



Official Board of Directors Meeting Minutes

Monday, December 15, 2025 –5:30 p.m.
NDMA Conference Room and via Electronic Video Link

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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, Shari Colvin, Patti Hoerner, Jill Montes, Tiffany Knox, Christine La Plante, Spencer Kangas.

Non-voting member present: Kirsten Kinzler, Director.

2. Guests: Jon Archer from Schlenner Wenner & Co., Dustin Reeves from Creative Planning, Alyssa Sims, E1 Teacher
3. Spotlight Report – Jon Archer from Schlenner Wenner & Co. presented an overview of the FY25 Audit. The audit went smoothly and received an unmodified (clean) opinion. There was a positive working relationship with management, there was nothing unusual. Adopted a new accounting standard, GASB 101 which includes compensated absences. No deficiencies in internal controls were identified. There was one finding (same one as last year) in MN Legal Compliance – collateral needed for cash in excess of FDIC limits (\$15,000). There was a fund balance decrease over FY24 with a large increase in bussing costs. Unassigned fund balance was at 0.1% - the lowest acceptable amount according to policy. Also shown were Cash Trend Analysis and School-Wide Liabilities. (Exhibit K)

E1 Presentation – Sims said a review of the E1 YLLP (Year Long Learning Plan) showed gaps in indigenous nations/people standards. She shared four books authored by indigenous people that were purchased. They were read in the classroom, and follow-up activities and projects were completed to meet various first through third grade standards in Social Studies and Science. (Exhibit D)

4. Agenda – MS (Dezelske/La Plante) to approve the agenda all aye; motion carries unanimously.
5. MS (Dezelske/Montes) to approve the consent agenda, all aye; motion carries unanimously by roll call.
 - a. Minutes of November 17, 2025 Meeting
 - b. Minutes of Special Board Meeting December 1, 2025
 - c. Submitted Committee Reports
 - i. Administrative Review Committee met December 1st, 2025 (Exhibit J)
 - ii. Financial Committee met December 8th, 2025 (Exhibit K)
 - iii. Policy/Governance committee met December 8th, 2025 – mistakenly left out of the board packet and given to each board member prior to the vote (Exhibit J)

6. Financial Reports

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- a. November 2025 financial statements (Exhibit S) – Reeves updated the financial statements after the December 8 finance committee meeting to reflect savings from action taken at the special board meeting. Kinzler negotiated lower bussing costs for FY26. The actual ADMs is lower than the budgeted ADMs because MDE is not yet recognizing all 16 voluntary pre-K students that NDMA is allotted. The FY26 general fund deficit has currently been reduced to ~\$35,000. (Exhibit K)
- b. MS (Dezelske/Knox) to approve November 2025 supplemental information report, no questions or concerns, all aye; motion carries unanimously by roll call.

7. Reports

- a. Executive Director – see attached report.
 - i. Personnel changes
 1. Resignations
 2. Dismissals – one dismissal
 3. Reassignments
 4. New employments
 - ii. Strategic Plan Update – no report this month
 - iii. Environmental Education Update – no report this month
 - iv. Academic Testing and Achievement Update – winter testing is almost complete (exhibit H).
 - v. Enrollment Update – lost two students, will be gaining a 4yr old, 1st, 3rd and middle school student.
 - vi. Activities and Happenings related to the school, staff, students, families, community – there were two Culver’s fundraiser events and a list of upcoming school happenings.
 - vii. SpEd Blue Ribbon Committee – Kinzler reported on the creation of the committee charged with finding savings of \$250,000,000 in state SpEd spending. Among a couple of the proposed areas identified would directly impact charter schools. These include less coverage of transportation costs for students with special transportation needs and 6% of the 10% of SpEd costs currently covered by the state would have to come from charter schools’ general funds
- b. Board Activities
 - i. Colvin shared the first three Basic Budgeting Bytes (developed for NDMA by Dick Lennes in 2014 and updated to include 2025 information) covering UFARS, ADM/PU and Funds as part of ongoing board training. This training will be continued next month. (Exhibit K)

8. Unfinished Business

- a. none

9. New Business

- a. Review and Receive the Board Observation Feedback from Osprey Wilds
- b. Accept the findings of the Audit
- c. MS (Dezelske/Montes) to approve the following policies: – all aye; motion carries unanimously (Exhibit I)
 - i. 609P – Religion
 - ii. 612-1P – Parent Involvement Procedures for Title 1 Programs
 - iii. 702P – Purchasing, Procurement, and Contracting
- d. MS (Dezelske/Hoerner) to approve Lead Testing and Consistent Water Quality Plan – plan and results of testing are available on the school website, all aye; motion carries unanimously

10. Upcoming Meetings/Events/Announcements

- a. Next board meeting, January 26, 2026 – 5:30 p.m. *4th Monday due to Holiday
- b. Finance Committee Meeting, January 20, 2026 – 11:45 a.m.
- c. Policy/Governance Committee Meeting, January 20, 2026 – 12:15 p.m.
- d. Facilities Committee Meeting, tbd
- e. Administrative Review Committee held December 15 – minutes will be included in the January meeting packet

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11. Adjournment 6:59 p.m.

Respectfully submitted,
Shari Colvin
Board Secretary