



Official Board of Directors Meeting Minutes

Monday, November 18, 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

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 5:34 p.m.

Voting members present: Tim Dezelske, Tiffany Knox, Jill Montes, Patti Hoerner, Spencer Kangas
Christine La Plante, Shari Colvin, Samantha Casillas.

Absent:

Non-voting member present: Kirsten Kinzler, Director.

Tara Erickson, Recorder.

2. Guests: none

3. Spotlight Report – Audit Presentation moved to next month

4. Agenda – MS (Dezelske/Knox) to approve the agenda, with the addition Agenda item 7, b, i: response to Osprey Wilds E.L.P., all aye; motion carries unanimously.

5. MS (Dezelske/Montes) to approve the consent agenda with correction to Kinzler being present as non-voting member at the October meeting, all aye; motion carries unanimously.

a. Minutes of October 21, 2024 Meeting

b. Minutes of Special Meeting October 30, 2024

c. Submitted Committee Reports

i. Financial Committee met November 13th, 2024

ii. Policy/Governance committee met November 13th, 2024

6. Financial Reports

a. Received the October 2024 Financial Report.

a. MS (Dezelske/Hoerner) to approve October 2024 Supplemental Information Report, one-third of the way through the year and it looks good, roll call vote taken; motion carries unanimously.

7. Reports

a. Executive Director – please see reports attached.

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- i. Personnel changes – resignations, dismissals – Thomas Fischer, reassignments, and new employments – Andrea Rhoda (SpEd Teacher), Gabrielle Erickson (office support), Katlin Davis and Emily Madrid (Paraprofessionals)
 - ii. Strategic Plan Update – ILT will discuss the Osprey Wilds packet.
 - iii. Environmental Education Update – Patti update the Environmental Education Questionnaire from Osprey Wilds to empower admin to allocate money and personnel for environmental education. (See 7, b, i below).
 - iv. Academic Testing and Achievement Update – NWEA testing to start December 1st.
 - v. Enrollment Update – lost a family of 4 to a move, 3 students signed up to start after thanksgiving break.
 - vi. Activities and Happenings related to the school, staff, students, families, community – NDMA PTO organized a Puffins fundraiser.
- b. Board Activities – some members have turned in their training certificates.
- i. Question from Patti on Environmental Education Questionnaire from Osprey Wilds, board members suggested the answer that stated that we empower board appointed administrator to allocate money and personal for environmental education.

8. Unfinished Business

9. New Business

- a. MS (Dezelske/Montes) to approve the Insurance change to Surest, discussion was had looking over quotes of health benefit option and Kinzler shared short info video, roll call vote taken, motion carries unanimously.
- b. MS (Dezelske/Hoerner) to approve updates to policies listed below i.-vi.', all aye, motion carries unanimously.
 - i. 542P – Enrollment Policy
 - ii. 591P – Early Entrance Policy
 - iii. 591F(a) – Early Entrance Form
 - iv. 591F(b) – NDMA Child Development Questionnaire
 - v. 535P – School Meals Policy
 - vi. 426P – Anti-nepotism Policy
- c. First reading of the following policies:
 - i. 551P – Student Journalism Policy
 - ii. 621P – Library Materials
 - iii. 509P – Nondiscrimination – Title IX Policy
- d. Accepted the Grievance Procedure and Form
- e. Received and reviewed the Osprey Wilds Renewal Evaluation and Academic Data Profile, Kinzler will draft a response.
- f. Approve the Draft of the Financial Audit - TABLED

10. Upcoming Meetings/Events/Announcements

- a. Board training, December 16, 2024 – 4:45 p.m.
- b. Next board meeting, December 16, 2024 – 5:30 p.m.

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- c. Finance Committee Meeting, December 9, 2024 – 11:45 a.m.
- d. Policy/Governance Committee Meeting, December 9, 2024 – 12:15 p.m.
- e. Facilities Committee Meeting, tbd
- f. Administrative Review Committee, tbd

11. Adjournment 6:45 p.m.

Respectfully submitted,
Tara Erickson
Recorder