



# *New Discoveries* *Montessori Academy*

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## **Official Board of Directors**

### **Meeting Minutes**

Tuesday, February 22, 2022

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, Amanda Sundblad, Meytal Stancek  
Absent: Patrick Selchert.  
Non-voting members: Dave Conrad.
2. Guests: Tamara Polzin, NDMA teacher
3. Spotlight Report –Presentation of Going Out by a group of students from Willow: tabled until March.
4. Agenda – MS (Hoerner/Kangas) to approve the agenda no additions, roll call vote taken; motion carries unanimously.
5. MS (Sundblad/Hoerner) approval of the consent agenda, no corrections, roll call vote taken; motion carries unanimously.
  - a. Minutes of January, 2021 Meeting
  - b. Submitted Committee Reports
6. Financial Reports
  - a. Received January 2022 financial statements, everything looks on track, Dustin will go through reading the NDMA financial reports board in March.
  - b. MS (Hoerner/Kangas) to approve January 2022 supplemental information report, it was noted a new roller shade has been purchased for the office, roll call vote taken; motion carries unanimously.
7. Reports
  - a. Executive & Associate Directors – see attached report.
    - i. Personnel changes – resignations, dismissals, reassignments, and new employments: no changes this month
    - ii. Strategic Plan Update: Kinzler shared how goals will be tracked for intentional interdependence and Exemplary Montessori principles, the tracking forms will be in the EE binder
    - iii. Environmental Education Update: students have been snowshoeing, two classrooms are saving their ORT for staff members chickens.
    - iv. Academic Testing and Achievement Update: Kinzler shared fall to winter NWEA Map assessment growth.
    - v. Enrollment Update: Holding steady.
    - vi. Activities and Happenings related to the school, staff, students, families, community: Book fair coming up, puffin fundraiser, PTO will provide a lunch for teachers at the upcoming conferences. Last week's family discoveries night was successful. Friday was a PD day with many engaging learning activities. This week is Montessori Education Week with activities planned for all.

- b. Board Activities –
  - i. Board Training – How to read NDMA financial documents - presented by Dustin Reeves: Tabled until March.
  - ii. Board Training – Board Training Webinars from Brian Carpenter – Kinzler has contacted Carpenter regarding password needed to access training videos.
- 8. Old Business
  - a. MS (Hoerner/Sundblad) to end the contract with Trim Tab Consulting, LLC without moving on to Phase II of the contract – the service was appreciated, roll call vote taken; motion carries unanimously.
- 9. New Business
  - a. MS (Hoerner/LaPlante) to approve the review of policies (and accompanying forms) 534P - Privacy Policy; 542P - Enrollment Policy; 590P – Acceleration; 591P - Early Entrance – no significant changes to any of these policies, roll call vote taken; motion carries unanimously.
  - b. MS (Hoerner/Kangas) to approve FY22 Strategic Plan, roll call vote taken – Kinzler provided information on the new goals and how they will be measured; motion carries unanimously.
- 10. Upcoming Meetings/Events/Announcements
  - a. Next board meeting, March 21, 2022 – 5:30 p.m.
  - b. Finance Committee Meeting, March 14, 2022 – 11:45 p.m.
  - c. Annual meeting, Monday, March 25, 2022
  - d. Policy/Governance Committee Meeting - TBD
- 11. Adjournment 6:50 p.m.

Respectfully submitted,

Tara Erickson  
Reporter



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## *Executive Director Report* for NDMA's Board of Directors – Dave Conrad, Tuesday, February 22, 2022

### **1. Employment Update**

- We have a Teaching Partner candidate who missed her interview appointment today. I will reschedule the appointment. She would like to serve in our Level Three program.

### **2. COVID-19**

- Since mid-August, we have had 43 positive COVID cases with students (compared to 35 as of last month), and 34 positive cases with adults (compared to 24 as of last month). I am happy to announce, though, that we have not had a COVID-positive for students since February 7<sup>th</sup>. We have not had a COVID-positive for staff since February 4<sup>th</sup>.
- Nurse Nicole and I continue to provide on-site testing for staff and take-home testing for students. McLeod County public health just gave us a large supply of CUE tests that should last us through the end of the school year.

### **3. Enrollment**

- As of today, our enrollment stands at 235 pre-K through eighth grade students. 204 are k through eight.
- We are splitting our middle school into two sections beginning Monday, March 7<sup>th</sup>. This will allow us to better meet the needs of the students, rather than continuing to serve them in one large section.

### **4. Community Connections**

- Hutchinson Area Women of Today (HAWT) will be hosting their first-ever NDMA Winter Carnival this Saturday from 11 a.m. until 2 p.m. in our multi-purpose room. You are invited to join us for this event. There will be carnival games, lunch for \$2, and a pie-in-the-face booth for a \$1/try. I will be one of the targets for the pie-in-the-face booth. Please stop by and enjoy the fun.



## 5. Director of Curriculum, Instruction and Assessment

- We will be posting the Board-approved administration position – Director of Curriculum, Instruction and Assessment – for the 2022-2023 school year later this week.

## 6. 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.
  - 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
- *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.

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

### 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.
  - 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, 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.

**1) Student Achievement - Data/Assessments – Academic Goals**

Winter NWEA MAP and FAST assessments have been completed. See handout for Winter NWEA MAP data. Next assessments are our ACCESS test which is the assessment we administer to our English Language Learners. Tamara Polzin will be administering this. In April, we will have the MCA/MTAS – Minnesota Comprehensive Assessments and in May we will complete our Spring NWEA MAP and FAST assessments.

**Strategic Plan** – Please see attached for updated Strategic Plan goals for board to approve.

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

Classrooms have been taking groups out to sled on our snow hill!  
E2 will be going on a field trip to the Ney Center in Henderson for an outdoor winter experience on Thursday, February 27<sup>th</sup>.  
Several classrooms have used our snowshoes and worked up a sweat!  
E2 has completed their pre-test for Climate Change.

**3) Marketing/Fundraisers – PTO**

Scholastic Book Fair will be happening in conjunction with our Winter Conferences – March 14<sup>th</sup>-18<sup>th</sup>. We will be doing our popular Puffins fundraiser again after spring break. Details will be forthcoming. PTO will be providing lunch for our teachers during Parent Teacher Conferences on Thursday, March 17<sup>th</sup> and Friday, March 18<sup>th</sup>.

**4) School Happenings**

Thursday evening, February 17<sup>th</sup>, we had our second Family Learning Discoveries evening with Literacy as it's focus. Approximately 150 people were on site and fun reading activities were enjoyed by all!

On Friday, all Teachers and Teaching Partners enjoyed a day of Professional Development (finally! This was our third rescheduled date!) In the morning, Jane Schuette and Dave Conrad led us through activities to help us “Navigate with Joy and Build our Brilliance. Special thanks to Spencer Kangas for stepping in to do an activity in my absence! The afternoon was filled with four Montessori presentations that all staff attended. Many thanks to Peggy Enerson, Patti Hoerner, Kristen Milton and Ethan Marcus for their work in preparation of this important teaching and for their amazing presentations!

This week is Montessori Education Week. We are celebrating with the theme “KINDNESS”.

We will have an all school gathering tomorrow, Wednesday, morning and Friday afternoon. Students will make Pinwheels and decorate them with words of kindness. We will share them at our all-school gatherings and then wait for Spring to place them on our grounds.

Next week is Spring Break – February 28<sup>th</sup> – March 4<sup>th</sup>.

Doing our best to keep kindness at the center of all we do and to remember to have grace with one another as we do not know what others may be dealing with.

**5) Other**

- Please check the calendar for upcoming events!
- See Dave’s Weekly Update/Board Report for other information...

