



New Discoveries *Montessori Academy*

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Official Board Meeting Agenda
Monday, July 15, 2019 – 5:30 p.m. – NDMA

1. Call Meeting to Order – Roll Call
2. Welcome/Introduction of Guests
3. Spotlight Report – No report this month because of continuing work on FY20 Strategic Plan
4. Approval of Agenda
5. Board of Directors Code of Ethics
6. Election of Officers
 - a. Chair
 - b. Vice Chair
 - c. Secretary
 - d. Treasurer
7. Approval of Consent Agenda
 - a. Minutes of June 17, 2019 Meeting
 - b. Submitted Committee Reports
8. Financial Reports
 - a. June 2019 financial statements not ready at time of meeting
 - b. Approve June 2019 supplemental information report
9. Reports
 - a. Executive & Associate Directors
 - i. Personnel changes – resignations, dismissals, reassignments, and new employments
 - ii. Strategic Plan Update
 - iii. Environmental Education Update
 - iv. Academic Testing and Achievement Update
 - v. Enrollment Update
 - vi. Activities and Happenings related to the school, staff, students, families, community
 - b. Board Activities – Continue Work on Strategic Plan Goals
10. Old Business
 - a. Approve Employee Benefits
 - b.
11. New Business
 - a. Change Board Designation status from Parent to Community Member – Jennifer Thompson
 - b. Board Meeting Schedule
 - i. Day of the month
 - ii. Start time
 - iii. Location
 - c. Board Members Conflict of Interest Disclosure
 - 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

- i. 2018-19 Appointees: David Conrad, Kirsten Kinzler, Tara Erickson
- e. Committee Assignments
 - i. Finance Committee
 - ii. Policy/Governance Committee
 - iii. Marketing Committee
 - iv. Technology Committee
 - v. Facilities Committee
 - vi. NDMA Instructional Leadership Team
- f. Designation of Financial Manager
 - i. Dustin Reeves
- g. MDE Designations
 - i. Designate MDE Identified Official with Authority (IOWA)
 - ii. Title Grant programs Authorized Representative
 - iii. Special Education Director
- 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
- I. Credit Card Authorization – Employees authorized to have school issued card and credit limits
 - i. Board Appointed Administrator - \$
 - ii. Associate Director - \$
 - iii. Administrative Assistant - \$
 - iv. Accounts Payable Officer - \$
 - m. Designation of Official Newspaper (required for posting of public notices)– Hutchinson Leader
 - n. Approval of Daily and Hourly Rates of Pay (substitutes, casual workers, etc.)
 - o. Designation of school attorney(ies) and authorization for Board Chair or Board Appointed Administrator to access as needed.
 - 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.
 - 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.
 - r. Acknowledge 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. Next board meeting, August 19, 2019 – 5:30 p.m.
- c. Finance Committee Meeting, August 12, 2019 – 1:00 p.m.
- d. Policy/Governance Committee Meeting, August 12, 2019 – 2:30 p.m.
- e. Cokato Corn Carnival Parade, August 12, 2019 – 6:20 p.m.

13. Adjournment