



New Discoveries

Montessori Academy

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Official Board of Directors

Meeting Minutes

Monday, April 20, 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 3:31 p.m.
Voting members present: Peggy Enerson, Spencer Kangas, Tara Oberg, Patti Hoerner, Shari Colvin, Patrick Selchert. Absent: Amanda Sundblad.
Non-voting members: Dave Conrad, Tara Erickson, Kirsten Kinzler, Dustin Reeves.
2. Guests: Tamara Polzin, Cyndi Lauer, Kristen Milton
3. Spotlight Report – none this month
4. Agenda – MS (Enerson/Hoerner) to approve the agenda; addition of 9.c. to New Business, roll call vote unanimous; motion carries.
5. Consent agenda – MS (Selchert/Hoerner) to approve the consent agenda, roll call vote unanimous; motion carries.
 - a. Minutes of March 23, 2020 Meeting
 - b. Minutes of April 2, 2020 Special Meeting
 - c. Submitted Committee Reports – Finance and Policy/Governance Committee
6. Financials
 - a. Received the March 2020 financial statements. Reeves highlighted some of the working budget updates talked about at the finance committee meeting. After the updates, the general budget fiscal year balance is higher than what is posted in the March financial statements
 - b. MS (Hoerner/Enerson) to approve March 2020 supplemental information report – there were no questions at the finance committee meeting or this meeting – all expenditures were in line with the budget. Roll call vote unanimous; motion carries.
7. Reports
 - a. Executive & Associate Directors
 - i. Personnel changes – resignations, dismissals, reassignments, and new employments – due to the pandemic shutdown and distance learning mandate, there were four resignations, several persons requesting family and medical leave and one person requesting leave for military duty.
 - ii. Strategic Plan Update – Conrad shared his personal goals as they relate to the strategic plan.
 - iii. Distance Learning Update – Distance Learning is in week 4 at this time. Learning materials are delivered/picked up weekly and meals are delivered daily.
 - iv. Enrollment Update
 - v. Legislative Update
 - vi. Activities and Happenings related to the school, staff, students, families, community – stay-at-home order has minimized school and community interactions
 - b. Board Activities

- i. Director review – the director review/evaluation form will go out to staff and board members as a fillable pdf on Thursday with the request to return the completed forms to Tara Erickson by May 1st.
 - ii. Administration will contact several parents/community members to ask if they would be interested in serving on the board. There will be three open three year positions (one parent, one teacher, one community member) and one open one year position (community member). Conrad will inquire as to how we can verify a quorum at the electronic meeting and distribute to and collect ballot information from members in attendance via Zoom meeting.
 - iii. Bylaw amendment – it may be time to amend the bylaws to allow future amendments to take place at the board level.
- c. MS (Enerson/Hoerner) to complete third reading and approve policies 307P - Emergency or Short Term Administrator Succession Plan, 308P - Hiring a Board Appointed Administrator with a minor word correction in policy 308P, roll call vote unanimous; motion carries.

8. New Business

- a. Approve updated working budget – Reeves was still seeking clarification as to the number of pupil units for the enrolled students prior to updating the working budget. He also wants to present the preliminary FY21 budget in May – table to May board meeting.
- b. MS (Oberg/Hoerner) to approve FY21 school calendar as presented with a few minor corrections, roll call vote unanimous.
- c. MS (Policy Government Committee) to approve carryover of unused vacation days to next contract year for Dave Conrad, Tara Erickson, Kirsten Kinzler and Tim Kinzler – The stay-at-home order and distance learning mandate caused several employees to cancel vacation plans this spring and early summer, roll call vote unanimous; motion carries.
- d. MS (Hoerner/Kangas) to amend bylaws at the Annual meeting to allow board members to amend the bylaws – this would allow the board to amend the bylaws without waiting for an annual meeting in the event of new legislation which would put our bylaws out of compliance with the law or in the event of a situation like this pandemic where we might want to extend board member terms until such time as a meeting of the membership could be called - roll call vote unanimous; motion carries.

9. Upcoming Meetings/Events/Announcements

- a. Annual meeting, May 18, 2020 – 3:30 p.m. Zoom and in MPR for those wishing to come in.
- b. Next board meeting, May 18, 2020 – 5:30 p.m.
- c. Finance Committee Meeting, May 11, 2020 – 12:00 p.m.
- d. Policy/Governance Committee Meeting, May 11, 2020 – 1:00 p.m. ZOOM
- e. Set date/time to begin FY21 Strategic Plan goals – Policy/Governance committee will discuss at May meeting

10. Adjournment 4:36 p.m.

Respectfully submitted,

Tara Erickson