



New Discoveries Montessori Academy

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Official Board of Directors

Meeting Minutes

Monday, October 19, 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 5:33 p.m.
Voting members present: Shari Colvin, Peggy Enerson, Spencer Kangas, Tara Oberg, Patti Hoerner, Meytal Stancek, Patrick Selchert. Absent: Amanda Sundblad.
Non-voting members: Dave Conrad, Tara Erickson, Dustin Reeves. Absent: Kirsten
2. Guests: Tamara Polzin, NDMA teacher.
3. Spotlight Report – No report this month.
4. Agenda – MS (Colvin/Hoerner) to approve the agenda with addition to New Business: b. approval of Exhibit F of our contract with Osprey Wilds, roll call vote unanimous; motion carries.
5. Consent agenda – MS (Enerson/Kangas) to approve the consent agenda – no questions or concerns, roll call vote unanimous; motion carries.
 - a. Minutes of September 21, 2020 Meeting
 - b. Minutes of September 29, 2020 Special Meeting
 - c. Submitted Committee Reports
6. Financials
 - a. September 2020 financial statements – Dustin Reeves shared that payroll salaries were reviewed and have been updated, and ADM's are on target for the year.
 - b. MS (Oberg/Selchert) to approve September 2020 supplemental information report, Reeves reported that there were no surprises or nothing of note listed in the report, roll call vote unanimous; motion carries.
7. Reports
 - a. Executive & Associate Directors - attached
 - i. Personnel changes – resignations: Briana DeMars and Deb Rule, dismissals, reassignments, and new employments: Kate Miller and Amber Ramirez-Pacheco.
 - ii. Strategic Plan Update
 - iii. Environmental Education Update
 - iv. Academic Testing and Achievement Update- almost through Fall academic testing.
 - v. Enrollment Update
 - vi. Activities and Happenings related to the school, staff, students, families, community: conferences were well attended on 10/13 and 10/14.
 - b. Board Activities

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- i. Work on Strategic Plan Goals – Conrad shared his updates regarding the Strategic Plan goals. Colvin led us through the draft of proposed goals for FY21 along side the FY20 Strategic Plan. She shared why some of the goals for FY21 remained the same and some of the goals were slightly changed. The draft will go back to the Policy/Governance committee for further revisions.
- ii. Board training – Several board training opportunities were explored including those offered by MACS. The board decided to continue using Carpenter’s Charter School Board University – read and discuss the section on “The Board in Action” on pages 109-127.

8. Old Business

a.

9. New Business

- a. MS (Colvin/Enerson) to approve medical leave of absence for a staff member from Tuesday, September 8, 2020 to approximately Friday, November 6, 2020. Administration recommends approving the leave based on the note received from the employee’s physician, roll call vote unanimous; motion carries.
- b. MS (Oberg/Hoerner) to approve Osprey Wilds Contractual Performance Areas, exhibit f, – all the information in exhibit f is included in other portions of the contract previously approved by the board, roll call vote unanimous; motion carries.

10. Upcoming Meetings/Events/Announcements

- a. Next board meeting, November 16, 2020 – 5:30 p.m.
- b. Finance Committee Meeting, November 9, 2020 – 12:00 p.m.
- c. Policy/Governance Committee Meeting, November 9, 2020 – 1:00 p.m.

11. Adjournment 7:23 p.m.

Respectfully submitted,

Tara Erickson



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Executive Director Report for NDMA's Board of Directors – Dave Conrad, Monday, October 19, 2020

1. Employment Report

- We offered a qualified candidate the remaining licensed Teaching position at NDMA: early childhood (preschool/kindergarten – Children's House), full-time. I am expecting a response from the candidate this week.

2. Contractual Performance Areas for Osprey Wilds (OW)

- a. Academic performance related to charter contract goals – see Kirsten's report.
- b. Environmental education performance related to charter contract goals/environmental literacy plan (ELP) – see Kirsten's report.
- c. Financial performance for FY 21
 - i. Enrollment: as of 10/19/2020 201 actuals, of 219 budgeted.
This does not include voluntary pre-k #s.
 - ii. Projected Fund Balance for FY 21: \$44,076.00
- 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



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2. Action items

2. Contractual Performance Areas for Osprey Wilds (OW)

(continued)

- i. Board materials available for public inspection
 1. On-site
 2. On-line
- ii. Closed meeting? 13D.03
- iii. Actions clearly articulated
- iv. Motion and Second clearly articulated
- v. Result of voting articulated by Board Chairperson, including tally of votes
- vi. Performance Improvement Plan consistent with Charter contract
- vii. Follow meeting agenda
- viii. Board packet inclusive of all materials relevant to meeting agenda

3. Renewal Charter Contract Statutory Compliance Review Rubric for NDMA and Osprey Wilds

As I mentioned last month, MDE is requiring a revision to our contract with Osprey Wilds to bring it into compliance with statute. The contract amendment will be signed by the board chair upon board approval. I have attached a copy of the revised *Exhibit F: Implementation of Statutory Purposes*. I will also have a copy of *Board assurance form* (Exhibit L) for each board member to sign.

The school's board of directors will need to approve the contract amendment at a public meeting of the board. At Osprey Wild's request, I propose amending tonight's agenda to allow for consideration of approving the amended contract at tonight's board meeting. Upon receipt of the required documents, Erin Anderson will countersign the contract amendment on behalf of Osprey Wilds and submit the revised contract to MDE.

4. Strategic Planning Update

- The Policy/Governance committee members met recently to review where we are regarding updating NDMA Board's Strategic Plan. I offer the following summary for your consideration:
- *Dynamic Leadership:*
 - o Goal #1 SMART Goal – Communication between administration/teachers and teaching partners will be enhanced. Spring 2021 Staff satisfaction survey will show increased satisfaction with inter-staff communication.
 - **Persons Responsible:** Teaching Partners, Teachers & Administration
 - **Administrative Response:** Dave will reestablish weekly Staff Update meetings Thursday, October 22nd at 4:30 p.m. The meetings will be hosted via Microsoft online Teams Video. The meetings are optional. They will be recorded and available to be heard at someone's leisure. Dave will include a summary of information covered during the meetings in his Friday *Weekly Updates*.
 - o Goal # 2 SMART Goal – Administration will create on-boarding training and orientation protocol for new employees. Ninety percent of new employees will complete the required training within two weeks of their start date.
 - **Persons Responsible:** Administration
 - **Administrative Response:** Tara will provide link for new hires to use to complete required training. Tara will provide new hires copies of Employee Handbook and Student and Family Handbook. Implementation beginning Fall 2020.
 - **Persons Responsible:** Administration
- *Intentional Interdependence:*



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- Goal #1 SMART Goal – Develop and disseminate clear playbook for *going-out* and *coming-in* activities by April 30, 2021.
Persons Responsible: Teaching Partners, Teachers & Administration
- *Intentional Interdependence* (continued):
 - Goal #2 SMART Goal – Develop a business/organization recognition protocol that would acknowledge business/organizations that participate in *going-out* and *coming-in* activities by April 30, 2021.
Persons Responsible: Instructional Leadership Team (ILT)
- *Montessori Principles:*
 - Goal #1 SMART Goal – Conduct regular walk-throughs to observe fidelity to the eight identified Montessori Principles at NDMA. Administration will provide specific feedback after each walk-through to begin mid-November 2020.
Persons Responsible: Administration
 - Goal #2 SMART Goal – Create and implement in-house Montessori principles orientation experience that all staff will complete upon employment at NDMA by August 2021.
Persons Responsible: Administration
 - Goal #3 SMART Goal – Provide additional compensation for Teaching Partners upon successful completion of the Montessori Assistants certification program at the *Montessori Center of Minnesota* by August 2021.
Persons Responsible: Board of Directors
- *Measurable Accountability:*
 - Goal #1 SMART Goal – Increase individual student Math proficiency as measured by the math power standards. Year one: develop assessment and set baseline.
Persons Responsible: Board of Directors
 - Goal #2 SMART Goal – Increase general fund balance by a minimum of \$75,000 each year until a 20% of income fund balance is reached.



Persons Responsible: Board Finance Committee

5. COVID-19

- I sent a document to families today to update them regarding the most recent 14-day COVID-19 Case Rate for McLeod and other counties we serve.
- After a steady increase in 14-day case rate per 10,000 people in McLeod County since August 23rd, last Thursday's count dropped to 15.07. Although that count would normally move our middle schoolers into hybrid learning, Minnesota Department of Health (MDH) consultation has provided dispensation for our middle schoolers to be included in the "elementary" category, due to the fact that we have closed cohorts (We don't travel from room to room. Therefore, each section of middle school is self-contained).
- We are fortunate to have been serving students on-site since the first day of school, August 24th. I am truly grateful to Staff, Students and Families for following protocol, and making this possible. It is as important as ever to continue to honor safe protocols.