



New Discoveries

Montessori Academy

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

Official Board Meeting Agenda

Monday, July 20, 2020 – 5:30 p.m. – **NDMA and Electronically via Zoom due to pandemic**

(Contact tara.erickson@newdiscoveries.org for Zoom link information or see website

[https://newdiscoveries.org/agendas-minutes/.](https://newdiscoveries.org/agendas-minutes/))

1. Call Meeting to Order – Roll Call
2. Welcome/Introduction of Guests
3. Spotlight Report – No report this month because of continuing work on FY20 Strategic Plan
4. Approval of Agenda
5. Board of Directors Code of Ethics
6. Election of Officers
 - a. Chair
 - b. Vice Chair
 - c. Secretary
 - d. Treasurer
7. Approval of Consent Agenda
 - a. Minutes of June 15, 2020 Meeting
 - b. Submitted Committee Reports
8. Financial Reports
 - a. June 2020 financial statements
 - b. Approve June 2020 supplemental information report
9. Reports
 - a. Executive & Associate Directors
 - i. Personnel changes – resignations, dismissals, reassignments, and new employments
 - ii. Strategic Plan Update
 - iii. Environmental Education Update
 - iv. Academic Testing and Achievement Update
 - v. Enrollment Update
 - vi. Activities and Happenings related to the school, staff, students, families, community
 - b. Board Activities – Continue Work on Strategic Plan Goals
10. Old Business
 - a. Minnesota Association of Charter Schools (MACS) Membership
 - b. Other
11. New Business
 - a. Board Meeting Schedule
 - i. Day of the month
 - ii. Start time
 - iii. Location
 - b. Board Members Conflict of Interest Disclosure
 - i. Authorizer Statement of Assurances
 - ii. Building Lease
 - iii. Monthly Conflict of Interest Disclosure(s) as needed

- c. Confirm/appoint members of board of directors of (School) Building Company
 - i. 2020-21 Appointees: David Conrad, Kirsten Kinzler, Tara Erickson
- d. Committee Assignments
 - i. Finance Committee
 - ii. Policy/Governance Committee
 - iii. Marketing Committee
 - iv. Technology Committee
 - v. Facilities Committee
 - vi. NDMA Instructional Leadership Team
- e. Designation of Financial Manager
 - i. Dustin Reeves, BerganKDV
- f. MDE Designations
 - i. Designate MDE Identified Official with Authority (IOWA)
 - ii. Title Grant programs Authorized Representative
 - iii. Special Education Director
- g. Designation of Depositories
 - i. Citizens Bank and Trust, Hutchinson, MN
 - 1. Approve authorized signers on accounts
 - a. Board Chair
 - b. Board Treasurer
 - c. Board Appointed Administrator(s)
 - d. Financial Manager
 - ii. MN School District Liquid Assets Fund Plus (MSDLAF+)
- h. Collateralize Funds in Excess of FDIC Insurance (currently at \$250,000) – need 110% of excess amount.
- i. Delegation of Authority to make electronic funds transfers
 - i. Financial Manager
 - ii. Board Chair
 - iii. Board Treasurer
 - iv. Board Appointed Administrator
 - v. Electronic Funds Transfers can be made for:
 - i. A claim for payment from an imprest payroll bank account or investment of excess money
 - ii. Payment of federal, state, and unemployment taxes (deductions and/or benefits)
 - iii. Payment of contributions to the Teachers Retirement Association (TRA) and the Public Employee Retirement Association (PERA) (deductions and benefits)
 - iv. Payment of other payroll related deductions and benefits (when appropriate)
 - v. Monthly building lease payments
 - vi. Monthly payment of credit card charges
 - vii. Vendor payments (when appropriate)
 - viii. Draws and repayments for line of credit
 - ix. Other payments as approved by the school board
- j. Granting of Administrative Authority: Dustin Reeves is granted Administrative authority to execute and update any and all Cash Management Agreements with Citizens Bank and Trust Co. and MSDLAF+ and to further grant authority to certain BerganKDV employees to perform activities necessary to carry out bank account-related functions and electronic transfers including, but not limited to:
 - i. Payment of: employee payroll; federal, state, and unemployment taxes (deductions and/or benefits); and other payroll related deductions and benefits (when appropriate)
 - ii. Payment of contributions to the Teachers Retirement Associations (TRA) and to the Public

- Employee Retirement Association (PERA) for deductions and benefits.
- iii. Payments, including, but not limited to: building lease payments, credit card payments, and other vendor payments (when appropriate).
 - iv. Other payments authorized by the board of directors
 - v. Monitoring, reconciliation, and management of bank transactional activity
 - vi. Transfer of funds between the school's bank accounts at Citizens Bank
 - vii. Investment of excess funds
 - viii. Execution and release of pledge agreements
 - ix. Temporary and permanent ACH Limit changes
 - x. Management of Positive Pay system
- k. Credit Card Authorization – Employees authorized to have school issued card and credit limits
- i. Board Appointed Administrator - \$10,000
 - ii. Associate Director - \$5,000
 - iii. Administrative Assistant - \$500
 - iv. Accounts Payable - \$2,000
- l. Designation of Official Newspaper (required for posting of public notices)– Hutchinson Leader
- m. Approval of Daily and Hourly Rates of Pay (substitutes – teachers/paras/staff, curriculum writing hourly rate, etc.)
- n. Designation of school attorney(ies) and authorization for Board Chair or Board Appointed Administrator to access as needed.
- o. Approve FY21 School Health Agreement with McLeod County Public Health.
- p. Approve FY21 ASD service contract with West Metro/Lotus

12. Upcoming Meetings/Events/Announcements

- a. Special Board Meeting – Monday, August 3rd, 2020 – 5:30pm – Budget
- b. Next board meeting, August 17, 2020 – 5:30 p.m.
- c. Finance Committee Meeting, August 10, 2020 – 12:00 p.m.
- d. Policy/Governance Committee Meeting, August 10, 2020 – 1:00 p.m.

13. Adjournment