



# *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  
Thursday, July 20, 2023 – 5:30 p.m. – on site at NDMA.  
(Contact [tara.erickson@newdiscoveries.org](mailto:tara.erickson@newdiscoveries.org) for full board packet)

1. Call Meeting to Order (Location of Board Packet) – Roll Call
  - a. Welcome of New Board Members
2. Welcome/Introduction of Guests
3. Spotlight Report
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, 2023 Meeting
  - b. Lotus Special Education Contract
8. Financial Reports
  - a. June 2023 financial statements not ready at time of meeting due to upcoming Audit
  - b. Approve June 2023 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 –
    - i. New Training for Requirements New Board Members
    - ii. Exhibit L Assurances
10. Unfinished Business
  - a. 2<sup>nd</sup> reading
  - b. Approve revised 23-24 School Calendar
11. New Business
  - a. Board Meeting Schedule
    - i. Day of the month
    - ii. Start time
    - iii. Location

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

- 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. 2023-24 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 (ILT)
- 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
  - iv. Designate Kirsten Kinzler Transportation 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:
    - 1. A claim for payment from an imprest payroll bank account or investment of excess money
    - 2. Payment of federal, state, and unemployment taxes (deductions and/or benefits)
    - 3. Payment of contributions to the Teachers Retirement Association (TRA) and the Public Employee Retirement Association (PERA) (deductions and benefits)
    - 4. Payment of other payroll related deductions and benefits (when appropriate)
    - 5. Monthly building lease payments
    - 6. Monthly payment of credit card charges
    - 7. Vendor payments (when appropriate)
    - 8. Draws and repayments for line of credit
    - 9. 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 - \$15,000
  - ii. HR/Office Manager - \$5,000
  - iii. Accounts Payable Officer - \$5,000
  - iv. Food Service Director - \$500
- 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.)
  - i. \$140 per day for Teachers
  - ii. \$14 an hour for Paras
- n. Designation of Ratwik, Roszak, and Maloney as school attorneys and authorization for Board Chair or Board Appointed Administrator to access as needed.
- o. Receive QComp annual report

## 12. Upcoming Meetings/Events/Announcements

- a. Next board meeting, August 21, 2023 – 5:30 p.m. Come at 4 pm for meet and greet.
- b. Finance Committee Meeting, August 21, 2023 – 4:30 p.m.
- c. Policy/Governance Committee Meeting, tbd
- d. NDMA Open House, August 17, 2023 5:30-7:30pm
- e. NDMA Sponsorship of McLeod County Fair Kids' Day activities, August 19, 2023

## 13. Adjournment