



*New Discoveries*

*Montessori Academy*

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**Official Board of Directors**

**Meeting Minutes**

Monday, February 24, 2020

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, Patti Hoerner, Shari Colvin, Amanda Sundblad. Absent: Patrick Selchert.

Non-voting members: Dave Conrad, Tara Erickson, Kirsten Kinzler. Absent: Dustin Reeves.

2. Guests: none

3. Spotlight Report –

4. Agenda – MS (Colvin/Kangas) to approve the agenda; all aye; motion carries.

5. Consent agenda – MS (Enerson/Sundblad) to approve the consent agenda, all aye; motion carries.

- a. Minutes of January 27, 2020 Meeting
- b. Submitted Committee Reports

6. Financials

- a. January 2019 financial statements – no current concerns – enrollment is updated in the working budget
- b. MS (Enerson/Kangas) to approve the January 2019 supplemental information report, question about purchased furniture – the furniture is part of the grade level expansion and covered by the federal grant, roll call vote unanimous; motion carries.

7. Reports

- a. Executive & Associate Directors - attached

- i. Personnel changes – resignations: Nicole Hacker, food service and Katy Snider, special education teacher, dismissals, reassignments, and new employments: Allyssa Sims, special education teacher. There are also a couple of modifications to food service wages.
- ii. Strategic Plan Update
- iii. Environmental Education Update
- iv. Academic Testing and Achievement Update – Ms. Polzin is working with about 5 students on the WIDA ACCESS Test for EL learners, currently compiling data on the NWEA Fall2019/Winter 2020 results, and MCA practice has started.
- v. Enrollment Update in the financial statements
- vi. Legislative Update
- vii. Activities and Happenings related to the school, staff, students, families, community – great fundraiser at Culver's, next Unhinged on March 16<sup>th</sup>. Montessori Education Week – many activities happening, article in the newspaper, CH Music/Art Showcase, Family Night with the musical theater production "Forty-Five Minutes from Broadway", as well as all school assemblies and a Science Tellers program.

- b. Board Activities

- i. Board training – Oberg shared the online board training modules that are now available. Consensus of board was to provide access to all current board members.
- ii. Board topics – Succession Plan – form a list of attributes for our ideal candidate – some potential ideas included: involved in the community outside of the school, willing to obtain administrative Montessori school training, have good working knowledge of SpEd laws, school finance/finance background/knowledge of working with budgets, school culture, discipline, be a big picture thinker, strategic minded, have administrative credentials-licensure or a plan for to obtain credentials. The board should put together an interview rubric that includes credentials and experience, willing to lead with Montessori principles, etc. May also want to consider asking candidates scenario questions such as, “how do you build rapport with staff?”, “what would you do to build relationships with students and their parents?”, “what made you decide to go into a leadership position?” in an effort to gain a better understanding of their leadership styles. Should NDMA have a sped coordinator or director as one of our administrators? Also involve students in some portions of the interviews.

8. Old Business

- a. None this month

9. New Business

- a. MS (Sundblad/Hoerner) to approve review of policies 605P - Dress Code Policy, 609P – Religion, 612-1P - Parent Involvement Policy, 702P Purchasing and Procurement, 704P - Group Health Insurance Purchase, – no significant changes to any of the policies, all aye; motion carries.
- b. First reading of policies 307P - Emergency or Short Term Administrator Succession Plan, 308P - Hiring a Board Appointed Administrator – policy/governance committee members should be contacted with questions and/or suggestions on these proposed policies.
- c. Set date for annual meeting: April 20, 2020 3:30 p.m.
- d. Form nominating committee for board elections at the annual meeting: Oberg, Hoerner, Selchert.

10. Upcoming Meetings/Events/Announcements

- a. Next board meeting, March 23, 2020 – 5:30 p.m.
- b. Finance Committee Meeting, March 16, 2020 – 12:00 p.m.
- c. Policy/Governance Committee Meeting, March 20, 2020 – 12:00 p.m.

11. Adjournment 6:46 p.m.

Respectfully submitted,

Tara Erickson



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## **Executive Director Report for NDMA's Board of Directors – Dave Conrad, Monday, February 24, 2020**

### **1. Employment Report**

- Please note Board Employment Notification Reports that will be circulated at tonight's Board meeting for details re: a food service resignation, two food service employee's wage modifications, one Special Education resignation and one special education New Hire.

### **2. Postings**

- I have updated postings for our one current vacancy (Elementary I Special Education), and potential openings for next year.
- I have recruited several students enrolled in education programs at Northwest University in Orange City, Iowa.

### **3. Professional Learning Communities**

- Mrs. Kinzler and I reviewed the three areas of focus for Professional Learning Communities (PLC) at last week's joint PLC meeting with teachers from all levels. The three areas of focus (Dufour) are: (1) Focus on Learning; (2) Build Collaborative Culture; (3) Focus on Results.

### **4. Montessori Education Week**

- We are celebrating Montessori Education Week this week with a number of special activities, starting with an opening assembly this week. During the assembly we heard from a group of Elementary II students who presented a timeline of Dr. Maria Montessori's life.
- The week's activities will culminate with an all-school science assembly on Friday, followed by a closing ceremony.



## 5. Title Programs

- I am working with Travis at Bergran KDV to update our Title budgets. We are looking at the original FY20 budget for Title I (math & reading support), Title II (professional development) and Title IV (maintenance & technology), to determine whether we need to submit amendments.

## 6. Restrooms/Showers

- Our new restrooms/showers are operational. We have notified families of our protocol for the showers. The number of students using the showers will be very limited, as will the reasons for using the showers.

**Associate Director  
Kirsten K Kinzler  
Board Report  
Monday, February 24<sup>th</sup>, 2020**

**1) Student Achievement - Data/Assessments**

NWEA Fall 2019/Winter 2020 results – compiling data  
WIDA ACCESS Test for our EL students  
MTAS for identified students  
MCA practice

**2) Environmental Education/Focus on our environment**

Tabled.

**3) Marketing/Fundraisers**

Our next PTO Restaurant Fundraiser is at Unhinged Pizza, Glencoe on March 16<sup>th</sup> from 4:00-8:00pm. Mark your calendars!

**4) School Happenings**

Montessori Education Week – see calendar! Lots of fun stuff!

**5) Other**

REPEAT:

We continue to post employment ads for Special Education teacher(s). If you know of anyone who has a teaching license and is looking for a great opportunity, encourage them to apply!

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