



New Discoveries

Montessori Academy

1000 Fifth Avenue SE, Hutchinson, Minnesota 55350 320.234.6362(w) 320.234.6300(f) www.newdiscoveries.org

Draft Official Board of Directors

Meeting Minutes

Monday, December 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 5:30 p.m.
Voting members present: Peggy Enerson, Spencer Kangas, Tara Oberg, Patti Hoerner, Patrick Selchert, Shari Colvin. Absent: Amanda Sundblad.
Non-voting members: Dave Conrad, Tara Erickson, Kirsten Kinzler. Absent: Dustin Reeves.
2. Guests: Ryan Schmidt, Senior Manager from Schlenner, Wenner and Co.
3. Spotlight Report – Ryan Schmidt, Senior Manager from Schlenner, Wenner and Co. presented the NDMA audit report. He presented a clean audit report with no findings and with an increase in fund balance.
4. Agenda – MS (Enerson/Hoerner) to approve the agenda with the additions of new business items 9.b – 9.f; all aye; motion carries.
5. Consent agenda – MS (Kangas/Enerson) to approve the consent agenda – no questions or concerns, all aye; motion carries.
 - a. Minutes of November 18, 2019 Meeting
 - b. Submitted Committee Reports
6. Financials
 - a. Received November 2019 financial statements – as noted in finance committee minutes, several items were not expansion grant eligible expenses (electrical and gas services to and concrete pad for outdoor classroom) and would have to come from general funds. Increased enrollment should offset the expenses.
 - b. MS (Colvin/Kangas) to approve November 2019 supplemental information report – shows higher level of expenditures because of payments toward the line of credit, roll call vote unanimous; motion carries.
7. Reports
 - a. Executive & Associate Directors
 - i. Personnel changes – new employments: Ms. Ariel Elling, Special Education teacher for PK and K, Jan. 2, 2020 start date, and Ms. Bess Bauman, Special Education teacher for E1 (gr.1,2,3), Jan. 2, 2020 start date. Dana Lamp, Shyra McClure Huhn, and Jessica Rannow, Special Education paraprofessionals.
 - ii. Strategic Plan Update: none at this time.
 - iii. Environmental Education Update: All classrooms are going out and keeping track of their outdoor classroom experiences so that we can track this EE goal.
 - iv. Academic Testing and Achievement Update: World’s Best Workforce Summary, which is a mandatory report for MDE, was submitted. This report outlines some of our achievement data

and goals, student demographics, effective and diverse teacher data, and equitable access to diverse teachers.

- v. Enrollment Update: Six new students have enrolled in the past couple of weeks. This offsets the three students that have moved.
 - vi. Activities and Happenings related to the school, staff, students, families, community: December Family Discoveries Night was well attended. Money was raised for EE field trips with a silent auction and crafts and baked goods sales. Tonight's PTO restaurant fundraiser is at UnHinged Pizza in Glencoe.
- b. Board Activities
- i. Board topics – Board Training: Read and Discuss Charter School Governing Board Composition: Discussed the strengths of current board members and what attributes we might want in additional board members to govern the school for the next three years. Also talked about the direction we want to head in the next few years now that we have purchased the building through the affiliated building company and expanded through 8th grade – this would include future partnerships with NDMA, succession plans, endowment fund, additional space, and board composition opportunities. In January the board will form a nominations committee for open board positions at the Annual Meeting in April, 2020.

8. Old Business

a.

9. New Business

- a. Acknowledged receipt of and discuss NDMA Renewal Evaluation.
- b. MS (Hoerner/Enerson) to renew \$400,000 line of credit at Citizens Bank and Trust in Hutchinson, MN – currently do not plan to access the total available funds, roll call vote unanimous; motion carries.
- c. MS (Enerson/Hoerner) to approve Dustin Reeves as a signer to access funds from Citizens Bank and Trust in Hutchinson, MN, roll call vote unanimous; motion carries.
- d. MS (Selchert/Colvin) to accept Lifeskills Behavioral Health and Wellness Grant – the grant does not involve money, but it provides training and materials. The first year, the grant will target sixth grade students, 2nd year 6th & 7th grade students and 3rd year 6th, 7th and 8th grade students – the goal would be to have fewer students engage in harmful activities such as drug, alcohol and tobacco usage. The school will not be participating in DARE next year, roll call vote unanimous; motion carries.
- e. MS (Hoerner/Enerson) to designate Associate Director Kinzler as the person with authority to enter into contractual agreements on behalf of New Discoveries Montessori Academy in regards to the Lifeskills Behavioral Health & Wellness Grant, all aye; motion carries.
- f. MS (Colvin/Kangas) to accept the audit report given by Mr. Schmidt from Schlenner, Wenner and Co., roll call vote unanimous; motion carries.

10. Upcoming Meetings/Events/Announcements

- a. Next board meeting, January 27, 2020 – 5:30 p.m.
- b. Finance Committee Meeting, January 13, 2020 – 1:00 p.m.
- c. Policy/Governance Committee Meeting, January 13, 2020 – 2:00 p.m.

11. Adjournment 6:46 p.m.

Respectfully submitted,
Tara Erickson



New Discoveries

Montessori Academy

1000 Fifth Avenue SE, Hutchinson, Minnesota 55350
www.newdiscoveries.org

320-234-6362, phone
320-234-6300, fax

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

1. Enrollment

- Six students have enrolled in the past couple of weeks: two kindergarten; one first grader; two third graders; and one sixth grader. This offsets three who have moved.

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

- We haven't heard anything from MOChA.
- As you saw in a message I forwarded to you last week from Erin Anderson at ACNW, we have been addressing a couple of concerns Erin and her team had after reviewing our application for renewal, and after their site visit and review of our web page. We addressed their concerns prior to the December 16th deadline.
- Erin sent along two more compliance questions this morning that we will address tonight after our Board meeting. Both are webpage issues. Tara is the keeper of our webpage but is out of the office until tonight.

2. Teaching Partner – Elisabeth Maurer

- I will host a brief time of reflection and remembrance of Teaching Partner, Elisabeth Maurer, this Friday, December 20th at 8 a.m. in our music room (#201) for those who wish to attend. Elisabeth's family will *not* be hosting a visitation or service.

3. Postings

- I am happy to say that we have been successful in our ongoing pursuit of Special Education Teachers:
 - o Early childhood special education teacher (preschool/kindergarten):
filled – Ms. Ariel Elling. January 2nd start-date.



New Discoveries

Montessori Academy

- Elementary special education teacher (first, second and third grade): **filled** – Ms. Bess Bauman. January 2nd start-date.
- Middle school special education teacher (seventh and eighth grade): **un-filled**. We will keep trying.

4. Family Game Night/Silent Auction/Craft & Bake Sale –

- The December 6th event was well attended. At last count we tallied over \$2,200.00 profit. All proceeds will go against expenses for EII Audubon trip and EIII Wolf Ridge event.

5. Voluntary PreK Funding

- I filled out a MDE survey/questionnaire for NDMA to be considered for additional VPK funding. I have done this in years past, but we have not yet benefited from the process. Nonetheless, I am hopeful that this might be the year we receive additional funding.