



New Discoveries

Montessori Academy

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Official Board of Directors

Meeting Minutes

Monday, January 27, 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 5:37 p.m.
Voting members present: Peggy Enerson, Spencer Kangas, Tara Oberg, Patti Hoerner, Patrick Selchert, Amanda Sundblad, Shari Colvin.
Non-voting members: Dave Conrad, Kirsten Kinzler. Absent: Tara Erickson, Dustin Reeves.
2. Guests: Kelsey Dodge and Stacy Miller, board members from New Century Academy
3. Spotlight Report – None this month
4. Agenda – MS (Enerson/Kangas) to approve the agenda as presented; all aye; motion carries.
5. Consent agenda – MS (Sunblad/Hoerner) to approve the consent agenda – no questions, all aye; motion carries.
 - a. Minutes of December 16, 2019 Meeting
 - b. Submitted Committee Reports
6. Financials
 - a. Received December 2019 financial statements – Conrad and Reeves carefully looked over budget and noted that all is currently accounted for. Affiliated building company can take over balance due for kitchen equipment and outfitting of science lab.
 - b. MS (Hoerner/Sunblad) to approve December 2019 supplemental information report – no surprises, nothing out of line, roll call vote unanimous; motion carries.
7. Reports
 - a. Executive & Associate Directors
 - i. Personnel changes – new employments: Ms. Brittany Daak, Special Education paraprofessional.
 - ii. Strategic Plan Update: none at this time.
 - iii. Environmental Education Update: Weather has been good for sledding, but did cause a cancellation of Jeffers Foundation workshop.
 - iv. Academic Testing and Achievement Update: NWEA winter testing still in progress.
 - v. Succession Plan: Conrad and Kinzler continue to work on responsibility centric administrative job descriptions.
 - vi. Activities and Happenings related to the school, staff, students, families, community: PTO restaurant fundraiser with Jimmy's Pizza was successful. Construction projects in the school are almost complete – only two additional pieces are required for the new bathrooms, and the built in bookshelf in the Children's House resource room has been completed.
 - b. Board Activities
 - i. Board topics – Transition to new Authorizer: Most likely have a five year contract with MOCHA, but will update goals as needed. We will continue to use Epicenter as a way to share documents

with our authorizer. MOCHA would like to have a critical mass of Montessori Schools – will allow for better collaboration between authorized schools. Board will continue training via book study – 7 Outs by Carpenter.

8. Old Business

- a. None

9. New Business

- a. Approve motion from the finance committee for NDABC to pay NDMA \$25,000 annually to pay down the balance NDABC owes NDMA, roll call vote unanimous; motion carries.

10. Upcoming Meetings/Events/Announcements

- a. Next board meeting, February 24, 2020 – 5:30 p.m.
- b. Finance Committee Meeting, February 10, 2020 – 12:00 p.m.
- c. Policy/Governance Committee Meeting, February 10, 2020 – 3:30 p.m.

11. Adjournment 6:30 p.m.

Respectfully submitted,
Shari Colvin



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Executive Director Report for NDMA's Board of Directors – Dave Conrad, Monday, January 27, 2020

1. Authorizer Transfer (MOChA) and Authorizer Renewal (ACNW)
 - Erin Anderson of ACNW sent a letter last week to Education Commissioner Cathryn Ricker saying that we have mutually agreed (ACNW & NDMA) not to renew our Authorizer contract beyond June 30, 2020. Statute requires that the Board Chair – not the Director – cos-sign the letter with the Authorizer. Erin sent an updated copy of the letter to us this afternoon for Tara Oberg to sign.
 - MOChA's staff are compiling and completing documents that will become part of the preliminary contract between MOChA and NDMA. We are helping with this task as needed. Mrs. Kinzler and I are working with them writing goals for the preliminary contract.
2. Postings
 - We have one remaining vacancy for a licensed special education:
 - o Middle school special education teacher (seventh and eighth grade): **un-filled**. We will keep trying.
3. Administrative Job Descriptions
 - Mrs. Kinzler and I are reviewing NDMA's current administrative job descriptions and taking inventory of administrative responsibilities typically assigned to school administration. We are using Minnesota Administrative rules (Chapter 3512,0510) and program requirements for a person who serves as a Superintendent, Principal, Director of Special Education, and/or Director of Community Education as a guide for this process.



4. Succession Plan

- Part of the function of reviewing and updating administrative job descriptions is to provide a framework for administrative structure for New Discoveries as I prepare for retirement. I would like to partner with this Board of Directors to map out a plan of transition that would leave NDMA in a good position to serve students and families well for a long time to come. I am not announcing my retirement at this time, but I am confident that it will occur within the next couple of years.

5. Observations/Evaluations

- Number two of three formal rounds of observations/evaluations for licensed teaching staff will begin February 3rd and will be completed by February 28th.

6. Professional Development

- The focus of our Job Embedded Professional Development for January and February (last Tuesday of each month) is Montessori lessons. Instructional staff – Teaching Partners and Teachers – will observe/participate in Montessori lessons designed for each level of students served at NDMA.

Associate Director
Kirsten K Kinzler
Board Report
Monday, January 27th, 2020

1) Student Achievement - Data/Assessments

NWEA MAP testing has been in progress since after the holiday break. It's been a bit of a scheduling fiasco with all the sick students. Our hope is to have them all done by the end of January.

Dave and I are working on contract goals with MOChA and plan to submit a draft by the end of this week.

2) Environmental Education/Focus on our environment

With the abundance of snow, students have been able to enjoy sledding down our awesome sliding hill!

Unfortunately, we had to cancel our all-staff workshop with the Jeffers Foundation on Friday, January 17th due to the wintry mix coming our way. I am trying to find a time to reschedule.

3) Marketing/Fundraisers

Our next PTO Restaurant Fundraiser is at Culver's on February 10th from 5:00-8:00pm. Mark your calendars!

4) School Happenings

The final report for the close-out of the Implementation 1 expansion grant has been submitted to MDE. Next steps include a review of the expenditures and the annual report by the department and making any changes.

5) Other

REPEAT:

We continue to post employment ads for a Special Education teacher for an E3 classroom. 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...