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**Official Board of Directors
Meeting Minutes
Monday, November 19, 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 5:36 p.m.

Voting members present: Amanda Sundblad, Peggy Enerson, Patti Cogley, Patrick Selchert, Spencer Kangas, Tara Oberg, Patrick Selchert. Absent: Shari Colvin, Jennifer Thompson.

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

Guests: none attending.

2. Spotlight Report – none scheduled.
3. Board Training - Charter School Board University book study/board training – move to December meeting.
4. Agenda – MS (Enerson/Cogley) to approve the agenda as is, all aye; motion carries.
5. Consent agenda – MS (Sundblad/Enerson) to approve the consent agenda, all aye; motion carries.
 - a. Minutes of October 15, 2018 Meeting
 - b. Minutes of October 30, 2018 Special Meeting
 - c. Submitted Committee Reports
6. Financials
 - a. Received October 2018 financial statements – the budget was updated to more accurately reflect current enrollment, finance committee notes provided additional information.
 - b. MS (Selchert/Cogley) to approve October 2018 expenditures and receipts report – no questions or concerns expressed, roll call vote unanimous; motion carries.
7. Reports
 - a. Executive & Associate Directors – see attached reports.
 - i. Personnel changes – new employments; Kelly Koskela, kitchen prop/serving, Joshua Monge, teaching partner, Cara Cline, SpEd teacher, Darlene Henke, teaching partner, Tyler Mickolichek, teaching partner, Brooke Davis, teaching partner – leave of absence; Kendra Severson
 - ii. Environmental Education Update – students and staff are still composting breakfast and lunch
 - iii. Academic Testing and Achievement Update – Annual report includes student achievement data. Kinzler shared goals and percentages for community involvement, math, and reading. The NWEA Map training has been very helpful for staff involved.
 - iv. Enrollment Update – 232 students PK3 – grade 7.
 - v. Activities and Happenings related to the school, staff, students, families, community – on Nov. 9, the Potato Bar raised \$900 for the PTO to contribute to the Audubon trip student scholarships. On Nov. 2, during early release for staff development, Kinzler went through the Teaching

Partner Handbook with all of the teaching partners. The Birch classroom has been taking 4-6 students at a time on outings to different businesses in and out of town. These experiences have been very well received by the students as well as the community businesses.

- b. Board Activities – Continue Board Training Activities and Self-Evaluations.

8. Old Business

- a. Committee assignments chosen – tabled until December meeting.

9. New Business

- a. Received Environmental Literacy Plan approved by Authorizer.
- b. Considered membership with MACS and/or MSBA, not at this time.

10. Upcoming Meetings/Events/Announcements

- a. E1 Holiday Showcase, December 3, 2018
- b. Family Literacy Night and Fundraiser for E2 and Erdkinder trip to ACNW, December 7, 2018.
- c. Board Training – Continue book study using Carpenter’s *Charter School Board University* book – Board-CEO Relationship, December 17, 2018 – 5:30 p.m.
- d. Next board meeting, December 17, 2018 – 5:30 p.m.
- e. Finance Committee Meeting, December 10, 2018 – 1:00 p.m.
- f. Policy/Governance Committee Meeting, December 10, 2018 – 2:00 p.m.

11. Adjournment 6:48 p.m.

Respectfully submitted,
Tara Erickson



New Discoveries

Montessori Academy

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**Executive Director Report for NDMA’s Board of Directors – Dave Conrad
Monday, November 19, 2018**

1. Enrollment for 2018-19

-	As of today, the following numbers reflect enrollment:		<u>current</u>	<u>full</u>
a.	3 years	10		
b.	3 years – SpEd	1		
c.	4 years	14		
d.	4 years – VPK	6		
e.	4 years – SpEd	3	<u>preschool total:</u>	34
f.	Kindergarten	20		36
g.	Kindergarten	6		
h.	First grade	23		
i.	Second grade	24		
j.	Third grade	20		
k.	Fourth grade	39	1	
l.	Fifth grade	21		
m.	Sixth grade	33		
n.	Seventh grade	12	<u>k through 7 count:</u>	<u>198</u>
				<u>232</u>
				<u>237</u>

2. Safety/Security

- I met with a group of safety/security professionals and educators in Minneapolis on November 2nd to discuss pursuing a collaboration of industry, education, law enforcement and government to address school safety. One of the outcomes is that we will conduct a School Access Control Vulnerability Index (a safety audit) to develop a prioritized list of needs in this area.

3. Teaching Partner Training

- Kirsten provided in service for our Teaching Partners on November 2nd, using our own Teaching Partner Handbook.

4. Financial Update

- Please see the minutes I submitted for the November 12th Finance Committee meeting (in your Board packet).

5. Academic Achievement

- Please see Associate Director Report for update.



6. Environmental Education

- Please see Associate Director Report for update.

7. Board Training

- We will continue reading the *Charter School Board University* by Brian Carpenter at the start of each Board meeting.

8. Open Meeting

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

9. Building Finance Update

- I am corresponding with Craig Kepler – one of our attorneys, and Jackie Anderson – one of Congressman Collin Peterson’s Aids – re: a road block in our pursuit of a loan guarantee with USDA. In short, USDA is suggesting that New Discoveries Affiliated Building Company is not an eligible borrower for a Community Facilities guaranteed loan. Agency regulations provide that corporations with a single member, or which are controlled by another corporation, are not eligible for a Community Facilities guaranteed loan.
- Brett Repulske – regional USDA staff person – and Craig Kepler are both arguing that NDABC is an eligible borrower, citing past practice and federal income tax law of the Internal Revenue Code.

10. Director Evaluation

- No updates

**Associate Director
Kirsten K Kinzler
Board Report
Monday, November 19th, 2018**

- 1) Student Achievement - Data/Assessments
Using the Annual Report, discuss student achievement data.
- 2) Environmental Education/Focus on our environment
Share Environmental Literacy Plan (ELP) with board.
- 3) Marketing/Fundraisers
Potato Bar – On Friday, November 9th at our Potato Bar we raised \$900 for the PTO to contribute to the Audubon trip student scholarships!
Friday, December 7th – Family Discoveries Night – Literacy – Silent Auction, Craft & Bake Sale 5:00-7:00pm
Monday, January 14th – NDMA PTO Restaurant Fundraiser – Dairy Queen 4:30-7:30pm
- 4) School Happenings
No School – Thursday, November 22 and Friday, November 23 – Thanksgiving Holiday Break
Tuesday, November 27th – Innovation & Invention SHARK TANK – E3 6th/7th graders
Monday, December 3rd – E1 Holiday Showcase 6:30pm (Grades 1, 2, 3)
Friday, December 7th – Family Discoveries Night – Literacy – Silent Auction, Craft & Bake Sale 5:00-7:00pm (repeat)
- 5) Other
On Friday, November 2nd during our early release time, Dave asked me to go through the Teaching Partner Handbook with all of the teaching partners.
 - See Dave's Weekly Update/Board Report for other information...