



New Discoveries *Montessori Academy*

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Official Board of Directors Meeting Minutes Monday, November 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 5:34 p.m.
Voting members present: Peggy Enerson, Spencer Kangas, Tara Oberg, Amanda Sundblad, Patti Hoerner, Patrick Selchert. Absent: Shari Colvin (Colvin listened in via conference call, but did not participate in voting/action items)
Non-voting members: Dave Conrad, Tara Erickson, Kirsten Kinzler. Absent: Dustin Reeves.
2. Guests: Nalani McCutcheon, with the Audubon Center of the North Woods.
3. Spotlight Report – No report this month.
4. Agenda – MS (Enerson/Sundblad) to approve the agenda; all aye; motion carries.
5. Consent agenda – MS (Sundblad/Kangas) to approve the consent agenda, all aye; motion carries.
 - a. Minutes of September 16, 2019 Meeting
 - b. Submitted Committee Reports
6. Financials
 - a. Received October 2019 financial statements, briefly discussed budget goals and information provided in committee meeting notes.
 - b. MS (Hoerner/Kangas) to approve October 2019 supplemental information report, Conrad will be meeting with Food Service Director regarding adherence to budget, role call vote unanimous; motion carries.
7. Reports
 - a. Executive & Associate Directors – please see attached reports.
 - i. Personnel changes – resignations, dismissals, reassignment – Roxana Ramirez to substitute, and new employment – Jennifer Johnson, Paraprofessional, modification – Carrie Wittenberg, .3FTE to .2FTE. There are postings for Early childhood special education teacher, Elementary special education teacher, and middle school special education teacher.
 - ii. Strategic Plan Update – none at this time
 - iii. Environmental Education Update – NDMA's 5th and 6th graders spent 3 days at ACNW in Sandstone.
 - iv. Academic Testing and Achievement Update – Kinzler shared in depth MCA data with board members
 - v. Enrollment Update
 - vi. Activities and Happenings related to the school, staff, students, families, community – tonight is another restaurant fundraiser to help the PTO raise funds for field trips. NDMA's Veterans Day program was held on November 11th this year, as usual it was a huge success honoring our veterans – guest veteran was one of our staff members. November's Family Discoveries night

was well attended. Families enjoyed a free meal, literacy stations, and the play, “Androcles and the Lion”. Our next family night is December 6th with game stations, silent auction and craft/bake sale.

- b. Board Activities: Colvin will send an email to the board with info about a board training opportunity.
 - i. Board topics: Board discussed at length Montessori principles and place at NDMA. Montessori will become a regular discussion item on the agenda.

8. Old Business

9. New Business

- a. The board accepts resignation of Jennifer Thompson as community member on the board.
- b. Consider appointing community member and/or parent to fill open board positions – tabled.
- c. MS (Sundblad/Selchert) to change March 2020 meeting date from March 16th to March 23rd, same time, all aye; motion carries.

10. Upcoming Meetings/Events/Announcements

- a. Next board meeting, December 16, 2019 – 5:30 p.m.
- b. Finance Committee Meeting, December 9, 2019 – 1:00 p.m.
- c. Policy/Governance Committee Meeting, December 16, 2019 – 5:00 p.m.

11. Adjournment 7:29 p.m.

Respectfully submitted,
Tara Erickson



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Executive Director Report for NDMA's Board of Directors – Dave Conrad, Monday, November 18, 2019

1. New Family Connection

- For the first time we will be offering “Bring your parent to specialist” week at New Discoveries. During the week of December 9th through the 13th, Parents/Guardians are welcome to join their child’s Physical Education, Music or Library class to observe and/or participate in classroom activities.
- This is a great opportunity for parents and guardians to experience some of what their children are experiencing during a school day.

1. Authorizer Transfer (MOChA) and Authorizer Renewal (ACNW)

- MOChA has set a target date of November 25th to complete their review of our application for Change in Authorizer. The MOChA Board convenes on December 7th to act on our application.
- The ACNW Board is holding a special meeting in December to make a determination regarding renewal and mutual nonrenewal for NDMA. Their normal timeline would be to put the decision past the statutory deadline for transfer applications.

2. Basketball

- Our coed Basketball began last week. We will conduct practices twice per week for 15 students through the end of February. We have a couple of scrimmages, a couple of games and one tournament on the calendar.

3. Postings

- I have posted the following positions (again):
 - o Early childhood special education teacher (preschool/kindergarten)
 - o Elementary special education teacher (first, second and third grade)
 - o Middle school special education teacher (seventh and eighth grade)



New Discoveries

Montessori Academy

Postings (continued)

- I offered two positions earlier this month. One declined (Math) after much deliberation. The other accepted (MS Special Education), only to change her mind last week due to the travel time (she lives in Buffalo). Although they plan to move this direction eventually, they are likely a couple years away from doing so.

4. Teacher Observations/Evaluations –

- I have started the next round of observations/evaluations for Teachers. This round will take us through the third week of December.

5. Experiential Learning –

- Most of our fifth and sixth graders joined four of our teachers a couple of our Teaching Partners, and several Parent volunteers for three days and two nights at the Audubon Center of the North Woods. Although it was cold and windy, the sun shone brightly for most of the time.
- Students, staff members and parent volunteers enjoyed team building activities, environmental learning activities, rock climbing, archery and other activities in a beautiful setting.

6. Applications and Reports -

- Thank you, Mrs. Kinzler, for leading the charge in getting the applications for renewal (ACNW), and transfer (MOChA), the Annual Report, and the World's Best Workforce Report out on time. Thanks to everyone who contributed to the effort.

7. Schoolwide vs. Targeted

- Our Instructional Leadership Team (ILT) will begin the process of setting up a Comprehensive Needs Assessment (CNA) as the next step in determining whether we will change our status to Schoolwide.

**Associate Director
Kirsten K Kinzler
Board Report
Monday, November 18th, 2019**

1) Student Achievement - Data/Assessments

Assessment Data is available in the Annual Report and Assessment Document submitted to ACNW. (see handout)

2) Environmental Education/Focus on our environment

Our 5th/6th graders went to Audubon Center of the North Woods in Sandstone Monday, November 11th through Wednesday, November 13th. The students and staff very much enjoyed their time at the ELC.

All classrooms are keeping track of their outdoor classroom experiences so that we can track this EE goal.

3) Marketing/Fundraisers

Our next PTO Restaurant Fundraiser is tonight at Culvers! It is being hosted by the E3 Winkle/Teetzel classroom.

The Puffins fundraiser items will be delivered tomorrow! Total profit is \$3,500! Wow! Did you remember to order your Puffins?

Believe Kids Fundraiser – catalog/online items– wrapping paper, chocolates, small gifts, etc. - is in process. Due date for orders is Wednesday, November 20th and all orders need to be submitted by Friday, November 22nd.

4) School Happenings

New Students and Staff. (see Dave's report) Welcome to NDMA!

Instructional Leadership Team meeting tomorrow, Tuesday, November 19th.

On Tuesday, October 29th from 3:20-4:20pm we had our October JEPD (Job-embedded Professional Development). Staff brought their Lumina Portraits and their devices with the Lumina Splash app installed. Jane Schuette, Kirsten and Dave were the presenters that lead a discussion regarding our profiles, our communication and culture and climate at New Discoveries.

Topic for our upcoming JEPD on Tuesday, November 26th will be "Trauma Informed Classroom/ Disabilities". This presentation will be for Teachers and Teaching Partners.

October Conferences went very well. Teaching staff is told that they need to connect with all their students so that we have 100% participation. Staff has done phone conferences and home visits to meet this goal.

Our November Family Discoveries Night was well attended. Families enjoyed a free meal, attended 3 of 4 Literacy stations and the play, "Androcles and the Lion". Our next Family Discoveries Night will be on Friday, December 6th where we will have a meal (free-will donation), Silent Auction, and stations with various games for families to play. This is a fundraiser to help keep the costs down for our Environmental Learning experiences.

5) Other

REPEAT:

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 has been submitted, reviewed and approved! We are waiting on the close-out of the Implementation 1 grant.

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