



1000 Fifth Avenue SE, Hutchinson, Minnesota 55350 320.234.6362(w) 320.234.6300(f) www.newdiscoveries.org

**Official Board of Directors
Meeting Minutes**

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)

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 5:30 p.m.

Voting members present: Meytal Stancek, Shari Colvin, Tim Dezelske, Spencer Kangas, Chris La Plante, Patti Hoerner, Deanna Boettcher, Patrick Selchert.

Absent: none

Non-voting member present: Kirsten Kinzler, Director

Tara Erickson, Recorder

Dustin Reeves, Business Manager

2. Guests: Ashley Meagher from Schlenner, Wenner & Co.
3. Spotlight Report – Ashley Meagher from Schlenner, Wenner & Co. shared a PowerPoint presentation covering the required communications of the audited financial statements for NDMA, fiscal year ended June 30, 2022. It was a clean audit with no findings.
4. Agenda – MS (Dezelske/Boettcher) to approve the agenda with addition of 9.b. New Business to increase teacher sub rate to be competitive, and 6.c. under Financial Reports that we have received the FY22 audit, all aye; motion carries unanimously.
5. MS (Dezelske/Colvin) to approve the consent agenda, roll call vote taken; motion carries unanimously.
 - 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. Received December 2022 financial report.
 - b. MS (Dezelske/Boettcher) to approve December 2022 supplemental information report, monthly expenses looked normal, roll call vote taken; motion carries unanimously.
 - c. Received the FY 2022 Financial Audit.
7. Reports
 - a. Executive Director
 - i. Personnel changes – resignations, dismissals, reassignments, and new employments: none at this time.
 - ii. Strategic Plan Update: we will approve the plan at the February Board meeting.
 - iii. Environmental Education Update: the ELP was submitted and accepted by Osprey Wilds. Classrooms have been snowshoeing and using the sledding hill as well as other outdoor spaces.

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- iv. Academic Testing and Achievement Update: testing, NWEA and FAST, is going well, testing should be complete by the end of January.
 - v. Enrollment Update: on track.
 - vi. Activities and Happenings related to the school, staff, students, families, community: PD on Friday, CPI for about 45 staff to recertify, and Feb. 9 is a Family Discoveries Night. Bookfair, Puffin Fundraiser, and the NDMA Theater Group production to look forward to this spring. This week is Paraprofessional week.
- b. Board Activities
- i. Continue work on Strategic Plan Goals – any suggestions please see Kinzler, board will approve the plan in February.
 - ii. Board Training - *The Seven Outs* by Brian Carpenter
 - 1. Discuss Part Three: Scope it Out. Board member discussed at end of meeting.
8. Unfinished Business
- a. MS (Colvin/Dezelske) Final reading and approval of the 535P Unpaid Meal Charges Policy, discussion noted that we will let all children eat, all aye; motion carries unanimously.
9. New Business
- a. Motion and second from Finance Committee to approve the participation of NDMA in federal Employee Retention Credit. Allows the school to recover some funds used to retain staff during the COVID-19 Shutdown. There is a one-time fee of \$9,000 for Bergan to prepare and file the paperwork to receive this credit, roll call vote taken; motion carries unanimously.
 - b. Motion and second from Finance Committee to approve **b. - e.** approving the removal of Dave Conrad as authorizing officer on credit card account, and
 - c. Motion and second from Finance Committee to approve appointing Kirsten Kinzler, Executive Director, as authorizing officer on credit card account, and
 - d. Motion and second from Finance Committee to approve increase on credit limit to \$15,000 on Kirsten Kinzler's credit card, and
 - e. Motion and second from Finance Committee to approve increase on credit limit to \$5,000 on Tara Erickson's credit card, members were asked and they thought this approval was very appropriate, roll call vote taken; motions carry unanimously.
 - f. Motion and second from Finance Committee to extend retroactive leave of absence to Jennie Asher for dates 01/28/2022-05/11/2022 and 08/15/2022-10/10/2022, roll call vote taken; motion carries unanimously.
 - g. MS (Dezelske/Hoerner) to increase substitute teacher pay to \$145.00 per day (to match local districts), roll call vote taken; motion carries unanimously.
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, February 13, 2023 – 12:45 p.m.
 - d. Facilities Committee Meeting, tbd
 - e. Administrative Review Committee, tbd
11. Adjournment 6:38 p.m.

Respectfully submitted,

Tara Erickson
Recorder