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Official Board of Directors

Meeting Minutes

Monday January 22, 2024 – 5:30 p.m.

on site at NDMA in the conference room

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 5:31 p.m.

Voting members present: Tim Dezelske, Christine La Plante, Melanie Schiroo, Patti Hoerner, Deanna Boettcher, Shari Colvin.

Absent: Kyle Kovack, Spencer Kangas.

Non-voting member present: Kirsten Kinzler, Director.

Tara Erickson, Recorder

Tommi Martinson, Business Manager (Creative Planning) –present.

2. Guests: via teams meeting Tommi from Creative Planning and Jon Archer, a partner from Schlenner Wenner & Co.
3. Spotlight Report – Schlenner Wenner & Co. Audit Presentation. Mr. Archer stated that the audit went smoothly as he shared the findings of FY23 Audited Financials.
4. Agenda – MS (Dezelske/La Plante) to approve the agenda, all aye; motion carries unanimously.
5. MS (Dezelske/ Hoerner) to approve the consent agenda, all aye; motion carries unanimously.
 - a. Minutes of December 18, 2023 Meeting
 - b. Submitted Committee Reports
 - i. Financial Committee met January 16th, 2024
 - ii. Policy/Governance committee met January 16th, 2024
6. Financial Reports
 - a. Received December 2023 Financial Report reported on by Ms. Martinson.
 - b. MS (Dezelske/Boettcher) to approve December 2023 Supplemental Information Report, noted that there was nothing out of line and looks appropriate, roll call vote unanimous; motion carries.
7. Reports
 - a. Executive Director - see attached directors report.
 - i. Personnel changes –
 1. Resignations – Jane Klement, Jeremy Shimpa, Rachel Cooley, all paraprofessionals
 2. dismissals,
 3. reassignments – Melissa Wilson, paraprofessional
 4. new employments – Estella Schwartz, paraprofessional

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- ii. Strategic Plan Update –
 - iii. Environmental Education Update – not at this time
 - iv. Academic Testing and Achievement Update – nearing the end of our Fast Winter Benchmark Assessments and Winter NWEA
 - v. Enrollment Update –
 - vi. Activities and Happenings related to the school, staff, students, families, community – No school - parent teacher conferences coming up on Friday, February 2nd. Scholastic Book Fair during conferences.
- b. Board Activities –
- i. No More Boring Board Meetings – Read this article, discussion was had after Board Meeting.
 - ii. Recruitment of Charter School Board Members – Read this article as well, discussion was had after Board Meeting.

8. Unfinished Business

9. New Business

- a. (Motion and Second from the Financial Committee) to approve the director and treasurer as signers on the line's of credit at Citizen's Bank, roll call vote all aye; motion carries unanimously.
- b. Completed first readings of the following policies
 - i. 536P – Student Fees
 - ii. 705P – Electronic Fund Transfer
 - iii. 760P – School Credit Card
- c. MS (Dezelske/Hoerner) to review and approve updates to the following policies, all aye; motion carries unanimously.
 - i. 208P – Development, Adoption, & Implementation of Policies
 - ii. 404P – Employment Background Check
 - iii. 406P – Public & Private Personnel Data
 - iv. 406.1P – Data Practices
 - v. 616P – School District System Accountability

10. Upcoming Meetings/Events/Announcements

- a. Next board meeting, February 26, 2024 – 5:30 p.m. *4th Monday due to Holiday
- b. Finance Committee Meeting, February 12, 2024 – 11:45 a.m.
- c. Policy/Governance Committee Meeting, to follow finance committee meeting
- d. Facilities Committee Meeting, tbd
- e. Administrative Review Committee, tbd
- f. Annual Meeting, April 15, 2024 – 3:30 p.m.
- g. Strategic Plan Workshop, May 3, 2024 – 12:45 p.m.

11. Adjournment 6:08

Respectfully submitted,
Tara Erickson
Recorder