



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, November 15, 2021**

The Official Board Meeting of New Discoveries Montessori Academy of Hutchinson, MN was held at New Discoveries Montessori Academy, Hutchinson, MN and Electronically via Zoom due to pandemic.

1. Call Meeting to Order – The meeting was called to order at 5:32 p.m.
Voting members present: Shari Colvin, Spencer Kangas, Chris LaPlante, Patti Hoerner, Meytal Stancek, Patrick Selchert (6:17 p.m.). Absent: Amanda Sundblad.
Non-voting members: Dave Conrad, Absent: Dustin Reeves.
Recorder: Tara Erickson
2. Guests: Tamara Polzin, Kirsten Kinzler.
3. Spotlight Report – postponed to January due to technology issues.
4. Agenda – MS (Stancek/Hoerner) to approve the agenda no additions; roll call vote taken; motion carries unanimously.
5. MS (La Plante/Kangas) approval of the consent agenda, no corrections, roll call vote taken; motion carries unanimously.
 - a. Approval of Minutes of October 18, 2021 Meeting
 - b. Submitted Committee Reports
6. Financial Reports
 - a. Received the October 2021 financial statements, at this time it looks like there will be a \$60,000 fiscal year end balance after allocating covid testing funds to cover the costs of time for those doing the testing at school.
 - b. MS (La Plante/Kangas) to approve October 2021 supplemental information report, reviewed the questions from the finance committee minutes, roll call vote taken; motion carries unanimously.
 - c. MS (Hoerner/La Plante) to approve the updated working budget and long-range budget model – enrollment updates were made to the FY22 budget, roll call vote taken; motion carries unanimously.
7. Reports
 - a. Executive & Associate Directors – see attached reports.
 - i. Personnel changes – resignations- Freedom Bishop, sped paraprofessional, dismissals – Kaytlyn Rannow, sped paraprofessional, reassignments, and new employments – Kalby Davis, Level III sped paraprofessional.
 - ii. Strategic Plan Update – board members were presented a document with some goals set by administration. Remaining goals will be addressed by the instructional Leadership Team and presented to the board at the December meeting.
 - iii. Environmental Education Update – ELP for 21-22 has been issued to Osprey Wilds. Goals are the same as in the past.

- iv. Academic Testing and Achievement Update – See the annual report for information collected from last year 20-21 and last month’s NWEA Data Report.
 - v. Enrollment Update – enrollment is steady at 236 pre-k through eighth grade.
 - vi. Activities and Happenings related to the school, staff, students, families, community – the puffins will be arriving on Nov. 16th for delivery, the Potato Bar and Bake Sale fundraiser raised \$550. The Scholastic Book Fair brought a profit to NDMA of \$1761.41.
- b. Board Activities – Board members will again consider visiting high achieving schools to see how they achieve their goals. It was suggested the visits take place in pairs – a board member and a teacher going to each school. Kinzler will resend list of high performing schools she received from the school authorizer.
 - i. Board Trainings – Board members are asked to keep track of any board training outside of board meetings and to report the training titles, person or organization offering the training and the date(s) of training to Kinzler for inclusion in the annual report.
8. Old Business
- a.
9. New Business
- a. MS (Hoerner/Kangas) to approve reviewed policies 214P Out-of-State Travel by School Board Members; 410P Family & Medical Leave; 412P Expense Reimbursement Policy; 413P Harassment and Violence; 414P Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415P Mandated Reporting of Maltreatment of Vulnerable Adults; 506P Student Discipline; 514P Bullying Prohibition; 522P Student Sex Nondiscrimination; 524P and 524F Internet Acceptable Use and Safety Policy; and 616P School District System Accountability, roll call vote taken; motion carries unanimously.
 - b. MS (Hoerner/La Plante) to consider proposal to increase starting wage for Teaching Partners and Support Staff, and to allow for necessary adjustments for current Teaching Partners and Support Staff roll call vote taken – Conrad explained the proposal details; motion carries unanimously.
 - c. MS (Finance Committee) to stay with the PEIP option for medical insurance renewal for calendar year 2022 – board members looked at the various options and costs, roll call vote taken; motion carries unanimously.
10. Upcoming Meetings/Events/Announcements
- a. Next board meeting, December 20, 2021 – 5:30 p.m.
 - b. Finance Committee Meeting, December 13, 2021 – 12:00 p.m.
 - c. Policy/Governance Committee Meeting, December 13, 2021 – 1:00 p.m.
11. Adjournment 7:11 p.m.

Respectfully submitted,

Tara Erickson
Recorder



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Executive Director Report for NDMA's Board of Directors – Dave Conrad, Monday, November 15, 2021

1. Employment Update

- One Teaching Partner recently resigned her position at NDMA to accept employment closer to her home. Another Teaching Partner was recently dismissed for poor attendance.
- We are looking forward to having a new Teaching Partner join our ranks December 1st.
- We are looking for at least two additional Teaching Partners and some substitute Teachers and substitute Teaching Partners.

2. COVID-19

- Since mid-August, we have had 13 positive COVID cases with students, and *nine* positive cases with adults. Of the nine 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.
- Nurse Nicole and I continue to provide on-site testing for staff and take-home testing for students.

3. Enrollment

- As of today, our enrollment stands at 236 pre-K through eighth grade students.

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. Observations/Evaluations

- Round one is well underway. It is always a joy to observe the great lessons that Teachers are presenting as part of this process. For your information, every observation begins with a pre-observation conference, during which the Teacher tells me about the lesson that I will be observing. One of the things we talk about is what the Teacher would like me to look for/pay attention to. Each observation is followed by a post-observation meeting that usually occurs one or two days after the observation.
- I will send a reminder tomorrow to those Teachers who have not scheduled their first-round observation to please get it on their calendars.



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6. Calendar of Events

Tuesday, November 16th, *Picture Day*

Tuesday, November 16th, 12:30 to 4 p.m.,
Puffins Orders Delivered

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

Tuesday, November 23rd, *Staff Potluck*

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

Tuesday, November 30th, 6:30 p.m., *Cooking Class*

Friday, December 3rd, *CORE Academy Module 5 begins*

Friday, December 3rd, *ALL-Staff Professional Development*

Saturday, December 11th, *CORE Academy Module 6 begins*

Friday, December 31st, *Small Hands orders due*

Saturday, January 16th, *First Annual Family Carnival*

Tuesday, February 22nd, 6:30 p.m., *CH Music Showcase*

Monday, March 28th, 6:30 p.m.,
Choral Discoveries Concert/Talent Show

Thursday, May 5th, 6:30 p.m., *E1 Music Showcase*
Children's House Music Showcase

**Associate Director
Kirsten K Kinzler
Board Report
Monday, November 15th, 2021**

1) Student Achievement - Data/Assessments – Academic Goals

See annual report for information collected from last year 20-21 and last month's NWEA Data Report.

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

ELP for 21-22 has been issued to Osprey Wilds. Goals are the same as we've had in the past as we have not met them.

3) Marketing/Fundraisers – PTO

The Puffins will be in tomorrow, Tuesday, November 16th. I'll update you on the profits at the next meeting.

The Scholastic Book Fair was successful in that our total sales were \$3,522.82 and a profit to NDMA of \$1,761.41.

The Potato Bar and Bake Sale at our Family Discoveries Night on Thursday, November 4th raised approximately \$550. This will provide (5) \$100 scholarships to students in need.

4) School Happenings

Strategic Plan – We'll be meeting tomorrow, Tuesday, November 16th to discuss the goal setting in detail. I will bring the updates for the December meeting.

I attended the MACS Regional Directors Meeting on Thursday, November 11th and have some handouts from the meeting that the board may be interested in.

5) Other

Annual Report was submitted on time. MCA data was not available due to the pandemic and Osprey Wilds is aware of this and acknowledged the omission.

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