



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, March 18, 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 5:35 p.m.

Voting members present: Tara Oberg, Patrick Selchert, Peggy Enerson, Patti Cogley, Amanda Sundblad, Spencer Kangas. Via conference call: Shari Colvin from Jim's Clock Shop, 42566 W. Almira Dr, Maricopa, AZ 85138.

Absent: Jennifer Thompson.

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

2. Guests: Kim Ortloff, E2 Teacher.
3. Spotlight Report – Dustin Reeves led the board finance training at the end of regular business in lieu of spotlight report.
4. Agenda – MS (Enerson/Kangas) to approve the agenda with the following changes: replace Rhianon Sargent in the spotlight report with Dusting Reeves and board finance training, add weather make-up days to Old Business, refer New Business items b & c to finance committee prior to the board taking action, change New Business item a to discussion of FY20 calendar rather than approve FY20 calendar, and change date of board training under upcoming events to April 15, 2019. Roll call vote unanimous; motion carries.
5. Consent agenda – MS (Sundblad/Cogley) to approve the consent agenda, all aye; motion carries.
 - a. Minutes of February 25, 2019 Meeting
 - b. Submitted Committee Reports
6. Financials
 - a. Received February 2019 financial statements – it was nice to see a positive fund balance for this fiscal year. Additional updates in the coming months should show additional increases to the general fund balance.
 - b. MS (Selchert/Kangas) to approve February 2019 supplemental information report – rounding adjustment in moving accounts led to a three cents error. Roll call vote unanimous; motion carries.
7. Reports
 - a. Executive & Associate Directors – please see the attached report.
 - i. Personnel changes – resignations – Jeremy Harris, special education teaching partner, and new employments – Mary Holtz, special education teaching partner and Krystal Poquette, kitchen staff. There is a candidate for the early childhood special education teacher position for next year.
 - ii. Strategic Plan Update – the process went very well with the staff included. Will work with a May date to have staff provide input again this year.

- iii. Environmental Education Update – on arbor day the third grade students will plant six new trees on the property.
- iv. Academic Testing and Achievement Update – Kinzler completed training to administer ACCESS test to the four ELL students that have been identified as possibly needing ELL services. MCA testing coming up soon.
- v. Enrollment Update – For next year, we are only eight k-8 students short of full enrollment (18 short of numbers used in financials for building purchase), and there are only four additional preschool spots open. The Preschool Open House will be this coming Saturday.
- vi. Next month a walk through of the building is planned to look at option for remodel to provide larger 7/8 classrooms and additional bathrooms. Will get preliminary quotes for April finance committee meeting. Want to get plan in to the city early for the permitting process.
- vii. Activities and Happenings related to the school, staff, students, families, community – Plan to participate in We Care About our Kids day at the Hutchinson Mall, and PTO is sponsoring a Native African Drum lyceum.
- b. Board Activities – Dustin Reeves explained the purpose of and how to read the various sections of the financial statements. He also answered board member questions. Ultimately, board members would like to grow the fund balance to 20% of income.

8. Old Business

- a. MS (Sundblad/Enerson) to add May 28 – 30 to the preschool calendar. Roll call vote unanimous; motion carries.
- b. MS (Enerson/Cogley) to add event on May 17/18 to increase middle school calendar hours pending sufficient supervision. Roll call vote unanimous; motion carries.

9. New Business

- a. Approve FY20 school calendar – many things to consider before finalizing a new calendar such as start and end dates, spring break, late start or early out for staff development, number of August work days, summer school or day camps with a special science, geography and/or technology focus, etc. – tabled
- b. Approve FY20 salary Structure – tabled
- c. Approve FY20 staff benefit package – tabled

10. Upcoming Meetings/Events/Announcements

- a. Annual meeting of the membership, April 15, 2019 – 3:30 p.m.
- b. Next board meeting, April 15, 2019 – 4:30 p.m.
- c. Finance Committee Meeting, April 8, 2019 – 1:00 p.m.
- d. Policy/Governance Committee Meeting, April 8, 2019 – 2:00 p.m.
- e. Board Training – Employment Matters for Charter Schools – Dave Conrad, facilitator, April 15, 2019 – 4:30 p.m.

11. Adjournment 8:35 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, March 18, 2019

1. Building Finance Update

- Kirsten and I will participate in a conference call on Wednesday with all of the bankers and lawyers involved in the transaction. We will review a lengthy closing checklist during at this time. USDA Rural Housing Service (Brett Repulske) will be going over the checklist on their own prior to Wednesday's meeting.
- I am fairly confident we will be able to establish at least a tentative closing date after we make it through the items on the checklist.

2. Weather Make-up Days

- I recommend that we add the following preschool dates to this year's calendar: Tuesday, Wednesday and Thursday, May 28th, 29th & 30th.
- I recommend that we add the following middle school dates to this year's calendar: Friday, May 17th, from 3:15 p.m. to midnight, and Saturday, May 18th, from 12:01 a.m. to 9:15 a.m. (18 hours).

3. Enrollment for 2018-19

a. 3 years ½ day	9			
b. 4 years	9			
c. 4 years – VPK	6			
d. preschool – SpEd	11	<u>preschool total:</u>	35	36
e. Kindergarten	20			
f. Kindergarten – SpEd	7			
g. First grade	26			
h. Second grade	24			
i. Third grade	22			
j. Fourth grade	39			
k. Fifth grade	21			
l. Sixth grade	33			
m. Seventh grade	10	<u>k through 7 count:</u>	202	201
			237	237



2. Enrollment Update for 2019-2020

<u>Preschool</u>		<u>actual</u>	<u>+/-</u>	<u>ideal</u>	<u>+/-</u>	<u>projected</u>	
a.	3 years ½ day	10	+ 1	9	(2)	12	
b.	4 years	19	(2)	21	(5)	24	
c.	4 years – VPK						
d.	Preschool - SpEd						
		29	(1)	30	(7)	36	subtotal
<u>K through 8th grade</u>		<u>actual</u>	<u>+/-</u>	<u>ideal</u>	<u>+/-</u>	<u>projected</u>	
e.	preschool – SpEd						
f.	Kindergarten	29	(1)	30	+5	24	
g.	Kindergarten – SpEd						
h.	First grade	26	+ 2	24	+2	24	
i.	Second grade	26	+ 2	24	+2	24	
j.	Third grade	25	1	24	+1	24	
k.	Fourth grade	24	(3)	27	(6)	30	
l.	Fifth grade	37	+10	27	+7	30	
m.	Sixth grade	22	(5)	27	(8)	30	
n.	Seventh grade	31	+ 4	27	+1	30	
o.	Eighth grade	10	(17)	27	(15)	25	
		230	(7)	237	(11)	241	subtotal
		259	(8)	267	(18)	277	grand total