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### **Official Board of Directors**

#### **Meeting Minutes**

Monday, July 15, 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 6:07 p.m.  
Voting members present: Patrick Selchert, Peggy Enerson, Spencer Kangas, Shari Colvin, Tara Oberg. Absent: Amanda Sundblad, Patti Cogley, Jennifer Thompson.  
Non-voting members: Dave Conrad, Tara Erickson, Kirsten Kinzler. Absent: Dustin Reeves.
2. Guests: none.
3. Spotlight Report – No report this month
4. Agenda – MS (Selchert/Enerson) to approve the agenda as presented, with changes as follows, the date of the meeting, Chuck to Dustin Reeves in 11.K and add to 11.I.iv. accounts payable officer -\$500, all aye; motion carries.
5. Board of Directors Code of Ethics (reminder that all were given a copy of cod of ethics when joining the board)
6. Election of Officers MS (Colvin/Selchert ) move to elect by acclamation the names and positions as listed, all aye; motion carries.
  - a. Chair – Tara Oberg
  - b. Vice Chair – Patrick Selchert
  - c. Secretary – Shari Colvin
  - d. Treasurer – Peggy Enerson
7. Consent agenda – MS (Oberg/Selchert) to approve the consent agenda, all aye; motion carries.
  - a. Minutes of June 17, 2019 Meeting
  - b. Submitted Committee Reports
8. Financials
  - a. June 2019 financial statements not ready at time of meeting – Bergan KDV finalizing reports for end of the fiscal year.
  - b. MS (Enerson/Kangas) to approve June 2019 supplemental information report, questions were answered in the finance committee meeting notes – roll call vote unanimous; motion carries.
9. Reports
  - a. Executive & Associate Directors - please see attached reports.
    - i. Personnel changes – resignations, dismissals, reassignments, and new employments – none at this time
    - ii. Strategic Plan Update – Kinzler and Erickson worked on Dynamic Leadership goals.

- iii. Environmental Education Update – our outdoor classroom is being assembled and materials and supplies are being ordered. We are excited for our E3 students to have this as a new learning space and support for our environmental science curriculum.
- iv. Academic Testing and Achievement Update – NWEA DATA has been compiled. Kinzler shared the results. Board requested Kinzler provide NWEA data for past five years so trend may be observed.
- v. Enrollment Update – remains steady.
- vi. Activities and Happenings related to the school, staff, students, families, community – NDMA will host the Hutch Health Advisory Committee for the next year while the hospital is under construction. NDMA will participate in the Cokato parade in August. Wednesday, August 7<sup>th</sup> is the NDMA PTO Family Pool Party.
- vii. Conrad presented Q-comp report.
- b. Board Activities – FY20 Strategic Plan- tabled to next meeting when all are present.

#### 10. Old Business

- a. MS (Colvin/Enerson) to approve Employee Benefits, Switch from Lincoln to Met Life for better coverage, lower rates, no more excessive paperwork for Bergan KDV in January, better vision benefits (VSP) and able to purchase \$100k in Life Insurance without any additional health questionnaire – roll call vote unanimous; motion carries.
- b.

#### 11. New Business

- a. Change Board Designation status from Parent to Community Member – Jennifer Thompson – Tabled.
- b. Board Meeting Schedule – Tabled
  - i. Day of the month
  - ii. Start time
  - iii. Location
- c. Board Members Conflict of Interest Disclosure – none at this time.
  - i. Authorizer Statement of Assurances
  - ii. Building Lease
  - iii. Monthly Conflict of Interest Disclosure(s) as needed
- d. Confirm/appoint members of board of directors of (School) Building Company – Tabled.
  - i. 2018-19 Appointees: David Conrad, Kirsten Kinzler, Tara Erickson
- e. Committee Assignments – Tabled.
  - i. Finance Committee
  - ii. Policy/Governance Committee
  - iii. Marketing Committee
  - iv. Technology Committee
  - v. Facilities Committee
  - vi. NDMA Instructional Leadership Team
  - vii. MS (Colvin/Oberg) to approve as written 11.f. – 11.m. with the inclusion of the following amounts in 11.i.-iv., Board Appointed Administrator - \$10,000, Associate Director - \$5,000, Administrative Assistant - \$500, Accounts Payable Officer - \$ 5,000 – roll call vote unanimous; motion carries.
- f. Designation of Financial Manager
  - i. Dustin Reeves
- g. MDE Designations
  - i. Designate MDE Identified Official with Authority (IOWA), Dave Conrad
  - ii. Title Grant programs Authorized Representative, Dave Conrad
  - iii. Special Education Director, Tamera Pulver
- h. Designation of Depositories
  - i. Citizens Bank and Trust, Hutchinson, MN

1. Approve authorized signers on accounts
  - a. Board Chair
  - b. Board Treasurer
  - c. Board Appointed Administrator(s)
  - d. Financial Manager
- ii. MN School District Liquid Assets Fund Plus (MSDLAF+)
- i. Collateralize Funds in Excess of FDIC Insurance (currently at \$250,000) – need 110% of excess amount.
- j. Delegation of Authority to make electronic funds transfers
  - i. Financial Manager
  - ii. Board Chair
  - iii. Board Treasurer
  - iv. Board Appointed Administrator
  - v. Electronic Funds Transfers can be made for:
    - i. A claim for payment from an imprest payroll bank account or investment of excess money
    - ii. Payment of federal, state, and unemployment taxes (deductions and/or benefits)
    - iii. Payment of contributions to the Teachers Retirement Association (TRA) and the Public Employee Retirement Association (PERA) (deductions and benefits)
    - iv. Payment of other payroll related deductions and benefits (when appropriate)
    - v. Monthly building lease payments
    - vi. Monthly payment of credit card charges
    - vii. Vendor payments (when appropriate)
    - viii. Draws and repayments for line of credit
    - ix. Other payments as approved by the school board
- k. Granting of Administrative Authority: Dustin Reeves and Judith Darling are granted Administrative authority to execute and update any and all Cash Management Agreements with Citizens Bank and Trust Co. and MSDLAF+ and to further grant authority to certain BerganKDV employees to perform activities necessary to carry out bank account-related functions and electronic transfers including, but not limited to:
  - i. Payment of: employee payroll; federal, state, and unemployment taxes (deductions and/or benefits); and other payroll related deductions and benefits (when appropriate)
  - ii. Payment of contributions to the Teachers Retirement Associations (TRA) and to the Public Employee Retirement Association (PERA) for deductions and benefits.
  - iii. Payments, including, but not limited to: building lease payments, credit card payments, and other vendor payments (when appropriate).
  - iv. Other payments authorized by the board of directors
  - v. Monitoring, reconciliation, and management of bank transactional activity
  - vi. Transfer of funds between the school's bank accounts at Citizens Bank
  - vii. Investment of excess funds
  - viii. Execution and release of pledge agreements
  - ix. Temporary and permanent ACH Limit changes
  - x. Management of Positive Pay system
- l. Credit Card Authorization – Employees authorized to have school issued card and credit limits
  - i. Board Appointed Administrator - \$10,000
  - ii. Associate Director - \$5,000
  - iii. Administrative Assistant - \$500
  - iv. Accounts Payable Officer - \$ 5,000
- m. Designation of Official Newspaper (required for posting of public notices)– Hutchinson Leader
- n. MS (Colvin/Oberg) approval of Daily and Hourly Rates of Pay (substitutes, casual workers, etc.)

- i. Substitute rates: \$125/hour teachers,
  - ii. \$12.50 teaching partner subs/support staff,
  - iii. \$25/hr. curriculum writing (effective September 1, 2019) – roll call vote unanimous; motion carries
- o. MS (Oberg/Enerson) to approve designation of Ratwik, Roszak, and Maloney as school attorneys and authorization for Board Chair or Board Appointed Administrator to access as needed, roll call vote unanimous; motion carries.
- p. As recommended by finance committee, approve extending our contract with Bergan KDV for financial services at the following rates: 2019-2020 - \$4,500/month; 2020-21: \$4,635/month; 2021-22: \$4,775/month, roll call vote unanimous; motion carries.
- q. As recommended by finance committee, approve extending our contract with Tamera Pulver for Special Education Director services at the following rate: 2019-20 - \$15,000/year, roll call vote unanimous; motion carries.
- r. Acknowledged receipt of ACNW Sounding Board #6 on Charter Board Meeting Agendas.

12. Upcoming Meetings/Events/Announcements

- a. Board, Teachers and Administration Meet & Greet, August 19, 2019 – 4:00 p.m.
- b. Board work on FY20 Strategic Plan goals, August 19, 2019 – 4:30 p.m.
- c. Next board meeting, August 19, 2019 – 5:30 p.m.
- d. Finance Committee Meeting, August 12, 2019 – 1:00 p.m.
- e. Policy/Governance Committee Meeting, August 12, 2019 – 2:30 p.m.
- f. Cokato Corn Carnival Parade, August 12, 2019 – 6:20 p.m.

13. Adjournment 7:17 p.m.

Respectfully submitted,  
Tara Erickson



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## Executive Director Report for NDMA's Board of Directors – Dave Conrad, Monday, July 15, 2019

### 1. Building & Grounds Updates

- We were able to separate our building permit applications into requests for two permits. This allowed the building inspector to approve a permit for the doorway and wall modifications a couple of weeks ago. All new doorways are cut, and old doorways have been framed in for walls.
- We received a permit today for the bathroom project. We will commence work on the bathroom project as soon as tradespeople become available (they've been working at other sites while waiting for our permit to be approved).
- Under the direction of project engineer, Sam Colvin, a crew of capable helpers – Tim Kinzler, Devin Kinzler, Gabri Erickson, (little) Sam Colvin, and Dave Conrad – have spent a couple mornings assembling the framework for the new greenhouse. We should complete the project in the next few days, and will move on to install a paver patio on the west end of the greenhouse, as part of our *outdoor classroom*.
- Tim, Devin, Gabri and I weeded around the perimeter of the building last week, and installed new mulch all the way around.

### 2. Staffing Updates for 2019-20

- *We have have two full-time teaching vacancies for 2019-20: one general education position for Elementary II – Walnut; one general education position for Erdkinder (new section of middle school).* We have a second interview for a finalist for the EII vacancy tomorrow and will be scheduling a first-round interview for an Erdkinder candidate this week.



### 3. Quality Compensation (QComp) Annual Report

- We have had more applicants for our annual QComp Lead/Mentor positions than ever before: two for the *Special Education* Lead/Mentor position; two for the *Children's House* Lead/Mentor position; one for the *Elementary I* Lead/Mentor position; two for the *Elementary II* Lead/Mentor position; and one for the *Erdkinder* Lead/mentor position. We will be selecting the *five* positions by the end of the week.
- For the first time in NDMA's history, 100% of Teachers eligible for the evaluation salary augmentation through QComp qualified for the salary augmentation of \$671.20.

### 4. Contract Renwal with ACNW

- Ms. Kinzler and I will begin the process of completing the tasks necessary to pursue contract renewal with Audubon Center of the North Woods. One element of this involves a site visit on December 3<sup>rd</sup> by an ACNW team. You will be invited to participate in this process when we have more details.

### 5. Planning for Back-to-School Meetings with Staff

- Planning is underway for Back-to-school meetings with staff. Administration has partnered with our Instructional Leadership Team (ILT) to design a process that is bent more towards learning and orientation, rather than jumping through (required) hoops, as we've done in the past. We will be providing links for employees to complete the required elements (e.g. blood-borne pathegens) prior to our back-to-school days, so that we can devote our on-site time to touring Montessori classrooms at every level, practicing Grace and Courtesy, Practical Life, components of the Responsive Classroom (like morning meetings), and playground and lunchroom protocol.



## 6. Post-New Discoveries Planning with Erdkinder Families

- Administration will be meeting with New Century Academy administration to discuss helping NDMA families constructively examine New Century Academy as a potential option for some of our students post-NDMA. We will do the same for other area options that offer 9<sup>th</sup> through 12<sup>th</sup> grade. This effort is based on parent requests. A handful of families have expressed a desire that we extend opportunities at NDMA to include a 9<sup>th</sup> through 12<sup>th</sup> grade option. We have said that we are not pursuing such an option at this time.

## 7. Enrollment for 2019-2020

<u>Preschool</u>	<u>actual</u>	<u>+/-</u>	<u>ideal</u>	<u>+/-</u>	<u>projected</u>	
a. 3 years ½ day	9		9	(3)	12	
b. 4 years	24	+3	21		24	
c. 4 years – VPK						
d. <u>Preschool - SpEd</u>						
	33	+3	30	(3)	36	subtotal
<u>K through 8<sup>th</sup> grade</u>	<u>actual</u>	<u>+/-</u>	<u>ideal</u>	<u>+/-</u>	<u>projected</u>	
e. preschool – SpEd						
f. Kindergarten	30		30	+6	24	
g. Kindergarten – SpEd						
h. First grade	25	+1	24	+1	24	
i. Second grade	27	+3	24	+3	24	
j. Third grade	26	+2	24	+2	24	
k. Fourth grade	23	(4)	27	(7)	30	
l. Fifth grade	33	+6	27	+3	30	
m. Sixth grade	22	(5)	27	(8)	30	
n. Seventh grade	26	(1)	27	(4)	30	
o. <u>Eighth grade</u>	11	(16)	27	(14)	25	
	223	(14)	237	(18)	241	subtotal
	256	(11)	267	(21)	277	grand total

**Associate Director  
Kirsten K Kinzler  
Board Report  
Monday, July 15<sup>th</sup>, 2019**

- 1) Student Achievement - Data/Assessments  
NWEA DATA data has been compiled.

We currently have (34) students registered for our ESY Summer School program! Transportation is being coordinated (Labraaten vans). We will have (4) licensed staff and a few Teaching Partners (TBD).

- 2) Environmental Education/Focus on our environment  
I am working on completing our EE Survey for ACNW to be submitted by the end of this week.

Our Outdoor Classroom is being assembled (check it out in the backyard!) and materials and supplies are being ordered. We are excited for our E3 students to have this as a new learning space and support for our environmental science curriculum.

(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  
Due to lack of participants, we did not participate in the Lester Prairie. Our next (and final) parade is in August at Cokato. We can always use help if you'd like to hang with some fun people and get in a good walking workout!!!

Dave and I will be submitting a Back-to-School article for the Hutchinson Leader.

We continue to post employment ads for a licensed teacher in our E3 classroom and in our E2 classroom. If you know of anyone who has a teaching license and is looking for a great opportunity, encourage them to apply!

- 4) School Happenings  
On Thursday, June 27<sup>th</sup> from 6:30-8:00pm the PTO sponsored a NDMA Family Movie Night – Lego Movie 2. (30) students and their families attended this event where they enjoyed seeing their friends and classmates as well as eating 'real' movie popcorn from the State Theatre! Good event!

Thursday, August 1<sup>st</sup> 9:00am-1:00pm – Bus/Van Driver Training (Session 1)

Presenters: Dave Conrad, Kirsten Kinzler, Eric Labraaten

Tuesday, August 6<sup>th</sup> – Thursday, August 8<sup>th</sup> & Tuesday, August 13<sup>th</sup> – Thursday, August 15<sup>th</sup> – ESY Summer School

Wednesday, August 7<sup>th</sup> – FAMILY POOL PARTY at Hutchinson Aquatic Center

Monday, August 12<sup>th</sup> 6:00pm – Cokato Corn Carnival Parade

Thursday, August 15<sup>th</sup> 9:00am-1:00pm – Bus/Van Driver Training (Session 2)

Presenters: Dave Conrad, Kirsten Kinzler, Eric Labraaten

Monday, August 19<sup>th</sup> – Thursday, August 22<sup>nd</sup> – Back-to-School Professional Development/Work Days

Thursday, August 22<sup>nd</sup> 5:30-7:30pm – B2S (Back-to-School) Open House

Monday, August 26<sup>th</sup> – First Day of School!

- 5) Other

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