



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, December 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 5:31 p.m.

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

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

Guests: Ryan Schmidt, Jennie Pirnie.

2. Spotlight Report – Audit Report from Schlenner & Wenner was given by Ryan Schmidt. The audit showed no concerns at this time, no adjustments needed, and no compliance issues.
3. Board Training - The Board in Action section of *Charter School Board University* by Carpenter was discussed, one question asked was how are we doing as a governance board? Board members will follow-up next month after each fill out the Minnesota Charter School Board of Directors Individual Board Member self-evaluation Instrument. Also considerable discussion around the strategic plan development process. Agreed input from staff was valuable.
4. Agenda – MS (Enerson/Selchert) to approve the agenda with addition of 10. B. all aye; motion carries.
5. Consent agenda – MS (Selchert/Cogley) to approve the consent agenda – no questions or concerns, all aye; motion carries.
 - a. Minutes of November 19, 2018 Meeting
 - b. Submitted Committee Reports
6. Financials
 - a. Received FY18 audit report
 - b. Received November 2018 financial statements – clarification was sought on Special Ed tuition referenced in the finance committee minutes.
 - c. MS (Kangas/Cogley) to approve November 2018 supplemental information report, with such a tight budget, board is seeking any budgeted expenses that might be reduced - color copies seem high (Dave, Kirsten, and Tara will look into this).
7. Reports
 - a. Executive & Associate Directors – see attached reports.
 - i. Personnel changes – retirement; MeiLi Harris – special education teaching partner, reinstatement; Kendra Severson – special education teaching partner, and new employment (replacement); Carol Leske – special education teaching partner.

- ii. Environmental Education Update – some brainstorming of possible local farmer who may take our compost. In the interim, the compost is still being collected and stored on the property.
 - iii. Academic Testing and Achievement Update – PLCs very productive method of looking at data and identifying strategies for students. There was some discussion around participation in NAEP and the appeal process for again receiving the high quality charter school designation
 - iv. Enrollment Update – very little room for additional students – most rooms are at maximum board set capacity.
 - v. Activities and Happenings related to the school, staff, students, families, community
- b. Board Activities – Review board committee descriptions

8. Old Business

- a. Committee assignments
 - i. Facility committee – Jennifer Thompson, DC, TE.
 - ii. Policy committee – Shari Colvin, Tara Oberg, DC, KK.
 - iii. Finance committee – Tara Oberg, Shari Colvin, Peggy Enerson, DC, KK.
 - iv. Technology – Patrick Selchert, KK, TE.
 - v. Marketing committee – Amanda Sundblad, Peggy Enerson, Patti Cogley, KK.
- b.

9. New Business

- a. MS (Colvin/Enerson) to approve renewal of Line of Credit with Citizen's Bank, not to exceed \$425,000, roll call vote unanimous; motion carries.
- b. MS (Selchert/Cogley) to approve the FY18 Audit Report as presented, roll call vote unanimous; motion carries.

10. Upcoming Meetings/Events/Announcements

- a. Board Training – Minnesota Charter School Board of Directors Individual Board Member self-evaluation Instrument, January 28, 2019 – 5:30 p.m.
- b. Next board meeting, January 28, 2019 – 5:30 p.m.
- c. Finance Committee Meeting, January 14, 2019 – 1:00 p.m.
- d. Policy/Governance Committee Meeting, January 14, 2019 – 2:00 p.m.
- e. Marketing Committee Meeting, January 23, 2019 – 3:30 p.m.

11. Adjournment 7:00 p.m.

Respectfully submitted,
Tara Erickson



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**Executive Director Report for NDMA's Board of Directors – Dave Conrad
 Monday, December 17, 2018**

1. Enrollment for 2018-19

a. 3 years ½ day	10		
b. 4 years	14		
c. 4 years – VPK	6		
d. preschool – SpEd	4	<u>preschool total:</u>	34
e. Kindergarten	20		36
f. Kindergarten – SpEd	7		
g. First grade	25		
h. Second grade	25		
i. Third grade	20		
j. Fourth grade	39		
k. Fifth grade	20		
l. Sixth grade	34		
m. Seventh grade	10	<u>k through 7 count:</u>	200
			234
			201
			237

2. Safety/Security

- Rick Hill of NAPCO Securities conducted a security audit of our facility last week. Although there were no surprises, the audit revealed some of our vulnerabilities. I will pass the report around for your review at tonight's Board meeting, but I will not be publishing the report for public review. I do not think it is prudent to announce our vulnerabilities in this regard.
- I will prioritize the list and put a cost to the items for further review.

3. Building Finance Update

- USDA is in the process of completing the approval process for an Administrative Waiver for the loan guarantee we have been seeking. We have been providing additional paperwork as requested. They have not offered a definitive timeline for completion of the Administrative Waiver.
- USDA has confirmed that the money needed to support the waiver for NDABC is in place. Therefore, when the Administrative Waiver is complete, we will be able to set a closing date.



New Discoveries Montessori Academy

4. High-Quality Charter School

- I was notified recently that we will not receive the High-Quality Charter Schools designation for FY19 due to the following: we do not have *above average math growth* for **all** students; we do not have *above average math growth* for **Focus** students.
- We have the right to appeal with supplemental data. Ms. Kinzler is awaiting a response from MDE regarding questions about what constitutes supplemental data.

5. Teacher Licensure

- We continue to push through the challenge of helping our teachers new to NDMA and/or new to Minnesota get their licensure current. Please know that we are working with the teachers and with Minnesota Professional Educator Licensing and Standards Board to make sure all are compliant.

6. Art as a Specialist

- We are very close to being able to reintroduce Art as a specialist offering at NDMA. It is likely that we will start very small, with classes being offered for our middle school students January 4th. We are developing the curriculum and working out the logistics at this time.

7. Employment Notification

- Please see Board Employment Notification handouts for details.

8. Financial Update

- Please see the minutes of the December 10th *Finance Committee* meeting (in your Board packet).

9. Academic Achievement

- Please see Associate Director Report for update.

10. Environmental Education

- Please see Associate Director Report for update.

11. Board Training

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

12. Open Meeting

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

13. Director Evaluation

- No updates
-

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

1) Student Achievement - Data/Assessments

This year New Discoveries is participating in the NAEP (National Assessment of Educational Process) assessment. This is for our 4th graders. I have been in touch with our NAEP representative and attending the necessary training to implement this assessment. (NAEP Handout)

The National Assessment of Educational Progress (NAEP) is the largest nationally representative and continuing assessment of what our nation's students know and can do in various subjects such as mathematics, reading, science, and writing. The results of NAEP are released as The Nation's Report Card.

HQCS (High Quality Charter School) - I have contacted Patrick Donnell at MDE to find out more information about being designated a HQCS and what other types of assessment information we can submit. Math growth is what has been identified as the missing measures for NDMA and is needed for the HQCS designation.

Classroom teachers have been integrating practice problems in their math and reading curriculum to help students prepare for the MCAs.

We will do our winter benchmarking for AimsWeb in January followed by our NWEA MAP assessment.

2) Environmental Education/Focus on our environment

Environmental Literacy Plan was shared with Instructional Leadership Team (ILT) and then at our Professional Learning Communities (PLC). Staff has been utilizing the Outdoor Classroom Binder to record their time spent in nature and their Jeffers Journals for students to record their observations.

We are in need of someone who can utilize our breakfast/lunch compost food as our local farmer is no longer available. If you know of anyone, please let me know.

3) Marketing/Fundraisers

Monday, January 14th – NDMA PTO Restaurant Fundraiser – Dairy Queen 4:30-7:30pm

4) School Happenings

Friday, December 21st – Holiday Sing-a-long – Multi-purpose room 2:30pm

No School – Monday, December 24th – Tuesday, January 1st – Holiday Break

Wednesday, January 9th – Friday, January 11th – 5th, 6th, & 7th graders to Audubon Center of the North Woods (ACNW)

5) Other

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



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 Monday, January 28, 2019**

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b.	4 years	14		
c.	4 years – VPK	6		
d.	preschool – SpEd	3	<u>preschool total:</u>	33
e.	Kindergarten	20		36
f.	Kindergarten – SpEd	7		
g.	First grade	26		
h.	Second grade	25		
i.	Third grade	21		
j.	Fourth grade	39		
k.	Fifth grade	20		
l.	Sixth grade	34		
m.	Seventh grade	10	<u>k through 7 count:</u>	<u>202</u>
				<u>201</u>
				235
				237

2. ACNW Work Group

- I met with Administrators from three of Audubon's Charter schools, and two ACNW staff members on Friday to help ACNW draft a protocol for ACNW schools seeking site and/or grade level expansions. We completed a working draft, which participants will review in the next couple of weeks.

3. Building Finance Update

- I have reached out to Brett Repulske of the USDA for an update, since his department is back in the office during the brief reprieve from the 30+ day furlough. He has not responded.
- TRJR and NDABC have signed another amendment to the commercial property purchase agreement, extending the closing date to occur on or before May 1, 2019.

4. I Noticed . . . /I wonder . . .

- I have enjoyed visiting all of our classrooms for brief walk-throughs. During each visit I write down brief comments regarding what I observe, as well as a comment or two about something "I wonder . . ." based on what I do and do not observe in the moment. Teachers are challenged to stop by and visit with me within 48 hours of my visit so that we may have a brief conversation about what I noticed, and about what I wonder.



5. Student Art Work

- I have been working with Wendy Ebert, Title I Teaching Partner, to set up a mini gallery in the main hallway where we will display student art work on a rotating basis. Three or four works of art will be displayed at one time for a couple of weeks. Students may submit work that is done at home or at school.

6. Remediation

- Kirsten and I are working with co-teachers in one of our classrooms to provide support for the teachers implementing improvements in their classroom management and curriculum implementation. We have noted progress, and are hopeful for more of the same.

7. Lead/Mentor Teacher Support

- I have been meeting with our lead/mentor teachers (QComp) to map out a course of action for establishing consistency and continuity from classroom to classroom with curriculum. This relates both to the progress we have made developing the Year Long Learning Progression (YLLP), and articulating the Montessori Principles (attached).
- Our professional development will be impacted by this work, beginning with upcoming training to support utilization Montessori math materials in every classroom.

8. Art as a Specialist

- Gabri Erickson began facilitating art class for Erdkinder students on January 4th. She provides lessons on Mondays and Fridays. The response on the part of students has been very positive.

9. Mental Health Support for Students and Families

- On January 4th, we hosted a meeting for several local mental health providers who are serving students at NDMA. We received very positive feedback, and some constructive suggestions from those participating in the meeting. We are planning to meet with providers again this spring.

10. Weather Makeup Days

- Kirsten and I will bring a proposal forward at the regular meeting of NDMA's Board of Directors in February for potential make-up days for weather-related cancellations.

11. Financial Update

- Please see the minutes of the January 18th *Finance Committee* meeting (in your Board packet).



12. Board Training

- Please see attached flier from MACS for upcoming Charter School Board Member training opportunities.

Associate Director
Kirsten K Kinzler
Board Report
Monday, January 28th, 2019

1) Student Achievement - Data/Assessments

Winter benchmarking for FAST has been completed and students are completing their NWEA MAP assessment.

Teachers are discussing FAST student results at their PLC as the scores seemed to be lower across all grade levels. We wonder if it's because we had a change in the administration of this benchmark instrument. We did the FAST benchmarking for the first time on the computers. (It is no longer available as a paper/pencil assessment.)

I have completed the training and paperwork for the upcoming NAEP assessment for select 4th graders on February 7th.

2) Environmental Education/Focus on our environment

Wednesday, January 9th – Friday, January 11th - We sent (48) 5th, 6th, & 7th grade students to Audubon this year! They had nice weather, learned the value of only taking what they can eat at the buffet table, and enjoyed team-building activities and the great outdoors.

NOTE: We are in need of someone who can utilize our breakfast/lunch compost food as our local farmer is no longer available. If you know of anyone, please let me know.

3) Marketing/Fundraisers

Monday, February 11th – NDMA PTO Restaurant Fundraiser – Unhinged Pizza, Glencoe 4:00-8:00pm

Monday, March 18th - NDMA PTO Restaurant Fundraiser – Dairy Queen 4:30-7:30pm

Monday, April 8th – NDMA PTO Restaurant Fundraiser – Unhinged Pizza, Glencoe 4:00-8:00pm

Monday, May 13th - NDMA PTO Restaurant Fundraiser – Dairy Queen 4:30-7:30pm

4) School Happenings

On Friday, January 18th, we had a Professional Development Day where administration met with our teaching team as a Joint PLC to discuss Montessori Principals, Teaching Partner Expectations, and the Math Power Standards. We also had our 4th session on Compassion Fatigue & Resilience led by our school psychologist, Betsy Christian.

February 24th-March 2nd – Montessori Education Week

Friday, February 8th – Family Movie Night – sponsored by the PTO. Movie “Paddington 2”. 6:30pm.

Thursday, February 28th – Family Discoveries Night – Theme: Math Games. We will also have our play production of “The Velveteen Rabbit” on this evening. 5:00pm – Supper. 5:30-6:15pm – Math Activities. 6:30-7:30pm – Play.

5) Other

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