



## Official Board of Directors Meeting Minutes

Monday, July 21, 2025 –5:30 p.m.  
NDMA Conference Room and via Teams Link

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 5:29 p.m.

Voting members present: Tim Dezelske, Shari Colvin, Patti Hoerner, Jill Montes, Tiffany Knox.

Absent: Christine La Plante, Spencer Kangas, Shari Colvin.

Non-voting member present: Kirsten Kinzler, Director.

Tara Erickson, Recorder

2. Guests: none
3. Spotlight Report – E3 YLLP Presentation
4. Agenda – MS (Dezelske/Montes) to approve the agenda with the change to para sub rate of \$15.00 (\$18.00 was for hired sped paras), all aye; motion carries unanimously.
5. Board of Directors Code of Ethics: board members read out loud their Oath of Office and signed the form as requested by our authorizer.
6. Election of Officers – all accepted the positions.
  - a. Chair – Tim Dezelske
  - b. Vice Chair – Jill Montes
  - c. Secretary – Shari Colvin
  - d. Treasurer –Tiffany Knox
7. MS (Dezelske/Montes) to approve the consent agenda, all aye; motion carries unanimously.
  - a. Minutes of June 23, 2025 Meeting
  - b. Minutes of June 27, 2025 Special Meeting -note that it was on Friday, not Monday.
  - c. Minutes of July 3, 2025 Special Meeting
  - d. Finance Committee met July 14, 2025
8. Financial Reports
  - a. June 2025 financial statements not ready at time of meeting due to upcoming Audit
  - b. Budget Model Updated
  - c. MS (Dezelsk/Montes) to approve June 2025 supplemental information report, all aye; motion carries unanimously by roll call.

9. Reports

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- a. Executive Director
  - i. Personnel changes
    - 1. Resignations – Andrea Rhoda, E1 Special Education Teacher
    - 2. Dismissals
    - 3. Reassignments
    - 4. New employments – Seth Tieden, E2 General Education Teacher
  - ii. Strategic Plan Update
  - iii. Environmental Education Update: requested bids on water and electric for our greenhouse.
  - iv. Academic Testing and Achievement Update
  - v. Enrollment Update: numbers are down. We have reached out to our families and have sent a community postcard mailing.
  - vi. Activities and Happenings related to the school, staff, students, families, community – ESY starts on July 28<sup>th</sup>, NDMA is sponsoring Kids Day at the McLeod County Fair on August 16<sup>th</sup>, B2S Workshops are Aug 18-21, B2S Open House is August 21<sup>st</sup> 5:30-7:30 p.m., First day of school is Tuesday, August 26<sup>th</sup>, 2025.
- b. Board Activities –
  - i. Training for Requirements New Board Members
  - ii. Osprey Wilds Sounding Board Open Meeting Law – Kinzler shared the information and the latest sounding board.

## 10. Unfinished Business

## 11. New Business

- a. 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.)
  - ii. Start time – 5:30 p.m. (exception being April annual and reg. meeting)
  - iii. Location – NDMA Conference Room onsite.
- b. Board Members Conflict of Interest Disclosure – discussed when this will be needed.
  - i. Authorizer Statement of Assurances done with the contract and as a new board member.
  - ii. Building Lease
  - iii. Monthly Conflict of Interest Disclosure(s) as needed
- c. MS (Dezelske/Hoerner) to confirm/appoint members of board of directors of (School) Building Company, all aye, motion carries unanimously.
  - i. 2025-26 Appointees: David Conrad
- d. Committee Assignments
  - i. Finance Committee – Dezelske, Knox, Colvin
  - ii. Policy/Governance Committee – Dezelske, Colvin, Kinzler
  - iii. Facilities Committee – Hoerner, LaPlante Erickson
  - iv. Administrative Review Committee - Casillas, Montes
  - v. NDMA Instructional Leadership Team (ILT)

MS (Dezelske/Knox) to approve e.-n., all aye by roll call vote; motion carries unanimously.

- e. Designation of Financial Manager
  - i. Creative Planning
- f. 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

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- g. 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+)
- h. Collateralize Funds in Excess of FDIC Insurance (currently at \$250,000) – need 110% of excess amount.
- i. 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
- j. 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
- k. 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
- l. Designation of Official Newspaper (required for posting of public notices) – Hutchinson Station
- m. Approval of Daily and Hourly Rates of Pay (substitutes, casual workers, etc.)
  - i. \$160 per day for Teachers

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- ii. \$15 an hour for Paras
- n. Designation of Ratwik, Roszak, and Maloney as school attorneys and authorization for Board Chair or Board Appointed Administrator to access as needed.
- o. Receive QComp annual report -Tabled.

12. Upcoming Meetings/Events/Announcements

- a. NDMA Pool Party, Friday, August 1, 2025 – 7:30 – 9:00 p.m.
- b. Next board meeting, August 18, 2025 –4:00 p.m. (3:30 p.m. Meet and Greet our Staff)
- c. Finance Committee Meeting, August 11, 2025 – 11:45 a.m.
- d. Policy/Governance Committee Meeting, tbd
- e. NDMA Sponsorship of McLeod County Fair Kids' Day activities, August 16, 2025
- f. NDMA Open House, August 21, 2025 5:30-7:30pm
- g. First Day of School, Tuesday, August 26, 2025

13. Adjournment 6:15 p.m.

Respectfully submitted,  
Tara Erickson  
Recorder