



New Discoveries *Montessori Academy*

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Official Board of Directors

Meeting Minutes

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/))

The Official Board Meeting of New Discoveries Montessori Academy of Hutchinson, MN was held at New Discoveries Montessori Academy, Hutchinson, MN and electronically due to Covid-19.

1. Call Meeting to Order – The meeting was called to order at 5:34 p.m.
Voting members present: Peggy Enerson, Spencer Kangas, Tara Oberg, Shari Colvin, Amanda Sundblad, Patti Hoerner, Patrick Selchert. Absent: Meytal Stancek.
Non-voting members: Dave Conrad, Kirsten Kinzler, Tara Erickson. Absent: Dustin Reeves.
2. Guests: Tamara Polzin, NDMA teacher.
3. Spotlight Report – No report this month because of continuing work on FY20 Strategic Plan for the hour prior to the meeting. Five board members attended that meeting.
4. Agenda – MS (Selchert/Kangas) to approve the agenda without changes, roll call vote unanimous; motion carries.
5. Board of Directors Code of Ethics (Colvin read the NDMA board member code of ethics.)
6. Election of Officers MS (Colvin/Hoerner) move to elect by acclamation the names and positions as listed, roll call vote unanimous; motion carries.
 - a. Chair – Tara Oberg
 - b. Vice chair – Amanda Sundblad
 - c. Secretary – Shari Colvin
 - d. Treasury – Peggy Enerson
7. Consent agenda – MS (Selchert/Kangas) to approve the consent agenda, roll call vote unanimous; motion carries.
 - a. Minutes of June 15, 2020 Meeting
 - b. Submitted Committee Reports
8. Financials
 - a. Received June 2020 financial statements – Concern was expressed about tight the budget would be going forward since the expenses for the fifth bus was not included in the original budget.
 - b. MS (Enerson/Sundblad) to approve June 2020 supplemental information report; noted that a better cash flow would be nice, small late fee noted. Roll call vote unanimous; motion carries.
9. Reports
 - a. Executive & Associate Directors – written reports attached

- i. Personnel changes – new employments: Meghan Rettke E3 SpEd Teacher, Jeff Grand E2 SpEd Teacher, Dr. Jennie Asher E1 SpEd Teacher.
- ii. Strategic Plan Update – five members and 2 exofficio members worked for 1 hour before today’s meeting. Policy/Governance committee members will take input and draft wording for potential goals.
- iii. Student Achievement Update – There will be no further updates on student academic achievement until testing resumes.
- iv. Enrollment Update – 210 students K-8 with meetings with 3 more students happening this week.
- v. Authorizer Update – Conrad provided updates on Authorizer input and our responsibilities going forward.
- vi. Legislative Update – nothing new at this point
- vii. Activities and Happenings related to the school, staff, students, families, community: school and grounds preparations are being completed in anticipation of the first day of school.
- b. Board Activities
 - i. Board topics – Continue Work on FY21 Strategic Plan Goals. Free board training from Osprey Wilds starting in Aug., Oberg will send information to all board members.

10. Old Business

- a. MS (Enerson/Kangas) to approve Minnesota Association of Charter Schools (MACS) membership for FY21 at a cost of \$4348.95. Administration suggested NDMA make monthly installment payments should NDMA choose to discontinue membership prior to the end of the fiscal year. There was considerable discussion regarding the benefits of membership and the need to find other areas in the budget to cut expenses in order to cover the membership costs – roll call vote unanimous; motion carries.

11. New Business

MS (Colvin/Enerson) to approve agenda items 11. a., c., e., f., g., h., i., j., k., l., m., n. with the names included as listed, roll call vote unanimous; motion carries.

- a. Board Meeting Schedule
 - i. Day of the month: 3rd Monday
 - ii. Start time: 5:30 p.m.
 - iii. Location: NDMA and electronically as appropriate.
- b. Board Members Conflict of Interest Disclosure – appropriate disclosures have been filed
 - 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: Enerson, Oberg, Colvin
 - ii. Policy/Governance Committee: Oberg, Colvin
 - iii. Marketing Committee: Hoerner
 - iv. Technology Committee: Selchert
 - v. Facilities Committee: as needed
 - vi. NDMA Instructional Leadership Team: Colvin
- e. Designation of Financial Manager
 - i. Dustin Reeves
- f. MDE Designations
 - i. Designate MDE Identified Official with Authority (IOWA) Dave Conrad.
 - ii. Title Grant programs Authorized Representative Dave Conrad.
 - iii. Special Education Director Tamera Pulver.
- 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 and Judith Darling are 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 Officer - \$ 5,000
- l. Designation of Official Newspaper (required for posting of public notices) – Hutchinson Leader.

- m. Approval of Daily and Hourly Rates of Pay (substitutes, casual workers, etc.) to remain the same at \$125/day for teachers, \$12.50/hour teaching partner/support staff, \$25/hour curriculum writing.
- n. Designation of Ratwik, Roszak, and Maloney as school attorneys and authorization for Board Chair or Board Appointed Administrator to access as needed.
- o. MS (Colvin/Hoerner) to approve FY21 School Health Agreement with McLeod County Public Health, same rate as previous year with 4 hours a week, roll call vote unanimous; motion carries.
- p. MS (Colvin/Enerson) to approve FY21 ASD service contract with West Metro/Lotus, roll call vote unanimous; motion carries.

12. Upcoming Meetings/Events/Announcements

- a. Special Meeting, Aug 3, 2020 – 5:30 p.m.
- 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 7:00 p.m.

Respectfully submitted,

Tara Erickson



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Executive Director Report for NDMA's Board of Directors – Dave Conrad, Monday, July 20, 2020

1. Employment Report

- We currently have one vacancy for a licensed Teaching position at NDMA: early childhood (preschool/kindergarten – Children's House), full-time.

2. Contractual Performance Areas for Osprey Wilds (OW)

- a. Academic performance related to charter contract goals (exhibit H)
- b. Environmental education performance related to charter contract goals/environmental literacy plan (ELP) (exhibit G)
- c. Financial performance for FY 21 (exhibit K)
 - i. Enrollment: as of 07/20/2020 210 actual, of 219 budgeted
 - ii. Fund Balance: \$54,000+
- d. Board training & Development (exhibit J)
- e. Open Meeting Law 13D.01
 - i. Date, time, place posted properly on school website and/or onsite at school
 - ii. Board member participation via interactive compliant with MN Statute 13D.021
 1. On agenda?
 2. Location of off-site individual(s)?
 3. Video and audio of all participants?
 - iii. Quorum
 1. Convening of meeting
 2. Action items
 - iv. Board materials available for public inspection
 1. On-site
 2. On-line



Contractual Performance Areas for Osprey Wilds (OW) (continued)

- v. Closed meeting? 13D.03
- vi. Actions clearly articulated
- vii. Motion and Second clearly articulated
- viii. Result of voting articulated by Board Chairperson, including tally of votes
- ix. Performance Improvement Plan consistent with Charter contract (exhibit S)
- x. Follow meeting agenda
- xi. Board packet inclusive of all materials relevant to meeting agenda

3. On-Site Family Event

- a. NDMA is hosting a Family Movie Night Thursday, July 23rd at 7:45 p.m. for ice cream and conversation, and 8:30 p.m. for the movie. We will project the movie onto a screen hung from one of the outside walls of the main building in our back lot. We will use cones to designate family seating areas in order to allow for safe distancing. We will serve ice cream prior to the movie, and popcorn during the movie.
- b. We encourage staff (and their family/friends) to join us for the event. We ask that you RSVP to Tara by July 17th so we have enough ice cream and popcorn to accommodate everyone.
- c. Please bring chairs, blankets, a preferred (non-alcoholic) beverage, and any additional snacks you'd like to eat during the movie. Perhaps you'd like to bring insect repellent (just in case).



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4. Learning Platforms

- We are having discussions regarding selecting common platforms for online learning options for *Distance Learning*. Children's House & Elementary I Teachers will meet this week with Ell & Erdkinder Teachers to discuss finding common ground in this regard.

5. School in the Fall

- Minnesota Education Commissioner – Mary Cathryn Ricker – announced on July 9th the results of a family survey about *Distance Learning* with 130,000 respondents. Most respondents (64%) said they are comfortable sending their children back to school this Fall. Of the 64%, 94% said they would send their children back to school full time. Only 12% of respondents said they would not feel comfortable sending their children back to school. The most common selections for what went well during *Distance Learning* were: “access to the internet,” “access to technology,” and “good communication from Teacher(s).” The most common selections for what was challenging during Distance Learning include, not feeling “empowered to work on their own,” “experiencing new mental health challenges due to COVID-19 pandemic,” and “hard to understand lessons.”
- Commissioner Ricker told us last week that she will not announce which back-to-school scenario they will mandate until the week of July 27th. Stay tuned. For now, we are planning – to the extent we are able – for all three scenarios.



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6. Expansion grant

- I am working my way through ordering materials, equipment, curriculum materials, etc. from the approved year-three (final) phase of the Federal CSP expansion grant. This includes technology, appliances and cupboards for family and consumer science work area, additional seating, storage, etc.

7. Facilities/Grounds

- Tim continues to check items off of our to-do list for summer projects. For example: wainscoting and trim for table storage room; additional doorway for better flow & access for level III programming; floor cleaning; furniture storage (re: COVID-19), etc.

8. COVID-19

- I've been meeting with Teachers 1:1 to inventory instructional spaces, furnishings, etc. relative to COVID-19 safe practice. We are preparing for scenario 1 and scenario 2 needs. We are organizing learning areas according to current guidelines.