



New Discoveries

Montessori Academy

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Official Board of Directors

Meeting Minutes

Monday, February 22, 2021 – 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, Patti Hoerner, Meytal Stancek, Absent: Amanda Sundblad, Patrick Selchert.
Non-voting members: Dave Conrad, Kirsten Kinzler, Tara Erickson. Absent: Dustin Reeves.
2. Guests: Tamara Polzin
3. Spotlight Report – The spotlight report for tonight’s board meeting is the E3 YLLP. Tamara Polzin, NDMA E3 teacher, shared the E3 Year Long Learning Progression, how standards are listed and how the teaching staff follows the YLLP to meet the middle school standards. The E3 YLLP uses a two year cycle for Language Arts, Science, and Social Studies (7th grade standards year one of the cycle and 8th grade standards year two of the cycle) while the 7th grade students meet the 7th grade math standards and the 8th grade students meet the 8th grade mathematics standards.
4. Agenda – MS (Colvin/Kangas) to approve the agenda with addition of 9.c., 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 January 25, 2020 Meeting
 - b. Submitted Committee Reports
6. Financials
 - a. Received January 2021 financial statements – the increased enrollment is getting us closer to the minimum FY21 ending balance of \$50,000 and strategic goal of \$75,000.
 - b. MS (Enerson/Hoerner) to approve January 2021 supplemental information report – there were no unexpected payments; roll call vote unanimous; motion carries.
7. Reports
 - a. Executive & Associate Directors – please see attached reports.
 - i. Personnel changes – resignations, dismissals, reassignments, and new employments – none this month.
 - ii. Strategic Plan Update – Conrad shared the current status of the strategic plan goals – there was some discussion of setting up an ad hoc committee to learn more about setting up a foundation

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and whether we should go with a self-managed program or look into working with an established foundation.

- iii. Environmental Education Update – E2 classes are going to Nye Nature Center in Henderson.
 - iv. Academic Testing and Achievement Update – we are half-way through NWEA winter testing – Kinzler will provide update on results at the March meeting.
 - v. Enrollment Update – enrollment is up.
 - vi. Activities and Happenings related to the school, staff, students, families, community – NDMA is participating in onsite COVID testing. PTO is hosting a PUFFINS fundraiser. March 20 will be the preschool/kindergarten open house. This week is Montessori Education week with multiple activities for classrooms to participate in.
- b. Board Activities
- i. Considered changing/updating board committees – There was discussion around having only two standing board committees – finance and policy/governance/human resources. Since we no longer share a building with another school and there is an affiliated building company, there is no longer a need to have a standing board committee. Also with almost full enrollment and adequate technology resources in place, there is also not a need for a board committee to meet on a regular basis in these areas. Administration will keep the board updated on all these areas and ask for an ad hoc committee if any major decisions need to be made. The board will consider this change at a future meeting.
 - ii. Board training in the area of governance: Discuss “Leading for the Future”, (pp.173-181, Charter School Board University). Kangas led the discussion of this reading.

8. Old Business

- a. Received Triennial Assessment Report of School Wellness Policy Action Plan – Conrad emphasized the goal of the need for staff to model healthy diets while in the presence of students.

9. New Business

- a. MS (Colvin/Hoerner) to approve contract with Southwest West Central Service Cooperative to provide teacher of the visually impaired services, roll call vote unanimous; motion carries.
- b. MS (Enerson/Kangas) to approve review of the following policies: 411F - Donated Sick Leave Forms, 411P - Sick Leave Policy, 417P - Substance Use & Abuse, 418P - Drug Free Workplace-Drug Free School, 419P - Tobacco-Free Environment – no substantial changes to any of the policies, roll call vote unanimous; motion carries.
- c. MS (Colvin/Kangas) to approve amended contracts for kitchen staff as presented in the finance committee minutes, Conrad summarized the proposal and commented that we would like to keep the good people we have on staff in the kitchen, roll call vote unanimous; motion carries.

10. Upcoming Meetings/Events/Announcements

- a. Next board meeting, March 22, 2021 – 5:30 p.m.
- b. Finance Committee Meeting, March 15, 2021 – 12:00 p.m.
- c. Policy/Governance Committee Meeting, March 15, 2021 – 1:00 p.m.

11. Adjournment 7:10 p.m.

Respectfully submitted,

Tara Erickson

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Executive Director Report for NDMA's Board of Directors – Dave Conrad, Monday, February 22, 2021

1. School Wellness Action Plan & Policy Review

See separate report.

2. Strategic Plan Update

See separate report.

3. Teacher Observations/Evaluations

- Twenty down, three to go for the current round of Teacher observations/evaluations
- Dr. Christian and Mrs. Kinzler rolled out the newest version of our Teaching Partner evaluation system last week.

4. COVID-19

- 25 staff members participated in our first round of on-site COVID-19 saliva testing earlier this month. We will conduct our second on-site clinic tomorrow. This is voluntary, so I am not expecting the number of participants to increase dramatically from one clinic to the next.
- 37 staff members have had their first dose of COVID-19 vaccine. Three staff members are waiting for their first dose. Three staff members have had their second dose.
- Last week we sent a notice to families about the new Minnesota COVID-19 Connector – an opportunity for ALL Minnesota residents who have not yet been vaccinated to sign up for the vaccination. The state is still working off their prioritized list, but this will prompt the State to contact individuals for vaccination opportunities once they vaccinated everyone on the prioritized list.

4. COVID-19 (continued)

- There are approximately 20 NDMA students whose families have opted to continue with Distance Learning, even though they have the option to be on-site. Some of them have agreed to have their child(ren) begin to phase in a return to in-person learning (e.g., start with one day/week).



New Discoveries

Montessori Academy

5. Montessori Education Week (this week)

- Mrs. Kinzler hosted a virtual kick-off assembly this morning.
- There are a few special activities planned at NDMA this week:
 - Acts of kindness
 - Classroom Peace corners
 - Butterfly/Crane origami making and display

6. 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
 - 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
 - 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

1) Student Achievement - Data/Assessments – Academic Goals

We are half-way through the NWEA MAP for the Winter assessment period. Results will be available at the March Board Meeting.

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

With the nicer weather, some of the classrooms have been taking advantage of the warmer days. Several classrooms planned a sledding time down our ‘big’ hill on the west side of the playground. E2 will be going to the Nye Nature Center in Henderson on Tuesday, March 2nd where they will go snowshoeing and investigate their beautiful grounds. This is one of our first field trips since COVID – exciting!

3) Marketing/Fundraisers - PTO

We will be doing the Puffins fundraiser again in March. We raised over \$3,000 this past November so we thought we’d try it again!

Preschool/Kindergarten Open House will be held on Saturday, March 20th from 9:00-11:00am. Due to COVID, we are asking that families call to schedule an appointment to receive a tour. An ad will run in the Hutchinson Leader and flyers will be distributed to families.

4) School Happenings

This week is Montessori Education Week. We met this morning via Zoom for an all-school assembly. We read a story about Maria Montessori and introduced our activities of making origami butterflies and cranes and a Kindness Quilt. We will end our week on Friday with a closing assembly and sing, “Please Grant My Wish for Peace.”

There are (21) students that are part of Distance Learning. Many (but not all) of these students have signed up to come into school to complete their NWEA MAP assessments. Since conferences, we’ve also had a couple of these students agree to come in one day a week. For those that have signed up for meals, they are delivered via Labraaten/ACC Midwest M-TH. On Wednesdays, materials are also delivered to all the Distance Learners.

5) Sounding Board

Osprey Wilds publication – Issue 19 – Charter School Board Self-Evaluation

What can be our next steps in creating an evaluation of the NDMA Board/Board Meetings?

6) Other

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

Patience
Encouragement
Acceptance
Communication
Empathy
Fair
Understanding
Loving

Montessori
Education
Week