



# *New Discoveries* *Montessori Academy*

1000 Fifth Avenue SE, Hutchinson, Minnesota 55350 320.234.6362(w) 320.234.6300(f) [www.newdiscoveries.org](http://www.newdiscoveries.org)

## **Official Board of Directors**

### **Meeting Minutes**

Monday, May 18, 2020– NDMA electronic meeting

The Official Board Meeting of New Discoveries Montessori Academy of Hutchinson, MN was held at New Discoveries Montessori Academy, Hutchinson, MN and electronically via zoom.

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, Shari Colvin, Amanda Sundblad, Patrick Selchert  
Non-voting members: Dave Conrad, Kirsten Kinzler, Tara Erickson. Absent: Dustin Reeves.
2. Guests: Kristen Milton-NDMA, Kari Rettig-NDMA, Tamara Polzin-NDMA, Cara Cline-NDMA, Nalani McCutcheon-ACNW (soon to be Osprey Wilds).
3. Spotlight Report – none this month
4. Agenda – MS (Hoerner/Enerson) to approve the agenda; roll call vote unanimous; motion carries.
5. Consent agenda – MS (Colvin/Kangas) to approve the consent agenda with a time correction to the April minutes, roll call vote unanimous; motion carries.
  - a. Minutes of April 20, 2020 Meeting
  - b. Submitted Committee Reports
6. Financials
  - a. Received April 2020 financial statements.
  - b. MS (Colvin/Sundblad) to approve April 2020 supplemental information report – spread sheet was included in the board packet with detailed information on the credit card expenditures. There was nothing out of line with the expenditures listed; roll call vote unanimous; motion carries.
7. Reports
  - a. Executive & Associate Directors – see attached reports
    - i. Personnel changes – new hires: Briana Chimal, Special Education Teacher, Brandette Barrett, General Education Teacher
    - ii. Strategic Plan Update
    - iii. Distance Learning Update
    - iv. Enrollment Update
    - v. Legislative Update
    - vi. Activities and Happenings related to the school, staff, students, families, community
  - b. Board Activities
    - i. Board topics –
      1. FY21 Strategic Plan; Oberg shared a form that will be sent out to staff to share ideas and concerns they have to be included in goal writing for the FY21 Strategic Plan.

2. E-Learning Days; Because all students will not necessarily have access to the internet or electronic learning devices, teachers will consider putting together learning packets for students to do work at home on days school is closed due to weather.
8. Old Business
    - a. MS (Hoerner/Kangas) to approve updated working budget – The biggest change to the working budget was an enrollment update to be in line with actual enrollment; roll call vote unanimous; motion carries.
  9. New Business
    - a. MS (Colvin/Enerson) to approve FY21 preliminary budget with 0% Salary increase; roll call vote – motion did not pass. (Enerson-N, Kangas-N, Oberg-Y, Hoerner-N, Colvin-Y, Sundblad-N, Selchert-Y). The finance committee will consider any information coming from the state department and possibly make a recommendation to the board at next month’s meeting.
    - b. MS (Oberg/Selchert) to renew contract for Special Education Director, Tamera Pulver, for FY21 at a rate of \$15,000, roll call vote unanimous; motion carries.
    - c. Consider joining Minnesota Association of Charter Schools (MACS) – tabled until we know more about possible increase in state holdbacks.
    - d. Approve FY21 salary structure) – tabled until we know more about possible increase in state holdbacks.
    - e. Approve FY21 staff benefit package) – tabled until we know more about possible increase in state holdbacks.
    - f. Close the meeting as permitted by MN Statute 13D.05 Subd. 3(a) for consideration of Personnel Issues related to annual Board Appointed Administrator evaluation: Director Conrad asked for the meeting to remain open. Overall, the input received on the evaluation forms by board and staff members indicate that Conrad is serving the school community very well with a 4.5 out of 1 to 5 rating scale (4 being proficient and 5 being excellent).
    - g. Board statement regarding administrator evaluation is as follows: Thank you Dave for a job well done. The policy/governance committee will work with Conrad on drafting his FY21 goals – MS (Colvin/Hoerner) to recommend the renewal of contract for Dave Conrad, Executive Director of NDMA, roll call vote unanimous; motion carries.
  10. Upcoming Meetings/Events/Announcements
    - a. Next board meeting, June 15, 2020 - 5:30 p.m. at NDMA and electronically via Zoom
    - b. Finance Committee Meeting, June 8, 2020 – 12:00 p.m. – at NDMA and electronically via Zoom
    - c. Policy/Governance Committee Meeting, June 8, 2020 – 1:00 p.m. – at NDMA and electronically via Zoom
    - d. Set date/time to begin FY21 Strategic Plan goals
  11. Adjournment 6:37 p.m.

Respectfully submitted,

Tara Erickson