



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, March 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, Meytal Stancek, Amanda Sundblad, Patrick Selchert, Patti Hoerner
Non-voting members: Dave Conrad, Kirsten Kinzler, Tara Erickson. Absent: Dustin Reeves.
2. Guests: Tamara Polzin, Rhonda Rossing, Addie Giesen, Jennie Asher, Bess Bauman.
3. Spotlight Report – E3 Mulberry presented a newsletter of classroom activities.
4. Agenda – MS (Colvin/Sundblad) to approve the agenda with addition of 9.d&e., roll call vote unanimous; motion carries.
5. Consent agenda – MS (Enerson/Hoerner) to approve the consent agenda, roll call vote unanimous; motion carries.
 - a. Minutes of February 22, 2020 Meeting
 - b. Submitted Committee Reports – there was clarification that the additional four voluntary pre-kindergarten seats are for this year only. The previously approved six seats will be ongoing as long as the school submits the required applications and the legislature keeps the program in place.
6. Financials
 - a. Received February 2021 financial statements – there was a question regarding receivables from other districts as \$85,000 from last year seems like a large amount. There is always a lag time in receiving special education payments – we should start to receive the funds soon.
 - b. MS (Colvin/Kangas) to approve February 2021 supplemental information report – nothing looked out of line; roll call vote unanimous; motion carries.
7. Reports
 - a. Executive & Associate Directors – please see attached reports.
 - i. Personnel changes – new employments: Derrick Schumacher, long-term sub teacher (Schumacher submitted his resignation), Tobii Ives, long-term sub teacher, Gina Giesen, special education paraprofessional, Jennifer Jindra, special education paraprofessional.
 - ii. Strategic Plan Update
 - iii. Environmental Education Update-A reminder was sent to have Classrooms continue recording minutes for environmental literacy plan.

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- iv. Academic Testing and Achievement Update – Kinzler presented document the showed growth in NWEA Map reading and mathematics scores from fall to spring by grade level.
 - v. Enrollment Update -
 - vi. Activities and Happenings related to the school, staff, students, families, community – there was a puffins fundraiser. Preschool open house was by appointment this year.
- b. Board Activities
- i. Board members discussed possible ways to accomplish board self-evaluations. We will begin with each board member writing an informal exit statement as to how s/he thought the meeting went, what was good, what could be improved, etc.
 - ii. Board members are asked to submit to Kinzler, the titles, presenters and dates of any board training sessions they have taken part in this fiscal year.
 - iii. The board will begin a book study on **The Seven Outs** by Carpenter. Read The Breezy Points Charter School Story by April 19th.
8. Old Business
- a. None this month
9. New Business
- a. MS(Oberg/Hoerner) to approve contract with Southwest West Central Service Cooperative to provide teacher of the visually impaired services – the cost will be the same as it was for this year, roll call vote unanimous; motion carries.
 - b. MS(Colvin/Selchert) to approve review of the following policies: 420P - Students & Employees with AIDS, 425F – Staff Development Request Form, 425P - Staff Development Policy, 426P - Anti-nepotism – a couple of additional minor word changes will be made to policy 420P and staff members present at the meeting provided input when asked how it was working for them having the instructional leadership team as the Staff Development Committee, roll call vote unanimous; motion carries.
 - c. MS(Kangas/Hoerner) to approve FY22 NDMA School Calendar – considerable discussion centered around start/end times – good to have them both earlier than this year, and around having every Friday and an Early out – will survey staff and parents as to their thoughts on the matter: tabled until the April meeting.
 - d. Nominating committee for Annual meeting will be Oberg and Enerson.
 - i. Tara Oberg and Peggy Enerson terms are up
 - ii. There is also a three year term opening for a community member
 - e. MS(Colvin/Hoerner) to approve family medical leave for K Milton starting mid to late May, roll call vote unanimous; motion carries.
10. Upcoming Meetings/Events/Announcements
- a. Annual Meeting, April 19, 2021 – 4:30 p.m.
 - b. Next board meeting, April 19, 2021 – 5:30 p.m.
 - c. Finance Committee Meeting, April 12, 2021 – 12:00 p.m.
 - d. Policy/Governance Committee Meeting, April 12, 2021 – 1:00 p.m.
11. 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, March 22, 2021*

1. Employment Update

- *The following employees have been offered work agreements recently (see enclosed Board Employment Notification Report):*
 - o *Derrick Schumacher – long term substitute Teacher for CH Lois Tritz*
 - o *Tobii Ives – long term substitute Teacher for CH Kristen Milton*
 - o *Gina Giesen – Special Education Teaching Partner for CH Ash #307 @ CH Elm #311*
 - o *Jennifer Jindra – Special Education Teaching Partner for EII Willow #301 @ EII Walnut #203*

2. Teacher Observations/Evaluations

- *Winter round complete as of March 4th*
- *Spring round begins Monday, March 29th*

3. COVID-19

- *39 staff members have had at least their first dose of COVID-19 vaccine. One staff member is waiting for their first dose.*
- *One student has reported testing positive for COVID-19 since Thanksgiving week. Seven students since Thanksgiving week have been in quarantine due to family members testing positive for COVID-19.*



5. Osprey Wilds "Site Visit"

- James Ewer will be Zooming in Wednesday this week for a virtual site visit. Mrs. Kinzler has created a schedule to give Mr. Ewer an opportunity to visit with students, staff members and Board members throughout the day. He will also be visiting several classrooms.
- Nalani McCatchoon will do a (virtual) follow-up visit Tuesday, April 27th. Her agenda will be based on Mr. Ewer's findings as regarding his March 24th visit to NDMA.

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



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6. Contractual Performance Areas for Osprey Wilds (continued)

- 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*

Associate Director
Kirsten K Kinzler
Board Report
Monday, March 22nd, 2021

1) Student Achievement - Data/Assessments – Academic Goals

NWEA MAP Assessment – Data from Fall/Winter testing (see attached)

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

All staff has a copy of the Environmental Literacy Plan and are working on the goals.

3) Marketing/Fundraisers - PTO

We finished the Puffins fundraiser today. We sold almost \$4,000, raised over \$1,600, and 278 puffins were purchased! Delivery will occur on Thursday, March 31st. Quick and Easy!

Preschool/Kindergarten Open House was held on Saturday, March 20th from 9:00-11:00am. Due to COVID, we asked that families call to schedule an appointment to receive a tour. An ad ran in the Hutchinson Leader and flyers were distributed to families and staff. We had 9 appointments scheduled and all 9 of the families showed with a total of (27) people visiting NDMA on Saturday. Current numbers at this time:

PreK3 – 4/12

PreK4 – 10/24

Kindergarten – 20/24

4) School Happenings

We completed a Summer Food Service Program (SFSP) audit and received a good review. Items needing attention include: classroom staff needs to initial breakfast tally sheets each morning, staff needs to document point of sale of student meals as they go through the line. These items have already been addressed. Yay!

On Wednesday, March 24th, we will complete a site visit remotely with James Ewer. Please let me know if you are able to meet with James as a board representative.

5) Other

- SWWC Vision Therapy Contract for 2021-2022.
- See Dave's Weekly Update/Board Report for other information...

**NDMA NWEA MAP DATA
YEAR-AT-A-GLANCE
Fall, Winter, Spring
2020-2021**

NWEA MAP DATA YEAR-AT-A-GLANCE * Fall, Winter, Spring - 2020-2021

NWEA MAP - MATH

Grade	# Students at/above Grade Level Mean RIT			% Students at/above Grade Level Mean RIT			# tested			Met Projected Growth (as determined by NWEA)			# Students Demonstrating Growth on RIT Fall to Winter/Spring			% Students Demonstrating Growth on RIT Fall to Winter/Spring		
	F20	W21	S21	F20	W21	S21	F20	W21	S21	F20	W21	S21	F20	W21	S21	F20	W21	S21
K	26	14		74%	44%		35	32			10			31			97%	
1	13	11		54%	41%		24	27			7			22			81%	
2	9	8		39%	36%		23	22			7			17			77%	
3	6	5		27%	23%		22	22			9			17			77%	
4	6	2		26%	10%		23	21			7			17			81%	
5	7	7		33%	29%		21	24			5			15			63%	
6	11	8		61%	38%		18	21			6			14			67%	
7	3	4		43%	50%		7	8			4			5			63%	
8	6	6		32%	32%		19	19			10			14			74%	
Total	87	65		45%	33%		192	196			65			152			78%	

%

33%

NWEA MAP - READING

Grade	# Students at/above Grade Level Mean RIT			% Students at/above Grade Level Mean RIT			# tested			Met Projected Growth (as determined by NWEA)			# Students Demonstrating Growth on RIT Fall to Winter/Spring			% Students Demonstrating Growth on RIT Fall to Winter/Spring		
	F20	W21	S21	F20	W21	S21	F20	W21	S21	F20	W21	S21	F20	W21	S21	F20	W21	S21
K	27	16		77%	52%		35	31			10			27			87%	
1	16	17		67%	63%		24	27			8			23			85%	
2	8	5		35%	24%		23	21			4			16			76%	
3	7	6		32%	27%		22	22			4			18			82%	
4	11	6		48%	29%		23	21			5			14			67%	
5	13	10		62%	42%		21	24			10			12			50%	
6	9	9		50%	45%		18	20			6			13			65%	
7	4	2		57%	25%		7	8			4			4			50%	
8	6	6		35%	35%		17	17			6			12			71%	
Total	101	77		53%	40%		190	191			57			139			73%	

30%