



*New Discoveries*

*Montessori Academy*

1000 Fifth Avenue SE, Hutchinson, Minnesota 55350 320.234.6362(w) 320.234.6300(f) [www.newdiscoveries.org](http://www.newdiscoveries.org)

Official Board Meeting Agenda

Monday, July 19, 2021 – 5:30 p.m. – on site at NDMA and Electronically via Zoom due to pandemic  
(Contact [tara.erickson@newdiscoveries.org](mailto:tara.erickson@newdiscoveries.org) for full board packet or Zoom link information)

1. Call Meeting to Order – Roll Call
2. Welcome/Introduction of Guests
3. Spotlight Report – No report this month
4. Approval of Agenda
5. Board of Directors Code of Ethics
6. Election of Officers
  - a. Chair
  - b. Vice Chair
  - c. Secretary
  - d. Treasurer
7. Approval of Minutes of June 21, 2021 Meeting
8. Financial Reports
  - a. Receive FY22 budget with approved legislative funding
  - b. June 2021 financial statements not ready at time of meeting
  - c. Approve June 2021 supplemental information report
9. Reports
  - a. Executive & Associate Directors
    - i. Personnel changes – resignations, dismissals, reassignments, and new employments
    - ii. Strategic Plan Update
    - iii. Environmental Education Update
    - iv. Academic Testing and Achievement Update
    - v. Enrollment Update
    - vi. Activities and Happenings related to the school, staff, students, families, community
  - b. Board Activities – Continue Work on Strategic Plan Goals and Carpenter book study, The 7 Outs
10. Old Business
  - a.
11. New Business
  - a. Board Meeting Schedule
    - i. Day of the month
    - ii. Start time
    - iii. Location
  - b. Board Members Conflict of Interest Disclosure
    - i. Authorizer Statement of Assurances
    - ii. Building Lease
    - iii. Monthly Conflict of Interest Disclosure(s) as needed
  - c. Confirm/appoint members of board of directors of (School) Building Company
    - i. 2021-22 Appointees: David Conrad, Kirsten Kinzler, Tara Erickson

- d. Committee Assignments
  - i. Finance Committee
  - ii. Policy/Governance Committee
  - iii. NDMA Instructional Leadership Team
- e. Designation of Financial Manager
  - i. Dustin Reeves
- f. MDE Designations
  - i. Designate Dave Conrad MDE Identified Official with Authority (IOWA)
  - ii. Designate Dave Conrad Title Grant programs Authorized Representative
  - iii. Designate Tamera Pulver Special Education Director
- g. Designation of Depositories
  - i. Citizens Bank and Trust, Hutchinson, MN
    - 1. Approve authorized signers on accounts
      - a. Board Chair
      - b. Board Treasurer
      - c. Board Appointed Administrator
      - d. Financial Manager
  - ii. MN School District Liquid Assets Fund Plus (MSDLAF+)
- h. Collateralize Funds in Excess of FDIC Insurance (currently at \$250,000) – need 110% of excess amount.
- i. Delegation of Authority to make electronic funds transfers
  - i. Financial Manager
  - ii. Board Chair
  - iii. Board Treasurer
  - iv. Board Appointed Administrator
  - v. Electronic Funds Transfers can be made for:
    - i. A claim for payment from an imprest payroll bank account or investment of excess money
    - ii. Payment of federal, state, and unemployment taxes (deductions and/or benefits)
    - iii. Payment of contributions to the Teachers Retirement Association (TRA) and the Public Employee Retirement Association (PERA) (deductions and benefits)
    - iv. Payment of other payroll related deductions and benefits (when appropriate)
    - v. Monthly building lease payments
    - vi. Monthly payment of credit card charges
    - vii. Vendor payments (when appropriate)
    - viii. Draws and repayments for line of credit
    - ix. Other payments as approved by the school board
- j. Granting of Administrative Authority: Chuck and Judith Darling are granted Administrative authority to execute and update any and all Cash Management Agreements with Citizens Bank and Trust Co. and MSDLAF+ and to further grant authority to certain BerganKDV employees to perform activities necessary to carry out bank account-related functions and electronic transfers including, but not limited to:
  - i. Payment of: employee payroll; federal, state, and unemployment taxes (deductions and/or benefits); and other payroll related deductions and benefits (when appropriate)
  - ii. Payment of contributions to the Teachers Retirement Associations (TRA) and to the Public Employee Retirement Association (PERA) for deductions and benefits.
  - iii. Payments, including, but not limited to: building lease payments, credit card payments, and other vendor payments (when appropriate).
  - iv. Other payments authorized by the board of directors

- v. Monitoring, reconciliation, and management of bank transactional activity
- vi. Transfer of funds between the school's bank accounts at Citizens Bank
- vii. Investment of excess funds
- viii. Execution and release of pledge agreements
- ix. Temporary and permanent ACH Limit changes
- x. Management of Positive Pay system
- k. Credit Card Authorization – Employees authorized to have school issued card and credit limits
  - i. Board Appointed Administrator - \$10,000
  - ii. Associate Director - \$5,000
  - iii. Administrative Assistant - \$500
  - iv. Accounts Payable Officer - \$5,000
- l. Designation of Official Newspaper (required for posting of public notices)– Hutchinson Leader
- m. Approval of Daily and Hourly Rates of Pay (substitutes, casual workers, etc.)
- n. Designation of Ratwik, Roszak, and Maloney as school attorneys and authorization for Board Chair or Board Appointed Administrator to access as needed.
- o. Approve FY22 School Health Agreement with McLeod County Public Health.
- p. Approve FY22 ASD service contract with West Metro/Lotus
- q. Receive QComp annual report

#### 12. Upcoming Meetings/Events/Announcements

- a. Next board meeting, August 16, 2021 – 5:30 p.m.
- b. Finance Committee Meeting, August 9, 2021 – 12:00 p.m.
- c. Policy/Governance Committee Meeting, August 9, 2021 – 1:00 p.m.
- d. NDMA Sponsorship of McLeod County Fair Kids' Day activities, August 21, 2021

#### 13. Adjournment