



## Official Board of Directors Meeting Minutes

Monday, July 22, 2024 –5:30 p.m.  
NDMA Conference Room

1000 5th Avenue SE, Hutchinson, Minnesota 55350 320.234.6362(w) 320.234.6300(f) [www.newdiscoveries.org](http://www.newdiscoveries.org)

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: Tim Dezelske, Shari Colvin, Patti Hoerner, Spencer Kangas, Tiffany Knox.  
Absent: Christine La Plante.

Non-voting member present: Kirsten Kinzler, Director.  
Tara Erickson, Recorder

2. Guests: Deanna Boettcher (former board member and parent) and Jill Montes (parent)
3. Spotlight Report – none.
4. Agenda – MS (Dezelske/Colvin) to approve the agenda with the addition of appointing Jill Montes to the open 2-year position, all aye; motion carries unanimously.
5. Board of Directors Code of Ethics was read by Tim Dezelske.
6. MS (Dezelske/Hoerner) to seat Tiffany Knox (3 yr) and Jill Montes (2 yr) as new board members, all aye, motion carries unanimously.
7. Election of Officers – all accepted the positions.
  - a. Chair – Tim Dezelske
  - b. Vice Chair – Jill Montes
  - c. Secretary – Christine La Plante
  - d. Treasurer – Spencer Kangas
8. MS (Dezelske/Colvin) to approve the consent agenda, all aye; motion carries unanimously.
  - a. Minutes of June 24, 2024 Meeting
  - b. Finance Committee met July 15, 2024
9. Financial Reports
  - a. Received the June 2024 Financial Report.
  - b. MS (Dezelske/Hoerner) to approve the June 2024 Supplemental Information Report, all looks appropriate, roll call vote unanimous; motion carries.
10. Reports
  - a. Executive Director

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- i. Personnel changes – none
  - ii. Strategic Plan Update – tabled
  - iii. Environmental Education Update – working on Environmental Literacy Plan
  - iv. Academic Testing and Achievement Update – no update
  - v. Enrollment Update – staying steady
  - vi. Activities and Happenings related to the school, staff, students, families, community – ESY begins July 30
- b. Board Activities –
- i. New Training for Requirements New Board Members – check your email
  - ii. Exhibit L Assurances – tabled

## 11. Unfinished Business

- a. Board Evaluation Form – tabled

## 12. New Business

- a. Closed the meeting at 5:56 p.m. as permitted by MN Statute 13D.05 Subd. 3(a) for consideration of Personnel Issues related to annual Board Appointed Administrator evaluation
- b. Reopened Meeting at 6:03 p.m.
- c. Board Statement regarding administrator Evaluation
  - i. MS (Dezelske/Colvin) to accept the new employment agreement as presented by the Administrator Review committee to the board, roll call vote unanimous; motion carries.
- d. MS (Dezelske/Colvin) to review and approve the following Policies for Annual review, pulling 506A and 506P, all aye; motion carries.
  - i. 214P – Out of State Travel by Board Members
  - ii. 404P – Employment Background Check Policy
  - iii. 406.1P – Data Practices
  - iv. 406P – Public & Private Personnel Data
  - v. 410P – Family & Medical Leave
  - vi. 412P – Expense Reimbursement
  - vii. 413P – Harassment & Violence
  - viii. 414P – Mandated Reporting of Child Neglect or Abuse
  - ix. 415P – Mandated Reporting of Maltreatment of Vulnerable Adults
  - x. 506A – Student Discipline Problem Solving Plan Behavior Rubric Addendum **pull for next time.**
  - xi. 506P – Student Discipline **pull for next time.**
  - xii. 514F – Bullying Prohibition Form
  - xiii. 514P – Student Bullying Prohibition
  - xiv. 522P – Student Sex Nondiscrimination
  - xv. 524P – Technology Resources Use
  - xvi. 616P – School District System Accountability
  - xvii. 705P – Electronic Fund Transfer
- e. MS (Dezelske/Kangas) to review and approve 702P – Purchasing and Procurement Policy, Colvin shared that it is on our list because of new legislature, roll call vote unanimously; motion carries.
- f. Board Meeting Schedule
  - i. Day of the month – 3<sup>rd</sup> Monday each month (4<sup>th</sup> Monday due to holiday, Jan., Feb., April)
  - ii. Start time – 5:30 p.m. (exception being April annual and reg. meeting)
  - iii. Location – NDMA Conference Room onsite.
- g. Board Members Conflict of Interest Disclosure
  - i. Authorizer Statement of Assurances – tabled.
  - ii. Building Lease – tabled.
  - iii. Monthly Conflict of Interest Disclosure(s) as needed
- h. MS (Dezelske/Knox) to confirm/appoint members of board of directors of (School) Building Company

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- i. 2024-25 Appointees: David Conrad, Kirsten Kinzler, Tara Erickson, all aye unanimous; motion carries.
  - i. Committee Assignments
    - i. Finance Committee - Kangas
    - ii. Policy/Governance Committee - Colvin
    - iii. Facilities Committee – Hoerner, LaPlante
    - iv. Administrative Review Committee – Montes, Knox, Dezelske
    - v. NDMA Instructional Leadership Team (ILT) – Colvin
- MS (Dezelske/Kangas) to approve j. – s., with updated para wage (r., ii.), roll call vote unanimous; motion carries.
- j. Designation of Financial Manager
    - i. Creative Planning
  - k. 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
  - l. 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+)
  - m. Collateralize Funds in Excess of FDIC Insurance (currently at \$250,000) – need 110% of excess amount.
  - n. 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
  - o. 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 Creative Planning 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
- p. 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
- q. Designation of Official Newspaper (required for posting of public notices) – Hutchinson Station
- r. Approval of Daily and Hourly Rates of Pay (substitutes, casual workers, etc.)
  - i. \$160 per day for Teachers
  - ii. \$18 an hour for Paras
- s. Designation of Ratwik, Roszak, and Maloney as school attorneys and authorization for Board Chair or Board Appointed Administrator to access as needed.
- t. Receive QComp annual report – tabled.

#### 13. Upcoming Meetings/Events/Announcements

- a. NDMA Pool Party, Tuesday, July 23, 2024 – 7:15 – 9:00 p.m.
- b. Next board meeting, August 19, 2024 – 5:30 p.m. Come at 4 pm for meet and greet.
- c. Finance Committee Meeting, August 12, 2024 – 11:45 a.m.
- d. Policy/Governance Committee Meeting, following finance committee
- e. NDMA Sponsorship of McLeod County Fair Kids' Day activities, August 17, 2024
- f. NDMA Open House, August 22, 2024 5:30-7:30pm
- g. First Day of School, August 26, 2024

#### 14. Adjournment 6:38

Respectfully submitted,  
Tara Erickson  
Recorder