



New Discoveries

Montessori Academy

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Official Board of Directors

Meeting Minutes

Monday, December 20, 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 5:33 p.m.

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

Non-voting members: Dave Conrad, Dustin Reeves.

Recorder: Tara Erickson

2. Guests: Jon Archer from Schlenner, Wenner & Co., Kirsten Kinzler, and Tamara Polzin.
3. Spotlight Report – Presentation of Audit Report by John Archer of Schlenner, Wenner and Co. Archer reported the audit went smoothly with no red flags. There were no audit adjustments, no deficiencies in internal controls were identified, and no legal compliance findings were identified. He was asked why there was a large variance between budget and actual income and expenses – additional transportation and other special education costs along with the revenue to cover those expenses were not accounted for in the FY21 budget. Reeves reported those expenses are accounted for in the FY22 budget.
4. Agenda – MS (Hoerner/Kangas) to approve the agenda no additions, roll call vote taken; motion carries unanimously.
5. MS (La Plante/Selchert) approval of the consent agenda, no questions or corrections, roll call vote taken; motion carries unanimously.
 - a. Approval of Minutes of November 15, 2021 Meeting
 - b. Submitted Committee Reports
6. Financial Reports
 - a. Received the November 2021 financial statements, Reeves gave an overview, enrollment is up and the budget is where it should be this time of year. Reeves reported he is checking to see if there is any way to collect the \$30,000 in unreimbursed special education costs the school had from several years ago.
 - b. MS (Sundblad/Hoerner) to approve November 2021 supplemental information report, finance committee didn't find anything out of line, and Conrad gave additional information on the fire alarm and sprinkler inspections, roll call vote taken; motion carries unanimously.
 - c. Receive the Audit report - Colvin noted that we did receive the full audit report,
7. Reports
 - a. Executive & Associate Directors – see attached reports.
 - i. Personnel changes – resignations, dismissals, reassignments, and new employments, none presented during the director reports. Conrad presented a letter at the end of the meeting announcing his intent to retire at the end of the fiscal year.

- ii. Strategic Plan Update – The Instructional Leadership team added a couple of additional SMART goals to the document and plans to add the last couple of SMART goals at their January meeting. The updated Strategic plan will then be presented to the board for adoption.
 - iii. Environmental Education Update
 - iv. Academic Testing and Achievement Update – Winter testing will begin January 7th - NWEA, FAST benchmarking.
 - v. Enrollment Update – enrollment is up at this time with 237 students PK3 – gr.8.
 - vi. Activities and Happenings related to the school, staff, students, families, community – January professional development will focus on the use of Montessori literacy materials when implementing some of the strategies from the CORE training course.
- b. Board Activities –
- Continue Work on Strategic Plan
 - Update from Succession Planning ad hoc committee – The committee shared multiple plans for future NDMA organizational structures, no vote needed at this time, decisions will be made at the January Board meeting.
 - Board Training webinars from Brian Carpenter
8. Old Business
- a.
9. New Business
- a. MS(Hoerner/LaPlante) to accept the review of policies 501P - School Weapons Policy; 502P - Search of Students Lockers, Desks, Personal Possessions and Student's Person; 515P - Protection and Privacy of Pupil Records; 516P - Student Medication; and 517P - Student Epinephrine Plan as submitted – there were no additional suggested changes, roll call vote taken; motion carries unanimously.
 - b. MS(Stancek/Selchert) to renew Line of Credit with Citizens Bank & Trust Co. for up to \$600,000 – there was some discussion related to the amount of the state holdback and the delay in receiving funds to cover special education expenses, roll call vote taken; motion carries unanimously.
10. Upcoming Meetings/Events/Announcements
- a. Next board meeting, January 24, 2022 – 5:30 p.m.
 - b. Finance Committee Meeting, January 10, 2022 – 12:00 p.m.
 - c. Policy/Governance Committee Meeting, January 10, 2022 – 1:00 p.m.
11. Adjournment 7:05 p.m.

Respectfully submitted,

Tara Erickson
Recorder



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Executive Director Report for NDMA's Board of Directors

– Dave Conrad, Monday, December 20, 2021

1. Employment Update

- Raises to accommodate past hires who were undercompensated based on the recent Board action to raise our starting wage to \$15.00/hour went into effect December 1st.

2. COVID-19

- Since mid-August, we have had 20 positive COVID cases with students (compared to 13 as of last month), and 17 positive cases with adults (compared to nine as of last month). 18% of the adult positives in our midst were vaccinated. Results of contact tracing would suggest that only one of the positive cases was the result of exposure at NDMA.
- NDMA's Incident Command Team/Instructional Leadership Team endorsed moving to a face covering mandate should the percentage of COVID-positive cases (students and staff combined) reach three percent of our total population. Although we have been precariously close the three percent, we have not yet reached that number.
- 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 237 pre-K through eighth grade students. 206 are k through eight.



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- I have an intake meeting with a family tomorrow for a fourth grader, and I will be conducting a tour for a family of a prospective kindergarten student the first week of January.
- Our preschool waiting list continues to grow.

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.
 - 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



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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

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

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 (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.



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- 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.

6. Calendar of Events

Thursday, December 23rd through Friday, December 31st,

Holiday Break

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, December 20th, 2021**

1) Student Achievement - Data/Assessments – Academic Goals

We will begin Winter testing on January 7th - NWEA, FAST benchmarking.

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

Nothing to report this month.

3) Marketing/Fundraisers – PTO

We sold 416 puffins and made \$2,500 on our Puffins! Woot!

4) School Happenings

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 they may be dealing with.

We will have a holiday sing-along prior to sending the students home on Wednesday for their Winter Break. 😊

5) Other

Wishing you a wonderful, relaxing holiday with family and friends! 💖

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