Montessori principles that we will honor at New Discoveries Montessori Academy. Part B: Develop and disseminate a clear communication plan for Montessori principles found in Part A.

Persons Responsible: Credentialed Montessori Teachers/Staff/Administration

Goal #2 SMART Goal – Create and implement an in-house Montessori principles orientation experience that all instructional staff will complete as a requirement for employment.

Persons Responsible: Credentialed Montessori Teachers/Staff/Administration

Associate Director
Kirsten K Kinzler
Board Report
Monday, October 15th, 2018

1) Student Achievement - Data/Assessments

Assessments in FAST (Formative Assessment System for Teachers) and NWEA MAP for all grades K-7 have been completed. Results will be shared with families at conferences this week.

2018 MCA Data Results: (from the MN Report Card)

2018 MCA DATA <i>(enrolled October 1)</i>		Exceeds	Meets	Partially Meets	Does Not Meet
3rd Math	Count	7	5	4	13
	Percent	24.1%	17.2%	13.8%	44.8%
4th Math	Count	2	1	6	8
	Percent	11.8%	5.9%	35.3%	47.1%
5th Math	Count	3	6	7	14
	Percent	10.0%	20.0%	23.3%	46.7%
6th Math	Count	1	5	3	3
	Percent	8.3%	41.7%	25.0%	25.0%
3rd Reading	Count	4	8	3	14
	Percent	13.8%	27.6%	10.3%	48.3%
4th Reading	Count	0	6	1	10
	Percent	0.0%	35.3%	5.9%	58.8%
5th Reading	Count	6	12	2	10
	Percent	20.0%	40.0%	6.7%	33.3%
6th Reading	Count	6	2	1	3
	Percent	50.0%	16.7%	8.3%	25.0%

Based on the results of the MCAs, our QComp goal is focused on Math.

2) Environmental Education/Focus on our environment

The NDMA Environmental Literacy Plan (ELP) goals are being updated per suggestions from Erin Anderson. Plan will be resubmitted for approval.

3) Marketing/Fundraisers

Restaurant fundraiser tonight - Monday, October 15th at Dairy Queen until 7:30pm. I think a DQ treat on the way home would be a great way to support NDMA!!!

4) School Happenings

We began our first session of 9 training sessions on "Compassion Fatigue, Burnout, and Resilience". Betsy Christian, school psychologist and Tara Erickson, administrative assistant are the co-presenters of this important topic.

Dave and I attended our second session specifically designed for Charter School Leaders - Charter Leader Support Network Session September 25th. The presenter, Ann Mitchell, is exceptional.

I attended a 3rd Party Billing training at MDE most recently. I am trying to become more informed about this funding mechanism that is rather complicated.

This week, Tuesday, October 16th and Wednesday, October 17th we will have our first parent teacher conference. Teachers are looking forward to meeting with families and sharing their child's progress.

On Thursday, NDMA will be the host for a training presented by NWEA. This is the assessment system we've been using at NDMA for some time and the topic is Student Reports. Several of our teachers will be attending.

Stay tuned for some upcoming PTO fundraisers at school to help raise some much needed funds for all of our 5th, 6th, and 7th grade students to attend Audubon. The trip is a winter one scheduled for January 9th-11th!

5) Other

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