



# *New Discoveries* *Montessori Academy*

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## **Official Board of Directors**

### **Meeting Minutes**

Monday, July 18, 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 5:32 p.m.  
Voting members present: Meytal Stancek, Spencer Kangas, Shari Colvin, Amanda Sundblad, Patti Hoerner, Deanna Boettcher, Patrick Selchert. Tim Dezelske, Chris La Plante via zoom.  
Non-voting member present: Kirsten Kinzler, Director  
Tara Erickson, Recorder
2. Guests: none.
3. Spotlight Report – none this month.
4. Agenda – MS (Boettcher/Stancek) to approve the agenda as is, roll call vote taken; motion carries unanimously.
5. Board of Directors Code of Ethics
6. Election of Officers
  - a. Chair – MS (Stancek/Hoerner) to accept Tim by acclamation, roll call vote taken; motion carries unanimously.
  - b. Vice Chair – MS (Hoerner/La Plante) to accept Meytal Stancek by acclamation, roll call vote taken; motion carries unanimously.
  - c. Secretary - MS (Stancek/Boettcher) to accept Chris La Plante, roll call vote taken; motion carries unanimously.
  - d. Treasurer - MS (La Plante/Boettcher) to accept Spencer Kangas by acclamation, roll call vote taken; motion carries unanimously.
7. MS (Kangas/La Plante) to approve the consent agenda with addition of Kirsten Kinzler and Tara Erickson as guests at last months meeting, roll call vote taken; motion carries unanimously.
  - 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. MS (Colvin/Kangas) to approve June 2022 supplemental information report, discussion on expenses pg. 8 of 13, monthly tech support, roll call vote taken; motion carries unanimously.
9. Reports

- a. Executive & Associate Directors - see attached reports
  - i. Personnel changes – resignations, dismissals, reassignments, and new employments-no changes.
  - ii. Strategic Plan Update – board members will look over and decide if they want to keep or change or update goals, they should forward to Kinzler. Colvin shared the strategic statements and goals again and explained what board members should look for when reviewing.
  - iii. Environmental Education Update – EE Survey is complete. It is part of the annual report, classrooms record their EE activities throughout the year to meet goals that are set for NDMA.
  - iv. Academic Testing and Achievement Update – Kinzler shared NWEA MAP data from 2021-2022.
  - v. Enrollment Update – enrollment is at 248 PK-gr 8.
  - vi. Activities and Happenings related to the school, staff, students, families, community – Tonight is NDMA’s annual PTO Family Pool Party at the Hutchinson Aquatic Center. Our summer school program was successful! La Plante and Kangas shared their summer school experiences. NDMA is sponsoring a kid’s event at McLeod County Fair coming up on August 20<sup>th</sup>.
- b. Board Activities – look at upcoming board trainings.

## 10. Unfinished Business

a.

## 11. New Business

- a. MS (Colvin/Boettcher) Board Meeting Schedule to be as follows, with the caveat that if it falls on a holiday we move it to the next week, roll call vote taken; motion carries unanimously.

- i. Day of the month      3<sup>rd</sup> Monday
- ii. Start time              5:30 p.m.
- iii. Location                Conference Room

- b. Board Members Conflict of Interest Disclosure – they are collected as needed.

- i. Authorizer Statement of Assurances
- ii. Building Lease
- iii. Monthly Conflict of Interest Disclosure(s) collected as needed

- c. MS (Hoerner/Selchert) to confirm members of board of directors of New Discoveries Affiliated Building Company (NDABC) 2021-22 Appointees: David Conrad, Kirsten Kinzler, Tara Erickson roll call vote taken; motion carries unanimously.

- i. 2021-22 Appointees: David Conrad, Kirsten Kinzler, Tara Erickson

MS (Colvin/Dezelske) to approve e. – n., roll call vote taken; motion carries unanimously.

- d. Committee Assignments

- i. Finance Committee - Kangas
- ii. Policy/Governance Committee - Colvin
- iii. Facilities Committee – Hoerner,
- iv. Administrative Review Committee – Boettcher, Stancek, Selchert
- v. NDMA Instructional Leadership Team - Colvin

- 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: 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. 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. – TABLED.
- p. Received QComp annual report.
- q. Approve position descriptions for administrative positions – TABLED.

12. Upcoming Meetings/Events/Announcements

- a. Next board meeting, August 15, 2022 – 4:30 p.m.
- 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 6:47 p.m.

Respectfully submitted,

Tara Erickson  
Recorder