



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, October 18, 2021

The Official Board Meeting of New Discoveries Montessori Academy of Hutchinson, MN was held at New Discoveries Montessori Academy, Hutchinson, MN.

1. Call Meeting to Order – The meeting was called to order at 5:33 p.m.

Voting members present: Shari Colvin, Spencer Kangas, Chris LaPlante, Patti Hoerner, Patrick Selchert, Amanda Sundblad, Meytal Stancek. Absent:

Non-voting members: Dave Conrad. Absent: Dustin Reeves.

Recorder: Tara Erickson

2. Guests: Kirsten Kinzler, Peggy Enerson, Tamara Polzin.

3. Spotlight Report –Peggy Enerson and Dave Conrad shared a recent going out experience of the Children’s House OAK classroom. They went to the Hutterite Village near Fernando, MN. The children were able to join the host’s students, K-grade 3, in picking pumpkins and collecting leaves for a project done later in their greenhouse. NDMA students joined their students and families for a meal as well. The hosts would like to make this an annual outing.

4. Agenda – MS (Hoerner/Kangas) to approve the agenda; roll call vote taken; motion carries unanimously.

5. MS (Stancek/Hoerner) approval of the consent agenda, no corrections, roll call vote taken; motion carries unanimously.

- a. Minutes of September 20, 2021 Meeting
- b. Submitted Committee Reports

6. Financial Reports

- a. Received the September 2021 financial statements, there was discussion about actual vs. listed enrollment numbers in the report. Finance committee will look at actual enrollment data in November and possibly seek approval of an updated working budget.
- b. MS (Sunblad/Stancek) to approve September 2021 supplemental information report, previous hot spots for families from last year have been collected, there is funding available if the need arises again, roll call vote taken; motion carries unanimously.

7. Reports

- a. Executive & Associate Directors – please see attached reports for details.
 - i. Personnel changes – new employments – two Academic Interventionists, Juli Monahan and Patti Lenz. Cory Vance, paraprofessional.
 - ii. Strategic Plan Update
 - iii. Environmental Education Update – Our 7th and 8th graders returned from their environmental trip to Wolf Ridge and had a wonderful experience.

- iv. Academic Testing and Achievement Update – NWEA MAP Fall Assessments have been completed for all students in grade K-8. 40% of students testing are at grade level mean RIT.
 - v. Enrollment Update – our enrollment stands at 238 preK-grade 8. We still have waiting lists in preschool and E1.
 - vi. Activities and Happenings related to the school, staff, students, families, community – parent/teacher conferences are this week, there is a Scholastic Book Fair available during this time. November 4th is our first Family Discoveries Night in a couple of years and there will be a potato bar and bake sale.
- b. Board Activities – Continue Work on Strategic Plan Goals – looking at updated format and process for FY22 Strategic Plan. Board members will share their thoughts on the changes and board goals at November meeting.
8. Old Business
- a.
9. New Business
- a. MS (Hoerner/LaPlante) to revise Attendance Policy 503P to replace “Religious holiday” with “Religious observance” under Excused absences, roll call vote taken; motion carries unanimously.
 - b. MS(Stancek/Hoerner) to revise Wellness Policy 533P to add under GUIDELINES AND GOALS, A. Foods and Beverages, “New Discoveries Academy will provide meals to students in a respectful manner.” and “New Discoveries Montessori Academy will provide a school lunch regardless of an outstanding balance in a student’s meal account.” Roll call vote taken; motion carries unanimously.
 - c. MS (Selchert/LaPlante) to revise Reporting Grants to Board Policy 790P: Add to policy an exclusion of the need for approval prior to submission of federal and/or state grants that are ongoing and/or offered to all schools. Roll call vote taken; motion carries unanimously.
 - d. MS (Hoerner/LaPlante) to consider accepting proposal, with the cap of \$8,000.00, to hire a consultant from TrimTab to assist with a comprehensive succession plan, there was discussion about the proposal received, information on what the needs of the Board might be and how this process might proceed. Roll call vote taken; motion carries unanimously.
10. Upcoming Meetings/Events/Announcements
- a. Next board meeting, November 15, 2021 – 5:30 p.m.
 - b. Finance Committee Meeting, November 8, 2021 – 12:00 p.m.
 - c. Policy/Governance Committee Meeting, November 8, 2021 – 1:00 p.m.
11. Adjournment 6:49 p.m.

Respectfully submitted,

Tara Erickson



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Executive Director Report for NDMA's Board of Directors – Dave Conrad, Monday, October 18, 2021

1. Employment Update

- We have hired two Academic Interventionists for our Academic (& behavior) Support Committee for Excellence at New Discoveries (ASCEND) program, and one additional Teaching Partner for our Level III program.

2. COVID-19

- Since mid-August, we have had *eight* positive COVID cases with students, and *eight* positive cases with adults. Of the eight adults, two were vaccinated last spring. Results of contact tracing would suggest that only one of the positive cases was the result of exposure at NDMA.
- I am confident we can stay ahead of things now on the testing front, since recently receiving additional testing materials, and a back-up test reader for staff tests.

3. Enrollment

- As of today, our enrollment stands at 238 pre-K through eighth grade students. This is up seven students from the end last school year.
- We have students on our waiting lists in preschool and third grade.
- We currently have wiggle room in grades five through eight.

4. Osprey Wilds Environmental Learning Center 2021-22

Authorizing Activities

- The following is a summary of expected oversight and monitoring activities for NDMA for the current school year. Osprey Wilds may conduct further activities, with or without notice as deemed necessary to fulfill our authorizing responsibilities, consistent with the charter contract and MN statutes. Information gathered through these activities will help inform the annual Osprey Wilds performance evaluations and charter renewal decisions. For more information about our oversight activities, please visit our website.

4. Osprey Wilds Environmental Learning Center 2021-2022

Authorizing Activities (continued)

- Monthly review of board meeting documents (agenda, packet, minutes, financials)
- Attendance at approximately two board meetings
- Approximately one site visit, and additional site visits as needed
- Monitor Epicenter compliance task completion (on-time rate)
- Monitor the school's Safe Learning Plan
- Monitor the school's Performance Improvement Plan progress (Exhibit S)

Site visits: Site visits will take place in-person for as long as in-person schooling continues. (All OW evaluators are fully vaccinated against Covid-19 and will mask.) However, we will continue to monitor conditions related to Covid-19 and distance learning and may conduct some virtual site visits as needed.

Board meeting observations: When streaming or remote observation is available, OW evaluators will conduct board meeting evaluations virtually. Should the school hold on-site meetings, OW expects schools in greater Minnesota to use the conference speaker and webcam OW sent during the 2019-20 school year to enable the observer to hear and see all board members.

Osprey Wilds Feedback and Evaluation

- Site visit feedback letter(s)
- Annual budget review
- Completed board meeting observation form(s) and immediate feedback during formal board meeting observations
- Periodic feedback on board meeting and packet reviews
- Annual performance evaluations, including academic and financial

School Responsibilities

- As requested, provide a complete board packet prior to any meetings that Osprey Wilds staff will attend when it is sent to the full Board.
- Satisfy Epicenter compliance tasks accurately and on time.
- Notify Osprey Wilds of significant changes at the school that relate to the charter contract.
- Implement requirements related to any intervention or other notice that Osprey Wilds may issue during the school year.

4. Osprey Wilds Environmental Learning Center 2021-2022 Authorizing Activities (continued)

- Ensure all formal communications from Osprey Wilds are included in the next board meeting packets and are on the agenda for board discussion and action as needed.
- Implement the school's Performance Improvement Plan (Exhibit S), including updating Osprey Wilds on the need for changes to the plan.
- Per Section 6.20 of the school's contract, notify OW via an updated board roster of any resignations or additions to its School Board within ten business days of such a change.
- The school also is required to inform OW of any special and emergency meetings at the same time as notice is provided to board members and the public. This responsibility also extends to notification of changes in the normal board meeting schedule.
- Notify OW if the school is changing learning modes. This notification should be provided at the same time the school community is notified.
- Per Section 6.7 of the school's contract, provide student assessment and school performance data via the annual academic data request and FY21 Annual Report, and submit to OW by the indicated deadline.

5. Elementary and Secondary School Emergency Relief (ESSER III) Funding

- We were approved for round three of ESSER funding. We need to expend all ESSER II funds before spending ESSER III dollars. The following criteria should be considered before expending ESSER funding:
 - Keeping students healthy and connected to learning
 - Extended learning time opportunities
 - + Summer school programming
 - + Extended day programs
 - + After school programs
 - + Enrichment programs
 - Addressing learning loss through increased staffing, course offerings, etc.
 - Mental health support
 - Support for historically underserved populations
 - Air quality projects
- Some examples of costs we have incurred that fit the criteria include:
 - Academic Interventionists
 - CORE Reading Academy



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5. Elementary and Secondary School Emergency Relief (ESSER III) Funding

- Some examples of costs we have incurred that fit the criteria include (continued):
 - Montessori Language Arts materials to support instructional strategies identified through CORE Reading Academy
 - Afterschool *Friendship Group* work with on-site Skills Worker
- We are exploring enhancing personnel and programming for summer school, environmental learning, experiential learning, enrichment, and extended day activities.

6. Calendar of Events

Tuesday, October 19th, by appt., *Book Fair Sneak Peek*

Tuesday, October 19th, 3:30 to 7:30 p.m. *Conferences*

Wednesday, October 20th, No school for students, *Conferences*

Thursday and Friday, October 21st & 22nd, No School for students
& Staff, *Education Minnesota meetings*

Friday, October 29th, *Puffin Orders Due*

Thursday, November 4th, 5:30 to 7 p.m., *Family Learning
Discoveries Night & Potato Bar Fundraiser*

Friday, November 5th, No school for students, *All-Staff Prof. Dev.*

Friday, November 5th, *CORE Academy Module 4 begins*

Monday, November 8th, 12 noon, *Board Finance Committee
Meeting*

Thursday, November 11th, 2:30 p.m., *Veterans Day Program*

Monday, November 15th, 5:30 p.m., *NDMA Board Meeting*

Tuesday, November 16th, *Puffins Orders Delivered*

Friday, November 19th, *End of first Trimester*

Wednesday through Friday, November 24th - 26th, *No School,
Thanksgiving Break*

**Associate Director
Kirsten K Kinzler
Board Report
Monday, October 18th, 2021**

1) Student Achievement - Data/Assessments – Academic Goals

NWEA MAP Fall Assessments have been completed for all students in grade K-8.

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

Our 7th and 8th graders returned from their environmental trip to Wolf Ridge and had a wonderful experience.

3) Marketing/Fundraisers – PTO

The Puffins fundraiser has begun and orders need to be handed in by Friday, October 29th.

The Scholastic Book Fair is located in the Dance Studio and will be open during conferences this week.

We are also going to have our Potato Bar and Back Sale at our upcoming Family Discoveries Night on Thursday, November 4th. Mark your calendars!!!

4) School Happenings

We have been busy rolling out our new Child Find/Multi-Tiered System of Supports (MTSS) process. As a public school, it is our duty to identify students that are in need of extra support and specifically 'find' those students that may be in need of Special Education services. (Hence the name Child Find.) Our new process is entitled ASCEND which stands for **A**cademic and **B**ehavior **S**upport **C**ommittee for **E**xcellence at **N**ew **D**iscoveries. We have a small group of individuals that are part of the ASCEND and they represent the grade levels, Title, Special Ed and Administration. Last week we were able to use our new Intervention Specialists to complete a quick phonics assessment to all of our 1st graders as that is where we are seeing the most immediate need with beginning reading skills help.

5) Other

Annual Report

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