



New Discoveries *Montessori Academy*

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

Official Board of Directors

Meeting Minutes

Monday, August 17, 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/>)

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 5:31 p.m.
Voting members present: Peggy Enerson, Spencer Kangas, Tara Oberg, Shari Colvin, Amanda Sundblad, Patti Hoerner. Absent: Meytal Stancek, Patrick Selchert.
Non-voting members: Dave Conrad, Kirsten Kinzler, Tara Erickson, Dustin Reeves.
2. Guests: James Ewer, Osprey Wilds, Catherine Frisbie, NDMA teacher.
3. Spotlight Report – No report this month work on FY20 Strategic Plan – Tabled
4. Agenda – MS (Colvin/Kangas) to approve the agenda with corrections noting that #4 and #5 were completed at the July 17, 2020, roll call vote unanimous; motion carries.
5. Consent agenda – MS (Hoerner/Enerson) to approve the consent agenda, roll call vote unanimous; motion carries.
 - a. Minutes of July 20, 2020 Meeting
 - b. Minutes of Aug 3, 2020 Special Board meeting
 - c. Submitted Committee Reports
6. Financials
 - a. July 2020 financial statements – administration will meet with Dustin at least quarterly to verify all employment and other income/expense changes related to the budget are noted and updates to the board are current.
 - b. MS (Enerson/Hoerner) to approve July 2020 supplemental information report, there were no surprises related to payments/income – Colvin asked about recurring 3M cybergrants in the amount of \$24.26 – administration will look into those grants, roll call vote unanimous; motion carries. There were also questions related to payments to TRJR for equipment – the payments to TRJR for building improvements will go through December 2023 and be reimbursed by the building company.
7. Reports
 - a. Executive & Associate Directors - attached
 - i. Personnel changes – currently need an additional teaching partner
 - ii. Strategic Plan Update –
 - iii. Distance Learning Update
 - iv. Enrollment Update –

- v. Activities and Happenings related to the school, staff, students, families, community: Because NDMA's middle school program consists of two self-contained classrooms which do not intermingle, they may operate under the same delivery model as the elementary grades.
 - b. Board Activities
 - i. Work on Strategic Plan Goals – temporarily on hold.
 - ii. Board training modules from Authorizer
- 8. Old Business
 - a. Board Committee memberships – tabled until all board members are present.
- 9. New Business
 - a. MS (Colvin, Oberg/Enerson) to authorize administration to implement least restrictive education delivery model that is supported by the MDH – timeframes and possible scenarios were discussed. Board wants to avoid having to call multiple special or emergency board meetings to address delivery model changes due to local Covid levels, roll call vote unanimous; motion carries.
 - b. MS (Finance Committee) to amend the budget per finance committee recommendations, roll call vote unanimous.
 - c. Amend the FY21 calendar. No motion made at this time.
- 10. Upcoming Meetings/Events/Announcements
 - a. Strategic Planning before meeting, September 21, 2020 -4:30 p.m.
 - b. Next board meeting, September 21, 2020 – 5:30 p.m.
 - c. Finance Committee Meeting, September 14, 2020 – 12:00 p.m.
 - d. Policy/Governance Committee Meeting, September 14, 2020 – 1:00 p.m.
 - e. Marketing Committee meeting, TBD.
- 11. Adjournment 6:34 p.m.

Respectfully submitted,

Tara Erickson



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Montessori Academy

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Executive Director Report for NDMA's Board of Directors – Dave Conrad, Monday, August 17, 2020

1. Contractual Performance Areas for Osprey Wilds (OW)

- a. Academic performance related to charter contract goals
- b. Environmental education performance related to charter contract goals/environmental literacy plan (ELP)
- c. Financial performance for FY 21 – *Dustin will attend the first part of our Regular meetings, even if he has other commitments on our meeting night.*
 - i. Enrollment: as of 08/17/2020 200 k through 8th, of 219 budgeted
 - ii. Fund Balance: (unaudited) \$19,127
- d. Board training & Development
- 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
- x. Follow meeting agenda
- xi. Board packet inclusive of all materials relevant to meeting agenda

2. Employment Report

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

3. Learning Plan for Start of School Year

- I participated in a consult with a technician from the Minnesota Department of Health last Thursday. Based on the McLeod County and surrounding Counties’ 14-day positive COVID-19 numbers per 10,000 people, and the design of our learning program, they are supportive of NDMA going ahead with *On-site Learning* for all students, preschool through eighth grade. This does consider that the numbers – at face value – would suggest moving to *Hybrid Learning* for our seventh and eighth graders. It is, however, your prerogative to decide in this regard.