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Official Board of Directors

Meeting Minutes

Monday December 18, 2023 – 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: Deanna Boettcher, Spencer Kangas, Tim Dezelske, Christine La Plante, Patti Hoerner, Shari Colvin, Melanie Schiroo.

Absent: Kyle Kovack.

Non-voting member present: Kirsten Kinzler, Director.

Tara Erickson, Recorder

Dustin Reeves, Business Manager – absent.

2. Guests:
3. Spotlight Report – none
4. Agenda – MS (Dezelske/La Plante) to approve the agenda, roll call vote all aye; motion carries unanimously.
5. MS (Dezelske/ Hoerner) to approve the consent agenda, roll call vote all aye; motion carries unanimously.
 - a. Minutes of November 20, 2023 Meeting
 - b. Submitted Committee Reports
 - i. Financial Committee met December 11th, 2023
 - ii. Policy/Governance committee met December 11th, 2023
6. Financial Reports
 - a. Received November 2023 Financial Report
 - b. MS (Dezelske/Boettcher) to approve November 2023 Supplemental Information Report, noted that there was nothing out of line and we are low on our expenditures, roll call vote unanimous; motion carries.
7. Reports
 - a. Executive Director - see attached directors report.
 - i. Personnel changes – resignations, dismissals, reassignments, and new employments – Michael Stutelberg: CH SpEd Teacher.
 - ii. Strategic Plan Update – Kinzler shared the swot statements and goals updates.
 - iii. Environmental Education Update – outings, E1 science experiments outside.
 - iv. Academic Testing and Achievement Update – FAST testing is still happening,

Providing a quality, comprehensive public education within a Montessori context

- v. Enrollment Update – down by 3, two moved from the area/state and one transferred.
 - vi. Activities and Happenings related to the school, staff, students, families, community – E2 went to Orchestra Hall. NDMA has already collected and delivered 354 pounds of food for our local food shelf.
- b. Board Activities – Dezelske shared the latest Sounding Boards for information.
- i. New board members, make sure you have started your trainings that are required for new board members.

8. Unfinished Business

9. New Business

- a. MS (finance committee) to approve the lines of credit at Citizen’s Bank, roll call vote unanimous; motion carries.
 - i. \$400,000 Line of Credit
 - ii. \$200,000 Line of Credit
- b. MS (Dezelske/Boettcher) to approve the Strategic Plan for FY24, all aye; motion carries unanimously.
- c. Reviewed and Receive the Formative Environmental Education Performance Evaluation from Osprey Wilds
- d. Reviewed and Received the Board Observation Feedback from Osprey Wilds

10. Upcoming Meetings/Events/Announcements

- a. Next board meeting, January 22, 2024 – 5:30 p.m. *4th Monday due to Holiday
- b. Finance Committee Meeting, January 16, 2024 – 11:45 a.m.
- c. Policy/Governance Committee Meeting, January 16, 2024 – 12:45 p.m.
- d. Facilities Committee Meeting, tbd
- e. Administrative Review Committee, tbd
- f. Strategic Plan Workshop, May 3rd 12:45 p.m.

11. Adjournment 6:06

Respectfully submitted,
Tara Erickson
Recorder