



1000 Fifth Avenue SE, Hutchinson, Minnesota 55350 320.234.6362(w) 320.234.6300(f) [www.newdiscoveries.org](http://www.newdiscoveries.org)

### **Official Board of Directors**

#### **Meeting Minutes**

Monday, February, 2019

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 6:05 p.m.

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

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

Guests: Michelle Nonnemacher, Michelle Nadeau, Jennie Pirnie, Tracy Lemmers.

2. Spotlight Report – Rhianon Sargent, ACNW Charter School Authorizing Specialist, our liaison with ACNW spent the day observing and visiting with students and staff. She will send feedback on her visit
3. Board Training – Discussed board members strengths and concerns after each filled out the Minnesota Charter School Board of Directors Individual Board Member Self-Evaluation Instrument. Central question was, “How are we doing as a governance board?” A suggestion was made that we discuss the contract with our authorizer so board members know what is required.
4. Agenda – MS (Sundblad/Kangas) to approve the agenda, all aye; motion carries.
5. Consent agenda – MS (Selchert/Sundblad) to approve the consent agenda, all aye; motion carries.
  - a. Minutes of December 17, 2018 Meeting
  - b. Submitted Committee Reports – Question asked regarding property taxes. Conrad reported NDMA will need to pay 2019 calendar year property taxes of ~\$104,000. Not certain if some of the taxes are included in the building purchase loans and will be paid at the time of the closing.
6. Financials
  - a. Received December 2018 financial statements
  - b. Received January 2019 financial statements – food service received a couple of thousand dollars in commodity donations of frozen turkey that will affect bottom line in a positive direction.
  - c. MS (Colvin/Kangas) to approve December 2018 and January 2019 supplemental information reports – no unexpected expenses - roll call vote unanimous; motion carries.
7. Reports
  - a. Executive & Associate Directors – see attached reports.
    - i. Personnel changes – resignations, dismissals, reassignments, and new employments
    - ii. Strategic Plan Update
    - iii. Environmental Education Update – graphs are up for tracking ORT (the food thrown away after lunch) in the lunchroom.

- iv. Academic Testing and Achievement Update- NAEP assessment for select 4<sup>th</sup> graders will happen on March 5<sup>th</sup>.
- v. Enrollment Update – down by one at this time (moved out of town).
- vi. Activities and Happenings related to the school, staff, students, families, community – there has been a couple of Marketing meetings, PTO restaurant fundraisers, Family Discoveries Night on Thursday, Feb. 28<sup>th</sup>.
- b. Board Activities – Review board committee descriptions to check for updates needed. Policy/Governance committee is not recommending any changes at this time. Only description that may need revision is facilities committee – replace all references to NCA and add NDABC as appropriate.

8. Old Business

- a. none

9. New Business

- a. MS (Kangas/Thompson) to approve revisions both verbal and written brought forth on review and revisions of policies 501P - School Weapons Policy, 502P - Search of Student Lockers, Cubbies, Personal Possessions, and Student's Person, 503P - Attendance Policy, 506P - Student Discipline, 515P - Protection Privacy of Pupil Policy – discussion led to additional edits to policies 501P, 502P, and 506P. Those edits will be made – all aye; motion carries.
- b. MS (Thompson/Sundblad) to approve keeping the 18-19 calendar as it stands with no make-up days – administration will check to see if changes to calendar will be needed for 3 yr olds, all aye; motion carries.
- c. Annual Meeting will be Monday, April 15, 2019 at 3:30 p.m.
- d. Form nominating committee for board elections at the annual meeting – Oberg & Kangas will serve to find nominations. Listed below are the open positions and board members who have completed or vacated their terms.
  - i. 2 community members – Colvin and vacancy by Pirnie 3yr and 2yr terms open
  - ii. 1 teacher – Kangas 3yr term open
  - iii. 1 parent – Sunblad 3yr term open
- e. MS (Oberg/Sundblad) Be it resolved that the board of New Discoveries Montessori Academy supports the \$4.8 million dollar financing with Old National Bank, Citizens Bank of Hutchinson, & Propel for the purchase price of the facility at 1000 Fifth Avenue SE, Hutchinson, MN by NDABC and to secure a bridge loan in the amount of \$300,000.00 for the costs related to the facility purchase, roll call vote unanimous; motion carries.

10. Upcoming Meetings/Events/Announcements

- a. Next board meeting, March 18, 2019 – 5:30 p.m. (finance training)
- b. Finance Committee Meeting, March 11, 2019 – 1:00 p.m.
- c. Policy/Governance Committee Meeting, TBD
- d. Marketing Committee Meeting, March 6, 2019 – 3:30 p.m.
- e. Board Training – Reading and Understanding NDMA Financial Statements – Dustin Reeves, facilitator, March 18, 2019 – 5:30 p.m.

11. Adjournment 7:49 p.m.

Respectfully submitted,  
Tara Erickson



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**Executive Director Report for NDMA's Board of Directors – Dave Conrad  
 Monday, February 25, 2019**

**1. Enrollment for 2018-19**

a. 3 years ½ day	11		
b. 4 years	14		
c. 4 years – VPK	6		
d. preschool – SpEd	3	<u>preschool total:</u>	34
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	21		
l. Sixth grade	33		
m. Seventh grade	10	<u>k through 7 count:</u>	<u>202</u>
			<u>236</u>
			<u>237</u>

**2. Building Finance Update**

- Brett Repulske of USDA confirmed recently that they received a concurrence memo from DC this morning (February 14<sup>th</sup>) and notification that funds have been loaded in our account for obligation.
- Old National Bank, Citizens Bank of Hutchinson, & Propel for Nonprofits are collaborating on \$4.8 million dollar financing for the purchase price of the facility. Propel for Nonprofits and Charter School Development Corporation are collaborating on a bridge loan in the amount of \$300,000.00 to cover costs incurred as a result of the building purchase, and to pay off the note on the kitchen equipment, etc.
- NDMA needs to pass a resolution supporting the purchase of the facility at 1000 Fifth Avenue SE, Hutchinson, Minnesota by New Discoveries Affiliated Building Company for \$4.8 million. In addition, NDABC will also secure a bridge loan in the amount of \$300,000.00 for costs related to the facility purchase.

**3. Weather Make-up Days**

- According to our calculations we still have some flexibility in our calendar relative to the required minutes for kindergarten through sixth grade. We are still seeking clarification from MD regarding early childhood special education, and seventh grade.

**Associate Director**  
**Kirsten K Kinzler**  
**Board Report**  
**Monday, February 25<sup>th</sup>, 2019**

1) Student Achievement - Data/Assessments

Students completed their NWEA MAP assessment.

Teachers will share student assessment results with families at our upcoming Parent-Teacher Conferences, Thursday, March 7<sup>th</sup> and Friday, March 8<sup>th</sup>.

NAEP assessment for select 4<sup>th</sup> graders on March 5<sup>th</sup>. (Rescheduled from February 7<sup>th</sup> due to the snow.)

2) Environmental Education/Focus on our environment

From Michelle Nonnemacher: There are 2 graphs on the wall in the Multi-Purpose room. These graphs are for students to see how much food we are throwing away every day and how much that adds up each month.

Ort (Noun) Usually orts. A scrap or morsel of food left at a meal.

Origin of ort (1400-50) - late Middle English

To be more environmentally friendly, we would like to reduce the amount of food waste we have every day! These graphs will make it more real for the students.

(Repeat) 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 – Please join us!!!

Wednesday, March 6<sup>th</sup> – Marketing Committee Meeting 3:30-4:30pm.

(See Marketing Committee Notes from December and January.)

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

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

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

4) School Happenings

Updates/Changes to NDMA School Calendar

Lots of weather! Late starts and snow days! <sigh>

February 24<sup>th</sup>-March 2<sup>nd</sup> – Montessori Education Week

Thursday, February 28<sup>th</sup> – 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...