



New Discoveries Montessori Academy

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Official Board Meeting Agenda

Monday, July 20, 2026 – 5:30 p.m. – on site in the conference room and electronically.

(Contact tara.erickson@newdiscoveries.org for full board packet or electronic link information)

1. Call Meeting to Order (Location of Board Packet) – Roll Call
 - a. Welcome of New Board Members
2. Welcome/Introduction of Guests
3. Public Comment
4. Spotlight Report –
5. Approval of Agenda
6. Board of Directors Code of Ethics
7. Election of Officers
 - a. Chair
 - b. Vice Chair
 - c. Secretary
 - d. Treasurer
8. Approval of Consent Agenda
 - a. Minutes of June 22, 2026 Meeting
 - b. Finance Committee met July 13, 2026
9. Financial Reports
 - a. June 2026 financial statements very preliminary because of the upcoming audit
 - b. Approve June 2026 supplemental information report
10. Reports
 - a. Executive Director
 - i. Personnel changes – resignations, dismissals, reassignments, and new employments
 - ii. Strategic Plan Update
 - iii. Environmental Education Update
 - iv. Academic Testing and Achievement Update
 - v. Enrollment Update
 - vi. Activities and Happenings related to the school, staff, students, families, community
 - b. Board Activities –
11. Unfinished Business
12. New Business
 - a. Board Meeting Schedule
 - i. Day of the month
 - ii. Start time
 - iii. Location
 - b. Board Members Conflict of Interest Disclosure
 - i. Authorizer Statement of Assurances

Providing a quality, comprehensive public education within a Montessori Context

- ii. Building Lease
 - iii. Monthly Conflict of Interest Disclosure(s) as needed
- c. Confirm/appoint members of board of directors of (School) Building Company
 - i. 2026-27 Appointees: David Conrad
- d. Committee Assignments
 - i. Finance Committee
 - ii. Policy/Governance Committee
 - iii. Facilities Committee
 - iv. Administrative Review Committee
 - v. NDMA Instructional Leadership Team (ILT)
- e. Designation of Financial Manager
 - i. Creative Planning
- f. MDE Designations
 - i. Designate Kirsten Kinzler, Executive Director, as our Identified Official with Authority for Education Identity and Access Management (EDIAM). (IOWA)
 - ii. Designate Kirsten Kinzler Title Grant programs Authorized Representative
 - iii. Designate Tammy Stahl Special Education Director
 - iv. Designate Kirsten Kinzler Transportation Director
- 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
 - ii. \$18 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

13. Upcoming Meetings/Events/Announcements

- a. NDMA Family Discoveries Night, Tuesday, July 28, 2026 – 5:00 – 7:00 p.m.
- b. Next board meeting, August 17, 2026 – 5:30 p.m.
- c. Finance Committee Meeting, August 10, 2026 – 11:45 a.m.
- d. Policy/Governance Committee Meeting, tbd
- e. NDMA Kids Activities @ McLeod County Fair Kids' Day, August 22, 2026
- f. NDMA Open House, August 20, 2026 5:30-7:00pm
- g. First Day of School, August 25, 2026

14. Adjournment