



New Discoveries

Montessori Academy

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Official Board of Directors

Meeting Minutes

Monday, September 16, 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 5:29 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, Dustin Reeves. Absent: none.
2. Guests: none.
3. Spotlight Report – No report this month because of continuing work on FY20 Strategic Plan.
4. Agenda – MS (Selchert/Kangas) to approve the agenda as presented, all aye; motion carries.
5. Consent agenda – MS (Enerson/Hoerner) to approve the consent agenda, all aye; motion carries.
 - a. Minutes of August 19, 2019 Meeting
 - b. Submitted Committee Reports
6. Financials
 - a. August 2019 financial statements- Reeves gave summary on financials – working budget was updated to reflect current enrollment and staffing expenses.
 - b. MS (Sundblad/Kangas) to approve August 2019 supplemental information report – didn't see anything out of line, role call vote unanimous; motion carries.
7. Reports
 - a. Executive & Associate Directors - please see attached reports.
 - i. Personnel changes – resignations: Mabelle Wessman and Kris Gross, Paraprofessionals; New Hires: Autumn Kretzmann, Debbie Rule and Roxana Ramirez, Paraprofessionals; Damian Kinzler, Custodian
 - ii. Strategic Plan Update
 - iii. Environmental Education Update – the students are going outside and journaling their environmental activities/studies.
 - iv. Academic Testing and Achievement Update – Kinzler shared some of the “drilled down” testing data from MCAs and how the data informs instruction for individual students. MDE going to NorthStar System – information from the state will look different in the future.
 - v. Enrollment Update – no change
 - vi. Activities and Happenings related to the school, staff, students, families, community: PTO is setting up restaurant fundraisers, October 4 Potato Bar to raise money for the 5th/6th grades ACNW trip and 7th/8th grades Wolf Ridge trip.
 - b. Board Activities – Continue Work on Strategic Plan Goals
 - i. Continue work of strategic plan goals
 - ii. Acknowledge receipt of Sounding Board Issue 8 from ACNW
8. Old Business

- a. Change Board Designation status from Parent to Community Member – Jennifer Thompson - tabled

9. New Business

- a. The Board acknowledges a generous \$1000 donation from the parents of a 2 NDMA students.
- b. Finance Committee recommends a transfer of NDMA's Authorizer agreement from the Audubon Center of the North Woods to MOChA, Minnesota Office of Chartering Authorizing, (comes as a motion with a second): considerable discussion concerning the benefits, process, potential costs and timing of switching authorizers – roll call vote unanimous; motion carries.
- c. Succession planning – the policy governance committee was tasked with identifying a potential succession planning policy or procedure.

10. Upcoming Meetings/Events/Announcements

- a. Board work on FY20 Strategic Plan goals, October 21, 2019 – 5:00 p.m.
- b. Next board meeting, October 21, 2019 – 5:00 p.m.
- c. Finance Committee Meeting, October 14, 2019 – 1:00 p.m.
- d. Policy/Governance Committee Meeting, October 14, 2019 – 2:30 p.m.

11. Adjournment 6:47 p.m.

Respectfully submitted,
Tara Erickson



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Executive Director Report for NDMA's Board of Directors – Dave Conrad, Monday, September 16, 2019

1. Building & Grounds Updates

- All instructional spaces are operational, including motor space (dance studio). Developmental Adaptive Physical Education (DAPE), Occupational Therapy (OT) and Physical Therapy (PT) will share the space. Later this school year, Miss Nancy will offer dance on a limited basis for EII and EIII students.
- 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. Expansion Grant Update

- Kirsten is wrapping up the implementation I (year two) phase, and rolling out the details of implementation II (year three) of the grant.
- We have taken delivery on the furnishings and most of the technology that were ordered for implementation I, including SMART Boards, tables, chairs, marker boards, room dividers and storage units.
- Curriculum and instructional materials are arriving daily.

3. Staffing Updates for 2019-20

- We are still short one special education teacher in Elementary I (Apple). *I reposted the position again today.*
- We could use two more Teaching Partners. I will continue to interview candidates this week.

4. Transfer of Authorizer

- NDMA Administration has recommended to the NDMA Board of Directors Finance Committee that NDMA transfer Authorizer from Audubon Center of the North Woods (ACNW), to Minnesota Office of Chartering Authorizing (MOChA).
- ACNW requires a letter from the Board Chair that says the NDMA Board of Directors agrees to change authorizer from ACNW to MOChA. This – in effect – suggests that we are requesting “mutual non-renewal.” In a communication to Erin Anderson at ACNW on September 10th, I said, “We respectfully request the support of Audubon Center of the North Woods as New Discoveries Montessori Academy pursues an Authorizer transfer.” I indicated that the NDMA Board of Directors will act in this regard at your regular meeting tonight. I went on to say, “We are pursuing the transfer due to recognizing that we do not have the assets to assign to Audubon’s environmental education requirements.”
- Brad Blue – of MOChA – has offered that they will have a draft contract of approval finalized by November 1, 2019.
- Erin Anderson – of ACNW – has suggested that NDMA is required (by them) to complete the renewal application process in its entirety despite our transfer request. The site visit for said renewal is not until December 5th.
- Considering this, we requested an extension of the application for renewal deadline. The request was granted, giving us an October 31st deadline.

5. Enrollment for 2019-2020

- 217 students (see Finance Committee minutes in Board packet)

**Associate Director
Kirsten K Kinzler
Board Report
Monday, September 16th, 2019**

- 1) Student Achievement - Data/Assessments
MCA data conversation. Many students have already completed their NWEA MAP Assessment. This information is especially helpful to our staff as they plan their lessons to meet our students where they are at.
- 2) Environmental Education/Focus on our environment
All classrooms have Jeffers Journals that they are using when they explore the outdoors or do their environmental lessons. The importance of logging their time spent on EE activities was stressed at our back-to-school workshops.

Parent meetings for both of our Environmental Learning Center experiences (Wolf Ridge Environmental Learning Center in Finland for 7th/8th graders and Audubon Center of the North Woods in Sandstone for our 5th/6th graders) have been held to inform families of the wonderful opportunity available for their child. I am responsible for the scholarship portion of the trip and it appears that we have quite a few families that are paying but several that are in need of financial assistance.

- 3) Marketing/Fundraisers
We had our first PTO Restaurant Fundraiser at Unhinged Pizza in Glencoe on Labor Day evening! We had a nice turnout and earned about \$150! We are working on filling out our calendar for the rest of our Restaurant Fundraisers. Stay Tuned!

The Puffins fundraiser will begin in October. Yum!

- 4) School Happenings
Follow-up meetings with Bus/Van Drivers and students were conducted last week. We will have another training in December over Holiday Break and Bus/Van Drivers and student meetings in January after the break as a gentle reminder of the bus/van rules and expectations.

- 5) Other
We began the school year ready to roll and it was so great to see all the kids and staff after our summer break!

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!

Federal Grant Budget for Implementation 2 is being completed and Implementation 1 funds are being expended.

Annual Report work will begin this month.

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