



# 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 18, 2022 – 5:30 p.m. – on site at NDMA and Electronically via Zoom due to pandemic – some board members may participate via interactive technology  
(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 Consent Agenda
  - a. Minutes of June 20, 2022 Meeting
  - b. Submitted Committee Reports
8. Financial Reports
  - a. June 2022 financial statements not ready at time of meeting
  - b. Approve June 2022 supplemental information report
9. Reports
  - a. Executive Director
    - 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 –
10. Unfinished 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. Facilities Committee
  - iv. Administrative Review Committee
  - v. NDMA Instructional Leadership Team
- e. Designation of Financial Manager
  - i. BerganKDV
- f. MDE Designations
  - i. Designate Kirsten Kinzler MDE Identified Official with Authority (IOWA)
  - ii. Designate Kirsten Kinzler 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: Outsourced Senior Advisor and Outsourced Controller 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. HR/Office Manager - \$500
  - iii. 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 FY23 School Health Agreement with McLeod County Public Health.
- p. Receive QComp annual report
- q. Approve Executive Director position description

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

- a. Next board meeting, August 15, 2022 – 5:30 p.m. earlier to meet and greet?
- b. Finance Committee Meeting, August 8, 2022 – 12:00 p.m.
- c. Policy/Governance Committee Meeting, tbd
- d. NDMA Sponsorship of McLeod County Fair Kids' Day activities, August 20, 2022

#### 13. Adjournment



*New Discoveries*

*Montessori Academy*

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**DRAFT Official Board of Directors**

**Meeting Minutes**

Monday, June 20, 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.

1. Call Meeting to Order – The meeting was called to order at 5:30 p.m.  
Voting members present: Meytal Stancek, Spencer Kangas, Chris LaPlante, Shari Colvin, Amanda Sundblad, Patti Hoerner, Patrick Selchert (5:40).  
Non-voting member present:
2. Guests: Nick Taintor from BerganKDV, Emily Edstrom Moore from Osprey Wilds, Tim Dezelske, Deanna Boettcher
3. Spotlight Report – none at this meeting.
4. Agenda – MS (Stancek, Sundblad) to approve the agenda with addition of 9.c. and 9.d., roll call vote taken; motion carries unanimously.
5. MS (Hoerner/Kangas) to approve the consent agenda, roll call vote taken; motion carries with Selchert abstaining.
  - a. Minutes of May 16, 2022 Meeting
6. Financial Reports
  - a. Received May 2022 financial statements
  - b. MS (Hoerner, La Plante) to approve May 2022 supplemental information report, a question about an expense led to the washer and dryer purchase, roll call vote taken, motion carries unanimously.
  - c. MS (Stancek/Hoerner) to approve Proposed FY22 revised budget, questions about revising the budget again were answered by Taintor from BerganKDV, roll call vote taken, motion carries unanimously.
  - d. MS (Sundblad/Kangas) to approve Proposed FY23 budget, La Plante had questions regarding ESSER funds and lunch program that were answered by Taintor from BerganKDV, roll call vote taken, motion carries unanimously.
  - e. NDMA Long Range budget model was discussed.
7. Reports
  - a. Executive & Associate Directors - see attached reports
    - i. Personnel changes – None at this time.
    - ii. Strategic Plan Update – Kinzler talked us through the plan core values and goals and shared progresses made and completed.
    - iii. Environmental Education Update – Virtual and onsite environmental education training this week for 3 of our staff.
    - iv. Academic Testing and Achievement Update

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*Providing a quality, comprehensive public education within a Montessori Context*

- v. Enrollment Update
  - vi. Activities and Happenings related to the school, staff, students, families, community – Shari, Sam, and RuthAnn represented NDMA in our Water Carnival parade. July 18<sup>th</sup> 7:45 – 9:15 p.m. is our Annual NDMA Family Pool Party.
- b. Board Activities –
- Received NDMA Q-Comp report -Shari will send out to board members electronically.
  - Board Training – Select and complete Brian Carpenter webinar sessions most helpful to you in carrying out your position(s) as a board member.
8. Unfinished Business
- a. MS (Selchert/La Plante) to approve description for Administrator Review Committee, they will be meeting about 3 times a year and responsible for director reviews, roll call vote take; motion carries unanimously.
  - b.
9. New Business
- a. MS (Hoerner/Kangas) to approve a 2-year contract with Tamara Pulver for Special Education Director Services at \$15,000.00/year, roll call vote taken; motion carries unanimously.
  - b. MS (Stancek/Hoerner) to approve revised policy 304P- Executive Compensation, Colvin explained the revised policy, roll call vote taken; motion carries unanimously.
  - c. MS (Selchert/La Plante) to approve Bergan 2-year contract for professional services, roll call vote taken; motion carries unanimously.
  - d. MS (Hoerner/La Plante) to appoint Shari Colvin to open 2-year community member board position, roll call vote taken; motion carries unanimously.
10. Upcoming Meetings/Events/Announcements
- a. Next board meeting, Monday, July 18, 2022 – 5:30 p.m.
  - b. Finance Committee Meeting, July 11, 2022 – 12:00 p.m.
  - c. Policy/Governance Committee Meeting – TBD
11. Adjournment 6:57 p.m.

Respectfully submitted,

Tara Erickson  
Recorder