



Official Board of Directors Meeting Minutes

Monday, November 17, 2025 – 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 5:30 p.m.

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

Voting member absent: none

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

2. Guests: Addie Mazza, our Osprey Wilds liaison. E1 Birch students, Danica and parents, Jessa, Ivory and their mother, Remi, Sharon, and Iris Blancarte, NDMA teaching partner.
3. Spotlight Report – E1 Birch presents: Mrs. Hoerner's E1 students gave a presentation on their morning meeting. They show how to say good morning in many different languages. They ask the day of the week in ASL (American Sign Language) and Spanish. (Miss Iris helps with the Spanish). The students are also learning their colors in ASL and Spanish and they are learning about conversations as well. The students shared their SEL traits and descriptions in ASL and Spanish - Respect, Responsibility, Gratitude. They sang their Birch class song as an enthusiastic conclusion. What a great presentation!
4. Agenda – MS (Dezelske/Montes) to approve the agenda, all aye; motion carries unanimously.
5. MS (Dezelske/Knox) to approve the consent agenda, all aye; motion carries unanimously.
 - a. Minutes of October 20, 2025 Meeting
 - b. Minutes of Special Meeting October 31, 2025
 - c. Submitted Committee Reports
 - i. Financial Committee met November 10th, 2025
 - ii. Policy/Governance committee met November 10th, 2025 – updated a background check and record retention policy. Telehealth procedure was turned into a policy as well.
6. Financial Reports
 - a. Received the September 2025 financial
 - b. MS (Dezelske/Colvin) to approve October 2025 supplemental information report, Colvin noted how nice it was to have questions related to the financial and supplemental statements answered by the director and/or the finance manager at the committee meetings, all aye; motion carries unanimously by roll call.
7. Reports
 - a. Executive Director – see attached director's report.
 - i. Personnel changes – resignations, dismissals, reassignments, and new employments

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- ii. Strategic Plan Update: Kinzler shared a draft copy of the strategic plan updated at the ILT meeting. She presented the updates and asked for approval. It will help us get to our Exhibit G goal.
 - iii. Environmental Education Update: Our Environmental Literacy Plan is solid. Osprey Wilds will send the official document. This helps us to connect to Exhibit H.
 - iv. Academic Testing and Achievement Update: NWEA and FastBridge assessments have been scheduled for the Winter Benchmark beginning in December. Please see attachment for Reading/Math goals.
 - v. Enrollment Update: steady
 - vi. Activities and Happenings related to the school, staff, students, families, community: The puffins fundraiser was successful, the reading fundraiser went well too – kids are reading!
- b. Board Activities –
- i. Self-Assessment for the Board: Colvin shared the governance improvement plan document and explained the pieces of it. She also shared a charter school board of directors self-assessment template to look over. Addie might send us a template to fit as well. Members can choose which direction to go. This works toward the Exhibit S.
 - ii. Sounding Board (Board Oversight of Academic Outcomes) attached in the board packet.
8. Unfinished Business
9. New Business
- a. MS (Dezelske/Montes) to approve Strategic Plan Updates 25-26, members expressed thanks for the updates, all aye; motion carries unanimously.
 - b. MS (Dezelske/Knox) to approve Lines of Credit at Citizen’s Bank and Trust with the signers approved in July. (Board Chair – Tim Dezelske, Board Treasurer – Tiffany Knox, Board Appointed Administrator – Kirsten Kinzler, and Financial Manager – Dustin Reeves). Motion carries unanimously by roll call vote.
 - i. \$400,000 Line of Credit
 - ii. \$200,000 Line of Credit
 - c. MS (Dezelske/Hoerner) to approve following policies, 404P, 518P, 799P, all aye; motion carries unanimously.
 - i. 404P Employment Check Policy
 - ii. 518P Telehealth Plan and Procedures
 - iii. 799P Record Retention
 - d. Accepted Bruce Rhoda’s resignation from the board.
10. Upcoming Meetings/Events/Announcements
- a. Next board meeting, December 15, 2025 – 5:30 p.m.
 - b. Finance Committee Meeting, December 8, 2025 – 11:45 a.m.
 - c. Policy/Governance Committee Meeting, December 8, 2025 – 12:15 p.m.
 - d. Facilities Committee Meeting, tbd
 - e. Administrative Review Committee, December 1, 2025 – 10:00 a.m.
11. Adjournment 6:18 p.m.

Respectfully submitted,
 Tara Erickson
 Recorder