



Official Board of Directors Meeting Minutes

Monday, July 20, 2026 – 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 5:30 p.m.

Voting members present: Shari Colvin, Tim Dezelske, Spencer Kangas, Tiffany Knox, Christine La Plante, Deanna Boettcher, Tammy Maiers.

Non-voting member present: Kirsten Kinzler, Director.

The Board acknowledges Tammy Maiers and Deanna Boettcher as our newly elected members and Shari Colvin as a reelected member. All members have completed initial and first year training requirements.

2. Guests: none at this time.
3. Public Comment: none at this time.
4. Spotlight Report: none at this time.
5. Agenda: MS (Dezelske/Boettcher) to approve the agenda, all aye; motion carries unanimously via roll call vote.
6. Board of Directors Code of Ethics: Dezelske read this for members. All members agreed.
7. Election of Officers accepted by acclamation via roll call vote.
 - a. Chair: Tiffany Knox (nominated by Dezelske)
 - b. Vice Chair: Deanna Boettcher (nominated by Colvin)
 - c. Secretary: Christine La Plante (nominated by Knox)
 - d. Treasurer: Tammy Maiers (nominated by Kangas)
8. Consent Agenda: MS (Dezelske/Knox) to approve the consent agenda, June preliminary financials looked good, all aye; motion carries unanimously via roll call vote.
 - a. Minutes of June 22, 2026 Meeting
 - b. Minutes of June 1, 2026 Special Meeting (change Agenda to Minutes)
 - c. Submitted Committee Reports
 - i. Facilities Committee met on May 22, 2026
 - ii. Financial Committee met on June 15, 2026 (change on the minutes June not May, noted: the short-term loan from Citizens Bank was paid off right away)
 - iii. Administrative Review Committee met on June 15, 2026

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9. Financial Reports

- a. June 2026 financial statements very preliminary because of the upcoming audit.
- b. MS (Dezelske/Boettcher) to approve June 2026 supplemental information report, nothing found out of line, motion carries unanimously by roll call vote. (Exhibit K)
- c.

10. Reports

- a. Executive Director
 - i. Personnel changes – resignations, dismissals, reassignments, and new employments: none at this time.
 - ii. Strategic Plan Update: none at this time.
 - iii. Environmental Education Update: not at this time.
 - iv. Academic Testing and Achievement Update: not at this time.
 - v. Enrollment Update: staying steady at 203.
 - vi. Activities and Happenings related to the school, staff, students, families, community: ESY starting next week. Summer Family Discoveries Night Celebration July 28th.
- b. Board Activities – Kinzler read through the 2026-2027 Staffing plan that was presented to OW. The newest board members have already completed their board training for the first year.

11. Unfinished Business

12. New Business

- a. Board Meeting Schedule
 - i. Day of the month: 3rd Monday each month (refer to schedule for date changes due to holidays)
 - 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
 - i. Authorizer Statement of Assurances: Boettcher and Maiers signed Exhibit L.
 - ii. Building Lease as needed
 - 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: Kirsten Kinzler, David Conrad, Tara Erickson
- d. Committee Assignments
 - i. Finance Committee: Maiers, Colvin, Knox
 - ii. Policy/Governance Committee: Knox, Colvin, Dezelske
 - iii. Facilities Committee: Boettcher, La Plante, Erickson
 - iv. Administrative Review Committee: Knox, Boettcher, Dezelske
 - v. NDMA Instructional Leadership Team (ILT): Colvin

MS Dezelske/Kangas to approve e. through n., all aye; motions carries unanimously via roll call vote.

- e. Designation of Financial Manager
 - i. Creative Planning: Dustin Reeves
- 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

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- 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 – not at this time.

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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 24, 2026 – 5:30 p.m.
- c. Finance Committee Meeting, August 17, 2026 – 11:45 a.m.
- d. Policy/Governance Committee Meeting, August 17, 2026 – following Fin. Comm. Mtg.
- 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 6:24 p.m.

Respectfully submitted,
Tara Erickson
Board Recorder