



New Discoveries

Montessori Academy

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Official Board of Directors

Meeting Minutes

Monday, July 19, 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 5:31 p.m.
Voting members present: Shari Colvin, Spencer Kangas, Laura Stuber, Mia Madson, Chris LaPlante. Absent: Amanda Sunblad, Patti Hoerner, Patrick Selchert, Meytal Stancek
Non-voting members: Dave Conrad, Tara Erickson, Kirsten Kinzler. Absent: Dustin Reeves.
2. Guests: no guests.
3. Spotlight Report – No report this month.
4. Agenda – MS (Stuber/Kangas) to approve the agenda; all aye; motion carries unanimously.
5. Board of Directors Code of Ethics was shared with new board members.
6. Election of Officers – MS (Colvin/La Plante) to accept ballot by acclamation, all aye, motion carries unanimously.
 - a. Chair – Shari Colvin
 - b. Vice Chair – Meytal Stancek
 - c. Secretary – Mia Madson
 - d. Treasurer – Spencer Kangas
7. MS (Kangas/La Plante) Approval of Minutes of June 21, 2021 meeting, no corrections, all aye; motion carries unanimously.
8. Financial Reports
 - a. Receive FY22 budget with approved legislative funding, discussion was had regarding ending fund balances, projected balances, and enrollment numbers.
 - b. June 2021 financial statements not ready at time of meeting
 - c. MS (Stuber/La Plante) to approve June 2021 supplemental information report – It was clarified that “first installment” payment of workers’ comp was the first regular payment this fiscal year and not something new, roll call vote; motion carries unanimously.
9. Reports
 - a. Executive & Associate Directors – see attached.
 - i. Personnel changes – resignations, dismissals, reassignments: Michele Jozwick will serve as the Special Education Co-Teacher in Children’s House Elm, Alyssa Sims will serve as the Special Education Co-Teacher in Elementary 1 Maple, Jeff Grand will serve as General Education Co-Teacher in Elementary 2 Walnut, Meghan Rettke will serve as Special Education Co-Teacher in Elementary 2 Walnut, Nicole Ressler will serve as the Special Education Co-Teacher in Elementary 3 Mulberry, Bess Bauman will be serving as Associate Special Education Coordinator, Alexis Grack will serve Special Education Co-Teacher in Elementary 1 Apple.

- ii. Strategic Plan Update
 - iii. Environmental Education Update – Environmental Literacy Plan (ELP) has been completed, the shared with the board, and submitted to Osprey Wilds Epicenter. Kinzler went through the full report and provided additional details regarding the EE activities happening on site and plans for the future, such as composting on site.
 - iv. Academic Testing and Achievement Update – Kinzler shared that NWEA MAP Spring assessments are complete for all students in grades K-8 and also went through the results with the board.
 - v. Enrollment Update – enrollment is currently up from final numbers in the spring.
 - vi. Activities and Happenings related to the school, staff, students, families, community – Summer school was attended by 74 students for the second week of our June program. July’s program had 62 kids attending. Extend School Year (ESY) currently has plans for 26 students to attend. The NDMA PTO sponsored a Pool Party for NDMA staff and families, we had 170 people in attendance.
- b. Board Activities – Kinzler handed out the Sounding Board handout that discussed policy review cycle. Continue Work on Strategic Plan Goals and Carpenter book study, The 7 Outs.

10. Old Business

a.

11. New Business

MS (Colvin/La Plante) to approve 11. a. – n. with additions/corrections on f.i. and j., roll call vote taken; motion carries unanimously.

- a. Board Meeting Schedule – see attached 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 – board members will contact Conrad or Colvin if they would like to participate in any of the board committee meetings or administrative meetings related to marketing, the building, and/or technology.
 - i. Finance Committee – Spencer Kangas
 - ii. Policy/Governance Committee – Shari Colvin
 - iii. NDMA Instructional Leadership Team – Shari Colvin
- e. Designation of Financial Manager
 - i. Dustin Reeves
- f. MDE Designations
 - i. Designate Dave Conrad MDE Identified Official with Authority (IOWA)/Education Identity and Access Management (EDIAM) Security System.
 - 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: Dustin Reeves and Dave Conrad 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. MS (Stuber/Madson) to approve FY22 School Health Agreement with McLeod County Public Health – the hours and rate of pay are the same as last year’s contract, roll call vote; motion carries unanimously.

- p. MS (La Plante/Kangas) to approve FY22 ASD service contract with West Metro/Lotus – the contract is for the same services we have been receiving from them for the past few years, roll call vote; motion carries unanimously.
- q. Received QComp annual report – Conrad provided an overview of the 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 7:09 p.m.

Respectfully submitted,

Tara Erickson