



*New Discoveries*

*Montessori Academy*

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Official Board Meeting Agenda

Monday, July 22, 2024 – 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 24, 2024 Meeting
  - b. Finance Committee met July 15, 2024
8. Financial Reports
  - a. June 2024 financial statements not ready at time of meeting due to upcoming Audit
  - b. Approve June 2024 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. Board Evaluation Form
11. New Business
  - a. Close the meeting as permitted by MN Statute 13D.05 Subd. 3(a) for consideration of Personnel Issues related to annual Board Appointed Administrator evaluation
  - b. Reopen Meeting
  - c. Board Statement regarding administrator Evaluation
  - d. Review and Approve the following Policies for Annual review
    - i. 214P – Out of State Travel by Board Members

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

- 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
- xi. 506P – Student Discipline
- 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. Review and Approve 702P – Purchasing and Procurement Policy
- f. Board Meeting Schedule
  - i. Day of the month
  - ii. Start time
  - iii. Location
- g. Board Members Conflict of Interest Disclosure
  - i. Authorizer Statement of Assurances
  - ii. Building Lease
  - iii. Monthly Conflict of Interest Disclosure(s) as needed
- h. Confirm/appoint members of board of directors of (School) Building Company
  - i. 2024-25 Appointees: David Conrad, Kirsten Kinzler, Tara Erickson
- i. Committee Assignments
  - i. Finance Committee
  - ii. Policy/Governance Committee
  - iii. Facilities Committee
  - iv. Administrative Review Committee
  - v. NDMA Instructional Leadership Team (ILT)
- 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. \$14 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

## 12. 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, tbd
- 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

13. Adjournment