



New Discoveries

Montessori Academy

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Official Board Meeting Agenda

Monday, January 23, 2023 – 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 for full board packet or Zoom link information)

1. Call Meeting to Order (Location of Board Packet)– Roll Call
2. Welcome/Introduction of Guests
3. Spotlight Report – Audit Company Report
4. Approval of Agenda
5. Approval of Consent Agenda
 - a. Minutes of December 19, 2022 Meeting
 - b. Minutes of Special Board Meeting January 9, 2023
 - c. Submitted Committee Reports
 - i. Financial Committee met on January 17, 2023
6. Financial Reports
 - a. December 2022 financial report
 - b. Approve December 2022 supplemental information report
7. 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
 - i. Continue work on Strategic Plan Goals
 - ii. Board Training - *The Seven Outs* by Brian Carpenter
 1. Discuss Part Three: Scope it Out
8. Unfinished Business
 - a. Final reading and approval of the 535P Unpaid Meal Charges Policy
9. New Business
 - a. Motion to approve the participation of NDMA in federal Employee Retention Credit. Allows the school to recover some funds to retain staff during the COVID-19 Shutdown. 1 time fee of \$9,000 for bergan to help fill out the paperwork to receive this credit.
 - b. Motion to approve the removal of Dave Conrad as authorizing officer on credit card account
 - c. Motion to approve appointing Kirsten Kinzler, Executive Director, as authorizing officer on credit card account
 - d. Motion to approve increase on credit limit to \$15,000 on Kirsten Kinzler’s credit card
 - e. Motion to approve increase on credit limit to \$5,000 on Tara Erickson’s credit card

f. Motion to extend retroactive leave of absence to Jennie Asher

10. Upcoming Meetings/Events/Announcements

- a. Next board meeting, February 27, 2023 – 5:30 p.m. (Due to President's Day)
- b. Finance Committee Meeting, February 13, 2023 – 11:45 a.m.
- c. Policy/Governance Committee Meeting, tbd
- d. Facilities Committee Meeting, tbd
- e. Administrative Review Committee, tbd

11. Adjournment