



New Discoveries

Montessori Academy

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, August 19, 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 5:30 p.m.
Voting members present: Patrick Selchert, Peggy Enerson, Spencer Kangas, Shari Colvin, Tara Oberg, Amanda Sundblad, Patti Cogley. Absent: Jennifer Thompson.
Non-voting members: Dave Conrad, Tara Erickson, Kirsten Kinzler. Absent: Dustin Reeves.
2. Guests: none.
3. Spotlight Report – No report this month because of continuing work on FY20 Strategic Plan.
4. Agenda – MS (Kangas/Hoerner) to approve the agenda as presented, all aye; motion carries.
5. Consent agenda – MS (Kangas/Selchert) to approve the consent agenda, all aye; motion carries.
 - a. Minutes of July 17, 2019 Meeting
 - b. Submitted Committee Reports – none this month
6. Financials
 - a. June 2019 financial statements – Ending balance less than expected because of the way enrollment was counted. The reporting spreadsheet will be updated so this type of under-reporting enrollment does not happen in the future. There was also a final payment made for special education transportation amounting to ~ \$170,000 – the school’s portion of this payment (10%) was not accounted for in the budget. Reeves, Conrad and Kinzler went through all financial data input prior to closing the books for the fiscal year. No July 2019 financial statements because of relatively little activity the first month of the fiscal year.
 - b. MS (Colvin/Enerson) to approve July 2019 supplemental information report – with the end of the year some items included in the report were debited out, role call vote unanimous; motion carries.
7. Reports
 - a. Executive & Associate Directors - please see attached reports.
 - i. Personnel changes – resignations: Terri Parker (E1 SpEd Teacher), new employments: Hannah Scholten (General Education Teacher), Tamara Polzin (General Education Teacher/ESL/ Reading Interventionist), Jennifer Gumerov (SpEd Teacher), Carrie Wittenberg (Developmental Adaptive Physical Education 26), Kris Gross (Special Education Teaching Partner), Audri Erickson, (Special Education Teaching Partner), Briana DeMars (Special Education Teaching Partner), Amber Ramirez Pacheco, (Special Education Teaching Partner for Behavioral Support), Ludmila Palkova (Food Service), Cindy Decker (Food Service).
 - ii. Strategic Plan Update – will continue work on next month prior to the meeting.
 - iii. Environmental Education Update – will be included in annual report this fall.
 - iv. Academic Testing and Achievement Update – school report card will soon be coming out on NDMA website.
 - v. Enrollment Update – enrollment is down and up, day by day right now.

- vi. Activities and Happenings related to the school, staff, students, families, community: Conrad and Kinzler held a Bus/Van Driver Training that was well attended and received, NDMA participated in a couple of area parades.
 - b. Board Activities – Received a thank you note from MS Shimpa.
8. Old Business
- a. Change Board Designation status from Parent to Community Member – Jennifer Thompson - tabled
 - b. Board Meeting Schedule – will remain the same as last year
 - i. Day of the month: Third Monday
 - ii. Start time: 5:30 p.m.
 - c. Location Committee Assignments
 - i. Finance Committee – Peggy Enerson, Tara Oberg, Shari Colvin
 - ii. Policy/Governance Committee – Tara Oberg, Shari Colvin
 - iii. Marketing Committee – Amanda Sunblad, Patti Cogley
 - iv. Technology Committee – Patrick Selchert
 - v. Facility Committee – Jennifer Thompson
 - vi. NDMA Instructional Leadership Team – Shari Colvin, Peggy Enerson
 - d. Confirm/appoint members of board of directors of (School) Building Company
 - i. MS (Colvin/Sunblad) to confirm 2019-20 appointees: David Conrad, Kirsten Kinzler, Tara Erickson, all aye; motion carries.
9. New Business
- a.
10. 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, September 16, 2019 – 5:00 p.m.
 - d. Finance Committee Meeting, September 9, 2019 – 1:00 p.m.
 - e. Policy/Governance Committee Meeting, September 9, 2019 – 2:30 p.m.
11. Adjournment 6:20 p.m.

Respectfully submitted,
Tara Erickson



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Executive Director Report for NDMA's Board of Directors – Dave Conrad, Monday, August 19, 2019

1. Building & Grounds Updates

- Greenhouse is almost complete. Thank you, Sam Colvin, for your volunteer expertise.
- The patio has been laid and stamped. It is beautiful! We are waiting for the cement to cure before staining and sealing it.
- The remodeling is nearing completion: sensory room, resource room, level 3 room, Tamarack classroom, technology room. These projects will be completed this week.
- The bathroom and laundry plumbing has passed inspection. We will continue to work on this project into the school year. Anticipated completion: early October.

2. Staffing Updates for 2019-20

- *We are short one special education teacher due to Terri Parker accepting a position closer to her home.*
- 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.

3. Back-to-School Meetings with Staff



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- Back-to-school meetings are in full swing. We welcomed everyone back today for four days of professional development and preparation for our first day of school.

4. 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 8th 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	23	(1)	24	+1	24	
i. Second grade	27	+3	24	+3	24	
j. Third grade	26	+2	24	+2	24	
k. Fourth grade	25	(2)	27	(7)	30	
l. Fifth grade	29	+2	27	+3	30	
m. Sixth grade	22	(5)	27	(8)	30	
n. Seventh grade	24	(3)	27	(4)	30	
o. <u>Eighth grade</u>	10	(17)	27	(14)	25	
	216	(21)	237	(25)	241	subtotal
	249	(18)	267	(28)	277	grand total

**Associate Director
Kirsten K Kinzler
Board Report
Monday, August 19th, 2019**

1) Student Achievement - Data/Assessments
MCA data will be released for the public on August 29th. I am concerned about our results and will offer more information at our September meeting.

2) Environmental Education/Focus on our environment
I am working on updating the Environmental Literacy Plan for ACNW.

3) Marketing/Fundraisers
We participated in the Cokato Corn Carnival Parade last Monday, August 12th. Beautiful night, great parade!

We continue to post employment ads for a Special Education teacher for an E1 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
Thursday, August 1st 9:00am-1:00pm – Bus/Van Driver Training. Presenters: Dave Conrad, Kirsten Kinzler, Eric Labraaten. 23 Bus/Van Drivers were present at this training. Only one session was needed as most of them were in attendance.
Follow-up includes Bus/Van Driver/Student meetings in September and another training in December over Holiday Break.

Tuesday, August 6th – Thursday, August 8th & Tuesday, August 13th – Thursday, August 15th – ESY Summer School
32 students attended and were transported to/from school via Labraaten Transportation.

Wednesday, August 7th – FAMILY POOL PARTY at Hutchinson Aquatic Center
Over 250 students and family members attended our annual PTO Family Pool Party! Wowsers! Super turnout! Successful event!

Monday, August 19th – Thursday, August 22nd – Back-to-School Professional Development/Work Days
Thursday, August 22nd 5:30-7:30pm – B2S (Back-to-School) Open House
Monday, August 26th – First Day of School!

5) Other
I am in the process of reviewing the MCA data, Annual Report, ACNW Renewal Application. Environmental Literacy Plan and Implementation I of the Charter School Program Expansion Federal Grant. Whew!

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