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Official Board of Directors

Meeting Minutes

Monday, December 21, 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 5:30 p.m.
Voting members present: Shari Colvin, Peggy Enerson, Spencer Kangas, Tara Oberg, Amanda Sundblad, Patti Hoerner, Meytal Stancek, Patrick Selchert.
Non-voting members: Dave Conrad, Kirsten Kinzler, Tara Erickson, Dustin Reeves.
2. Guests: James Ewer - Osprey Wilds, Ryan Schmidt - Schlenner Wenner & Co., Tamara Polzin - NDMA teacher.
3. Spotlight Report – Ryan Schmidt of Schlenner Wenner & Co. provided an overview of the New Discoveries Montessori Academy Audited Financial Statements for year ended June 30, 2020. The auditors provided an “Unmodified (Clean) Opinion. There were no material audit adjustments, no deficiencies in internal controls were identified, and no legal compliance findings were identified. Copies of the audit report may be obtained at the front desk.
4. Agenda – MS (Colvin/Hoerner) to approve the agenda with addition of 8.b. extension of medical leave, 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 November 16, 2020 Meeting
 - b. Submitted Committee Reports
6. Financials
 - a. Received November 2020 financial statements, Dustin Reeves spoke about the financials. ADM counts are back up with the addition of several more students to replace those who left, and we are on track to meet budgeted needs.
 - b. MS (Oberg/Enerson) to approve November 2020 supplemental information report – no questions or concerns, roll call vote unanimous; motion carries.
 - c. Received the FY20 Audit Report.
7. Reports
 - a. Executive & Associate Directors - attached
 - i. Personnel changes – no personnel changes this month
 - ii. Strategic Plan Update

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- iii. Environmental Education Update – When Kinzler reported that educators needed to submit EE happenings she was asked if eating lunch in the greenhouse that week should be included as an EE activity
 - iv. Academic Testing and Achievement Update: NWEA growth projection report is based on national averages for students.
 - v. Enrollment Update: 52 students are attending in school classes T, W, Th mornings, all other students are in participating via distance learning.
 - vi. Activities and Happenings related to the school, staff, students, families, community: Culver’s fundraiser netted \$110 last month.
- b. Board Activities
 - i. Board training in the area of governance: Discuss “Board-CEO Relationship” (pp. 127-148, Charter School Board University). Sundblad led the discussion around the assigned reading. Read for the next meeting - Keeping the Board out of Trouble (pp.161-172.) Kinzler provided copies of Sounding Board issue 18. Authorizer will provide board training on February 2, 2021. Oberg and Colvin will work on process to identify which “high-performing” schools we will want to look at more closely in an effort to increase performance level of NDMA.

8. Old Business

- a. MS (Colvin/Hoerner) to approve FY21 Strategic Plan, no further revisions were suggested, roll call vote unanimous; motion carries.
- b. MS (Oberg/Hoerner) to extend medical leave for Lois Tritz through the end of January 2021 – administration recommends extension, roll call vote unanimous; motion carries.

9. New Business

- a. MS (Enerson/Sundblad/Kangas) to approve the following policies: 214P Out-of-State Travel by School Board Members; 410P Family & Medical Leave; 102P – Equal Educational Opportunity, 203P – Operation of NDMA Board, 205 P – Open Meetings & Closed Meetings, 208P – Development, Adoption, & Implementation of Policies, 210.1P Conflict of Interest, 213P – School Board Committees (added standing Marketing Committee), 304P – Executive Compensation (Oberg/Colvin to look at appropriate compensation for our director position.) Roll call vote unanimous; motion carries.
- b. MS (Oberg/Colvin) to approve a renewal of both the \$400,000 and \$200,000 lines of credit with Citizens Bank and Trust Co., Conrad explained why we have and renew both lines of credit, roll call vote unanimous; motion carries.
- c. MS (Finance Committee) to designate a restricted fund for the establishment of an NDMA foundation – this is the first step toward establishing a foundation to help fund activities such as multi-day, environmental education field trips not covered in the school budget. 3M Gives and other undesignated donations to the school may be directed to this fund. Roll call vote unanimous; motion carries.

10. Upcoming Meetings/Events/Announcements

- a. Next board meeting, January 25, 2020 – 5:30 p.m.
- b. Finance Committee Meeting, January 11, 2020 – 12:00 p.m.
- c. Policy/Governance Committee Meeting, January 11, 2020 – 1:00 p.m.

11. Adjournment 7:07 p.m.

Respectfully submitted,

Tara Erickson

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New Discoveries

Montessori Academy

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Executive Director Report for NDMA's Board of Directors – Dave Conrad, Monday, December 21, 2020

1. 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
 - ii. Fund Balance
 - 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/or 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
 - v. Closed meeting? 13D.03
 - vi. Actions clearly articulated
 - vii. Motion and Second clearly articulated



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- 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. Osprey Wilds Environmental Learning Center Safe Learning Plans Review and Feedback

The Safe Learning Plans Review and Feedback from Osprey Wilds has been updated and approved, effective December 8, 2020. The updated plan is available in the workroom and in my office for your review. It is also available on our web site.

3. Osprey Wilds Environmental Learning Center School Website Compliance Review and Feedback

Osprey Wilds recently provided a compliance review regarding NDMA's website. Tara is in the process of making sure the three items that the reviewer was "unable to find" can be found in the future.

4. Marketing

NDMA contributed \$1,000.00 to the *Goodnight Hutchinson* project. This was money we normally would have spent being a Grandstand sponsor at the McLeod County Fair, which was cancelled this year. The result is prominent placement in the just-published local keepsake book, *Goodnight Hutchinson*. I am confident this is a way for NDMA to be a part of something that has the potential to provide more positive exposure – long term – than we would have realized displaying our banner at the fair.



5. Teacher Observations/Evaluations

I shared the plan for Teacher observations/evaluations with Teachers today. There are three options for Teachers to choose, considering the challenges COVID-19 presents. I have also modified/updated the observation template and rubric to account for the fact that we will have some or all our children engaged in *Distance Learning* for the time being. The two upcoming rounds will occur January 11th through February 26th, and March 15th through April 29th.

6. COVID-19

COVID-19 continues to drive much of my decision-making, as well as dominating my expenditure of time.

1. As per last Friday's Weekly Update, NDMA's Incident Command Team met Friday to respond to the Governor's recent challenge for elementary schools to begin serving students in person January 18th. Based on the guidance, we are on track to be compliant with the Governor's wishes.
2. We sent another *Family Update* today to inform Families of our plans for *In-person Learning* to begin February 1st.
3. It has been encouraging to see the 14-day COVID-19 Case Rate by County decline for the last three reporting periods.
4. Nurse Nicole Grack and I participated in initial training today for on-site COVID-19 saliva testing for NDMA Staff. Although Staff members are not required to participate, beginning in January, we will provide an opportunity for Staff members to take a COVID test every 14 days, at no cost to NDMA or to the Staff member. This looks like it will be a rather involved process, however. At this time, we are taking inventory of how many Staff are inclined to participate. This will help us determine where we should set up the "clinic," before we develop protocol specific to our site.

**Associate Director
Kirsten K Kinzler
Board Report
Monday, December 21st, 2020**

1) Student Achievement - Data/Assessments – Academic Goals

NWEA MAP Growth Projection report attached. Continue to show percentages in the 40-60% range from year to year. With our professional development, teaching staff presented a great intervention component on the FAST assessment to use with students that are struggling.

2) Environmental Education/Focus on our environment – Environmental Literacy Plan (ELP)

We are falling short in keeping track of our ELP goals. I will send out a reminder to our teaching staff regarding our goals and ask for documentation and ideas for implementation of the goals.

3) Marketing/Fundraisers - PTO

Dave received the copy of “Good Night, Hutchinson” for which we made a monetary contribution to be included in the book. Marketing dollars well spent!

4) School Happenings

We have (54) students attending in-person school on Tuesday, Wednesday, and Thursday from 9:15-12:15pm. Students were selected by licensed staff to attend the on-site component. Based on feedback from teachers, we will have a few more students attending in January. We serve approximately 200 breakfasts and 200 lunches per day. There are (19) students that are part of the NDMA childcare. Six van drivers and NDMA staff deliver meals to approximately 100 households Mondays-Thursdays. They also deliver our students to and from school on T, W, TH. On Wednesdays they also deliver materials to all the Distance Learners. Oh my!

5) Other

Performance Improvement Plan (PIP) – As part of our contract renewal process, NDMA needed to address specific shortcomings. These areas of improvement are articulated in the Performance Improvement Plan (PIP) and have timeline indicators and person(s) responsible.

Ongoing check-in: Enrollment – Monthly (Dave’s Report);

Instructional Approach aligned to standards – Monthly (PLC),

Open Meeting Law – Monthly (Board Meetings);

EE Goals – Quarterly (Kirsten);

Epicenter/Website Updates/Submissions – Weekly (Kirsten)

SOUNDING BOARD: Charter School Board Committees

Review newsletter. Are there any practices that our board needs to adopt or change to our board committee structure?

- See Dave’s Weekly Update/Board Report for other information...

Every school should complete the table below:

	Standardized Test	Grades included in testing	Number of Students meeting expected growth target	Total Number of Students tested	Percentage of Students meeting expected growth target	Were any of these results from remote testing? (Y/N)
Fall 2019 to Fall 2020						
Fall 2019 to Winter 2020 (if available)	FALL 2020 - NWEA MAP - MATH	K-8	102	193	52.8%	N
Fall 2019 to Winter 2020 (if available)	FALL 2020 NWEA MAP - READING	K-8	87	194	44.8%	N

For schools administering any remote testing this fall, please disaggregate the data above to reflect data obtained from remote testing and data obtained from on-site testing.

REMOTE TESTING DATA	Standardized Test	Grades included in testing	Number of Students meeting expected growth target	Total Number of Students tested	Percentage of Students meeting expected growth target
Fall 2019 to Fall 2020					

IN PERSON TESTING DATA	Standardized Test	Grades included in testing	Number of Students meeting expected growth target	Total Number of Students tested	Percentage of Students meeting expected growth target
Fall 2019 to Fall 2020					

Schools should also upload the Summary Data reports generated by your assessment program.

Indicator Area 1: Awareness

Students demonstrate an awareness of the relationship between the environment and human life and the diversity of life that shares the earth with humans.

Goal: Students and staff at *New Discoveries Montessori Academy* have the awareness, or are increasing their awareness, of the relationship between the environment and human life.

Strategy 1.1

- All classrooms (Grades K-8) will have a designated Outdoor Classroom Space where they will focus on the outdoor environment at least 20 minutes per week.

Evaluation method 1.1.1

- Each week, classrooms will track and document time spent on the Outdoor Classroom Space calendar page in the Environmental Education binder. Minimum school year results will be 36 weeks x 20 minutes/week = 720 minutes or 12 hours spent in Outdoor Classroom Space per classroom. By exploring the outdoor environment, students will demonstrate their awareness and their relationship with the environment with reflections of time spent in their Outdoor Classroom Space articulated in their Environmental Journal.

[illegible]

Indicator Area 2: Knowledge

Students have knowledge of how natural systems function and how human systems interact with and depend on them.

Goal: Students and staff at *New Discoveries Montessori Academy* have the knowledge, or are increasing their knowledge, of human and natural systems and processes.

Strategy 2.1

- Students and staff will be able to identify the trees, plants, birds and animals that are found on school grounds.

Evaluation method 2.1

- Student Environmental Journal will contain a checklist of the trees and plants found on the property. 80% of E1 students (Grades 1-3) will complete the checklist over the course of the school year.

Strategy 2.2

- E2/E3 students (Grades 4-8) will learn about climate change and its effects on our environment.

Evaluation method 2.2

- E2/E3 students (Grade 4-8) will take a pre- and post-assessment on climate change and will reflect an increase in knowledge on their post-assessment by 10 points.
- 80% of E2/E3 students (Grade 4-8) will be able to articulate one way in which they can positively affect climate change.

Indicator Area 3: Attitudes

Students demonstrate respect and concern for the earth's health and the motivation to participate in environmental stewardship.

Goal: Students and faculty at *New Discoveries Montessori Academy* have an attitude, or are increasing their attitude of, appreciation and concern for the environment.

Strategy 3.1

- Students will be able to model recycling practices in their classrooms and school, describe why it is important to recycle and share their knowledge with their families at home.

Evaluation method 3.1

- E2 students (Grades 4-6) will collect the recyclables in the school each week as part of their classroom jobs. Recyclables are brought to the McLeod County Solid Waste Management site 2x's/week and will be tracked on a calendar indicating a commitment to school-wide recycling practices.

Evaluation method 3.1

- Student/Staff/Family Satisfaction Surveys will include the following survey questions about recycling: (yes or no)
 - I think recycling is important. (students/staff/family)
 - I recycle at school. (students/staff)
 - I/We recycle at home. (students/staff/family)
 - Students and staff actively engage in recycling. (staff)
 - My child knows how to recycle paper, plastic, glass and aluminum. (family)

Responses will indicate at least 50% of the respondents will respond "yes" to the above statements. Tracking the survey responses from year to year will indicate an increase from the previous year in awareness in environmental stewardship.

Recycling Survey Data – composite average score of survey questions from Student/Staff/Family Satisfaction Surveys			
2018-2019	2019-2020	2020-2021	2020-2022
59%			

Indicator Area 4: Skills

Students possess the skills needed to identify and critically analyze environmental issues, and to contribute to resolving the root of environmental challenges.

Goal: Students and faculty at *New Discoveries Montessori Academy* have or are increasing their problem solving and critical thinking skills as it relates to the environment and human life.

Strategy 4.1

- Students at New Discoveries will care for their outdoor environment by planting trees, cleaning up the grounds and working in the gardens.

Evaluation method 4.1.1

- The 3rd grade students will learn how to plant trees on the property in the spring of each year. This will be documented in their Environmental Journal. When surveyed, 80% of the students will write or verbalize 2/3 of the following
 - how trees are important for environmental health,
 - what causes trees to die
 - and why we need to remove and replace diseased trees.

Evaluation method 4.1.2

- Kindergarten students will learn how to plant, identify, weed, harvest, cook and donate garden vegetables from our gardens. Teachers will take photos of students at each phase of the gardening process and 80% of Kindergarten students will be able to correctly list 2 ways in which the gardening process impacts the environment.

Indicator Area 5: Action

Students have the capacity, or are increasing their capacity, to perceive and interpret the health of environmental and social systems and take appropriate action to maintain, restore, or improve the health of those systems.

Goal: Students and staff at *New Discoveries Montessori Academy* demonstrate the capacity, or are increasing their capacity, to work individually and collectively toward sustaining a healthy natural environment.

Strategy 5.1

- Through adult instruction, modeling, and student practice, all NDMA students (Grades K-8) will compost their breakfast and lunch food at the compost center.

Evaluation method 5.1

- Breakfast and lunch garbage waste will be tracked reflecting a reduction from 4-6 full garbage bags of waste to less than one garbage bag per day of waste improving waste management at NDMA and overall environmental health. Compost bags will be tracked on a calendar and delivered daily to a local farm where animals will eat the composted food. Through tracking the number bags, students will become aware of the impact their food waste and garbage affects the environment, discuss ways to reduce both and improve the environment.

Exhibit S: Performance Improvement Plan – Probationary Contract

School Name: New Discoveries Montessori Academy

*Below is a detailed action plan to address specific shortcomings that may exist in order to achieve the school's intended and required academic, financial, operational, and/or environmental education outcomes. This written plan outlines specific benchmarks related to the school's renewal evaluation, a specific timeline, and identification of resource needs (time, money, expertise) to accomplish the milestones set forth in the plan. ACNW will monitor the school's progress and if benchmarks are not satisfactorily met as determined by ACNW, ACNW will proceed with Charter Review as outlined in **Exhibit Q: Range of Possible Interventions**.*

The following provides a summary of the deficiencies and other issues evident in the school's Renewal Performance Evaluation (Exhibit O) and how they will be addressed during this contract term:

Academics

- A.3 Reading Growth
 - Addressed through Exhibit G
- A.4 Math Growth
 - Addressed through Exhibit G
- A.5 Reading Proficiency
 - Addressed through Exhibit G
- A.6 Math Proficiency
 - Addressed through Exhibit G

Environmental Education

- EE.1 Awareness
 - Addressed through Exhibit H
- EE.5 Action
 - Addressed through Exhibit H

Financial

- F.2.2 Days Cash on Hand
 - Addressed below
- F.2.3 Enrollment Variance
 - Addressed below
- F.3.1 Fund Balance Percentage
 - Addressed below
- F.3.3 Debt to Asset Ratio
 - Addressed below

Operations

- O.1.2 Instruction & Assessment
 - Addressed below
- O.2.1 Board Composition & Capacity
 - Addressed below
- O.2.2 Board Decision-Making & Oversight
 - Addressed below

Milestone	Indicator(s) Addressed	Description of strategies and /or activities designed to meet the identified milestone.	Timeline	Person(s) Responsible
The school's days cash on hand meets standard by the end of the contract.	F.2.2	Days cash on hand measurement (Calculations) will be included in the budgeting process and monitored monthly by the Finance Committee.	Monthly through June 30, 2023	Finance Committee
The school consistently meets enrollment projections.	F.2.3	The working budget will be updated monthly to reflect current ADM Projections versus current month actual ADM Reporting.	Monthly	Finance Committee
The school's fund balance meets standard by the end of the contract.	F.3.1	The Finance Committee will present a budget to the Board annually with increases that are inclusive of the contract goals. The school will ensure the targeted balance is budgeted for and will make changes to expenditures according to what is feasible to ensure that the fund balance goals are met.	June 30, 2023	Finance Committee
The school's debt to asset ratio meets standard by the end of the contract.	F.3.3	The School will implement a calculation to reflect the Debt to Asset Ratio on monthly board reports so that the Board of Directors has a visual representation of what the goals are, compared to where current actual data is.	June 30, 2023	Finance Committee
The school's instructional approach is rigorously and consistently aligned to standards.	O.1.2	12.12.19 response. We may be using a variety of curriculum sources and teachers may vary in the level of training, but the curriculum used is aligned to the standards through the Year Long Learning Progression (YLLP). We will continue to work to find what works for both students and educators (and meets state and federal standards). That will mean that a variety of materials and approaches will always be appropriate.	Monthly	NDMA PLC, ILT
All board members will complete statutorily required initial and ongoing training within mandated timeframes.	O.2.1	12.12.19 response. We had no new members the past year, so we did not need to go through all the required training for new members. The only person who may not have met all requirements was Jennifer Thompson, and she did not attend any meetings after 6 months of her being seated.	Yearly	NDMA Board

Board meetings are held consistent with Open Meeting Law.	O.2.2	The board meetings will continue to be held consistent with Open Meeting Law.	Monthly	NDMA Board
The board reviews its progress toward contractual academic and EE goals at least four times / year.	O.2.2	12.12.19 response. The board does monitor the academic, financial and environmental education success at least quarterly, even if the minutes do not show numbers as they relate to the goals.	Quarterly	NDMA Board
The board monitors progress toward its contractual performance improvement plan (PIP) at least four times / year.	O.2.2	12.12.19 response. We meet this standard through the strategic plan (and the process used in formulating the strategic plan), the director review and director goals, and having several board members (though not a quorum) on the Instructional Leadership Team (ILT).	Quarterly	NDMA Board
The school's aggregate on-time percentage for Epicenter submission is 80% by the next contract evaluation period.	O.6.3	The Associate Director will check-in with the Administrative Assistant each week regarding Epicenter tasks and ensure timely submission.	Weekly	Associate Director / Administrative Assistant
The school website meets statutory and contractual requirements in each year of the contract.	O.6.3	The Associate Director will check-in with the Administrative Assistant weekly regarding the school website ensuring statutory and contractual requirements are being met.	Weekly	Associate Director / Administrative Assistant