



1000 Fifth Avenue SE, Hutchinson, Minnesota 55350 320.234.6362(w) 320.234.6300(f) www.newdiscoveries.org

Official Board Meeting Agenda

Monday, October 19, 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
2. Welcome/Introduction of Guests
3. Public Comment
4. Spotlight Report – Specialists Presentation
5. Approval of Agenda
6. Approval of Consent Agenda
 - a. Minutes of September 21, 2026 Meeting
 - b. Submitted Committee Reports
 - i. Administrative Review Committee met on October 5, 2026
 - ii. Financial Committee met on October 13, 2026
 - iii. Policy/Governance met on October 13, 2026
7. Financial Reports
 - a. September 2026 Financial Report
 - b. Approve September 2026 Supplemental Information Report
8. 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
 - i. Consider goals on the Strategic Plan from the ILT
9. Unfinished Business
10. New Business
 - a. Review and Approve Policies
 - i. 102P – Equal Educational Opportunity
 - ii. 103.1P Whistleblower
 - iii. 203P Operation of NDMA Board
 - iv. 205P Open Meetings & Closed Meetings
 - v. 304P Executive Compensation
 - vi. 307P Emergency or Short Term Administrator

Providing a quality, comprehensive public education within a Montessori Context

- vii. 308P Hiring a Board Appointed Administrator
- b. Schedule a special board meeting for the end of the month to approve the Annual Report

11. Upcoming Meetings/Events/Announcements

- a. NDMA 20 Year Gala, October 24, 2026 – 6:00 – 9:00 p.m.
- b. Next board meeting, November 16, 2026 – 5:30 p.m.
- c. Finance Committee Meeting, November 9, 2026 – 11:45 a.m.
- d. Policy/Governance Committee Meeting, November 9, 2026 12:15 p.m.

12. Adjournment



Official Board of Directors Meeting Minutes

Monday, September 21, 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: Tim Dezelske, Spencer Kangas, Tiffany Knox, Deanna Boettcher, Shari Colvin, Tammy Maiers

Present via electronic link (this means all must do roll call vote): Christine La Plante

Non-voting member present: Kirsten Kinzler, Director.

2. Guests: none at this time.
3. Public Comment: none at this time.
4. Spotlight Report: none at this time.
5. Agenda: MS (Knox/Boettcher) to approve the agenda, adding the Medical Emergency Plan, acknowledge receipt, all aye; motion carries unanimously.
6. Consent Agenda: MS (Knox/Dezelske) to approve the consent agenda, the fund balance has an 8% increase, all aye; motion carries unanimously.
 - a. Minutes of August 24, 2026 Meeting
 - b. Submitted Committee Reports
 - i. Financial Committee met on September 14, 2026
 - ii. Policy/Governance Committee met on September 14, 2026
7. Financial Reports
 - a. Received the August 2026 Financial Report
 - b. MS (Knox/Dezelske) to Approve August 2026 Supplemental Information Report, everything looks appropriate, all aye; motion carries unanimously via roll call vote. (Ex. K)
 - c. Osprey Wilds Budget Review Letter: Kinzler shared that it is due November 1st, it will be presented at the October meeting.
 - d. Original Budget and Working Budget Variances response
2. Reports
 - a. Executive Director
 - i. Personnel changes –

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1. Resignation: Lisa Wendinger, Dawn Severtson, Laura Lonnquist, Danielle King, Meghan Rettke
 2. Dismissals:
 3. Reassignments:
 4. and new employments: Victoria Rustige CH Special Education, Barb Peterson paraprofessional, Jenna Hartelt paraprofessional.
 - ii. Strategic Plan Update – Sept ILT meeting
 - iii. Environmental Education Update – we met all standards goals for FY26, a couple areas to improve even more include documenting and documenting more. A quiz was made for identifying 10 different trees on the property as one of the tools for Environmental Education. PreK and K now have goals as well. Students are still weighing and tracking food waste from breakfast and lunch. Kinzler has created more tools to make tracking easier.
 - iv. Academic Testing and Achievement Update: NWEA MAP Assessments, Fastbridge screening and Capti Read Basix are being completed.
 - v. Enrollment Update: CH 54, E1 64, E2 75, E3 28
 - vi. Activities and Happenings related to the school, staff, students, families, community: NDMA's
 - b. Board Activities –
 - i. Review the Strategic Plan: ILT will come up with goals 09/22/26 and then it will come back to the board for approval. Colvin walked the board members through the goals asking for input to be taken to the ILT tomorrow.
 - ii. Sounding Board "Oversight of Environmental Education" is attached to the board packet.
8. Unfinished Business
9. New Business
- a. Reviewed NDMA's LIEP Plan, Kinzler will be changing the date for FY27
 - b. Reviewed Osprey Wilds Environmental Education Performance Evaluation
 - c. Reviewed Osprey Wilds approval letter for our Environmental Learning Plan
 - d. Received the Medical Emergency Plan/Procedure. Dezelske's suggestion was to have someone from the west side of the building also on the official team.
10. Upcoming Meetings/Events/Announcements
- a. Next board meeting, October 19, 2026 – 5:30 p.m.
 - b. Finance Committee Meeting, October 13, 2026 – 11:45 a.m. (due to Columbus Day)
 - c. Policy/Governance Committee Meeting, October 13, 2026 – 12:15 p.m. (due to Columbus Day)
11. Adjournment 6:43 p.m.

Respectfully submitted,
 Tara Erickson
 Board Recorder

Administrative Review Committee Meeting Notes – 10/05/2026 The Administrative Review Committee Meeting of the NDMA board at 1:00 p.m. Monday, October 05, 2026 in the NDMA conference room.

Present: Tiffany Knox, Tim Dezelske, Deanna Boettcher

Agenda:

1. Kirsten brought her goals for the 2026-2027 fiscal school year as well as the goals from the 2025-2026 fiscal school year.
 - a. On the 2025-2026 fiscal school year goals, she followed through with written results underneath the goals that were met.
 - b. The 2026-2027 year goals, Kirsten created goals with a clear timeline and direction.
2. Next Meeting – tbd

Respectfully submitted
Tiffany Knox



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NDMA Finance Committee Meeting

MINUTES

Tuesday, October 13th, 2026 - 11:45 am (due to Columbus Day)

Meeting Location: Project Room*** (Need SmartBoard)

Members:

Shari Colvin (Via Zoom), Tiffany Knox (Via zoom), Kirsten Kinzler, Dustin Reeves (Via Zoom), Tammy Maiers

Guests Present:

Beth Peck (Osprey Wilds Via Zoom)

1. Review financial statements and supplemental information

- The school's original budgeted surplus for the year is \$31,318. This would result in a projected cumulative fund balance of \$509,660 or 8.1% of expenditures at fiscal year-end.

2. Citizens Bank – Line of Credit

- The Line of Credit Outstanding Balance is \$0. The remaining balance on the Line of Credit available for advance is \$275,000.

3. Enrollment

2026-2027 Enrollment: as of 10.02.26

P3	10	1 st	23	4 th	27	7 th	16
P4	22	2 nd	18	5 th	28	8 th	12
K	22	3 rd	22	6 th	19		
CH Total	54	E1 Total	63	E2 Total	74	E3 Total	28

Total K-8 **187**

Total PK-8 **219**

4. 2026-2027 Budget

5. Other

+++++

Policy/Governance Committee Meeting Notes – 10/13/26

The Policy/Governance Committee Meeting of the NDMA board at 12:00 p.m. Monday, October 13, 2026 in the NDMA project room

Present: Tiffany Knox, Kirsten Kinzler, Tammy Maiers, Shari Colvin (remotely)

Agenda:

I. Policy Review

The committee will submit the following policies to be reviewed by the full board on a three year review cycle:

102P - Equal Educational Opportunity, 103.1P – Whistleblower, 203P – Operation of NDMA Board, 205P - Open Meetings & Closed Meetings, 304P - Executive Compensation, 307P - Emergency or Short Term Administrator, and 308P - Hiring a Board Appointed Administrator.

There are date changes for all the policies under review. The emergency or short term administrator will be named at the October meeting of the full board.

II. Strategic Plan

The board will consider the goals the Instructional Leadership Team updated for the FY27 strategic plan.

III. Next Meeting – TBD

Respectfully submitted,
Shari Colvin



**New Discoveries Montessori Academy
Hutchinson, Minnesota
District 4161**

Financial Report

As of September 30, 2026

New Discoveries Montessori Academy
Hutchinson, Minnesota

September 2026 Financial Report

Table of Contents

Executive Summary	Page 1
Finances At-A-Glance	Page 3
Dashboard Report	Page 4
Balance Sheet	Page 6
Statement of Revenues and Expenditures	Page 7
Cash Flow Statement	Page 13
Enrollment Summary	Page 14
Supplemental Information – See Separate Document	

**New Discoveries Montessori Academy
Financial Report
September 2026
Executive Summary**

Summary of Key Indicators

- Average Daily Membership (ADM) Overview –

Original Budget ADM:	200
Original Budget WADM:	206
Revised Budget ADM:	201
Revised Budget WADM:	207
Actual ADM:	200
Actual WADM:	206
- The school's original budgeted surplus for the year is \$31,318. This would result in a projected cumulative fund balance of \$509,660 or 8.1% of expenditures at fiscal year-end.
- The School's working budget surplus for the year is \$13,382 across all funds. This would result in a projected cumulative fund balance of \$491,724 or 8.0% of expenditures at fiscal year-end. The working budget reflects updated actual enrollment, a fully refreshed special education program budget (lower spending matched by lower state aid), higher administrative compensation and insurance costs, and a materially improved Food Service outlook. The school remains in a modest surplus position, though roughly \$18,000 thinner than originally approved.

Balance Sheet

- The July 1 balances show the preliminary/audited balances at the beginning of the fiscal year.
- Cash Balance as of the reporting period is \$298,689. This decreased from prior month from \$408,465. This decrease is directly related to the repayment of the Line of Credit (\$275,000), as well as increased payments for accounts payable.
- Due From Building Company represents a balance of \$180,933. This balance will be repaid to the Academy as cash flow allows from the ABC. An estimated \$25,000 is expected to be reimbursed in March 2027.
- Prior Year State Aids Receivable reflect a balance of \$183,437. FY 26 Holdback Payments have started to flow as of August and are also shown with the schedule provided on the Cash Flow Projection report. Final payments are anticipated in October, and Spring of 2027.
- Current Year (FY27) State Aids receivable (the Holdback) reflects a balance of \$208,526. These funds are anticipated to be received during August, September, and October of 2027 as well as a final payment in Spring of 2028.
- Summer Accruals (wages and benefits) balances are \$10,362 at month-end. These reflect balances of teacher contracts anticipated to be paid out in August and September 2027.
- The Line of Credit Outstanding Balance is \$0. The remaining balance on the Line of Credit available for advance is \$275,000.
- Accounts Payable at month-end is reflective of \$0.

Statement of Revenue and Expenditures

- As of month-end, 25.00% of the year was complete.
- Revenues received at end of the reporting period – 23.21%
- Expenditures disbursed at end of the reporting period – 16.99%
- This report shows the board approved budget, the working budget, the year-to-date activity (revenues and expenditures) through the month end, and an indication of the percentage of budget to actuals.

Cash Flow Projection

- The cash flow projection tracks the activity of revenues and expenditures from previous months and estimates our future cash balance based on our budgeted revenues and expenditures. Current projections anticipate the need for the use of the Line of Credit to be able to maintain payment of current obligations.

Supplemental Information (see separate attachment)

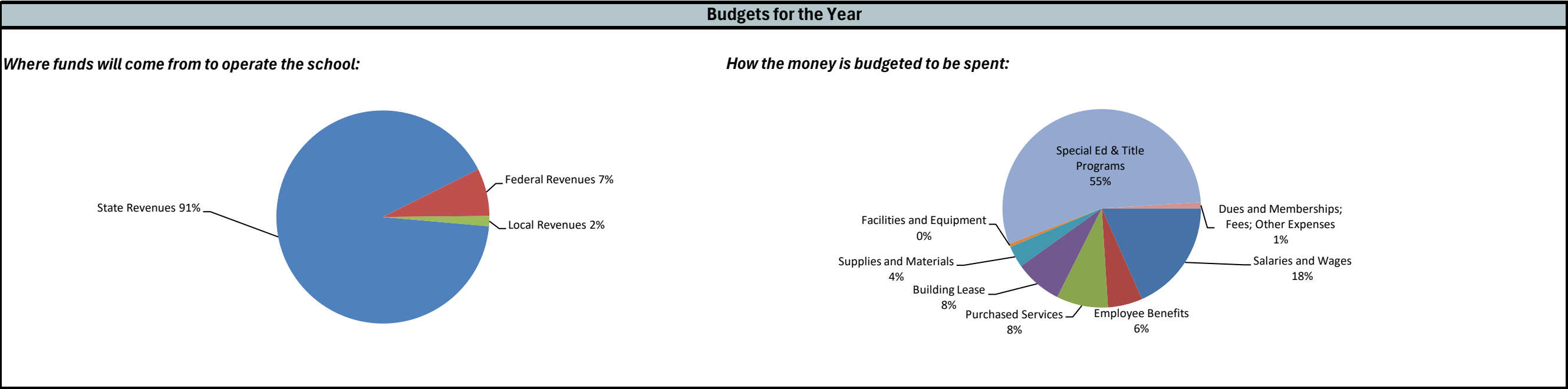
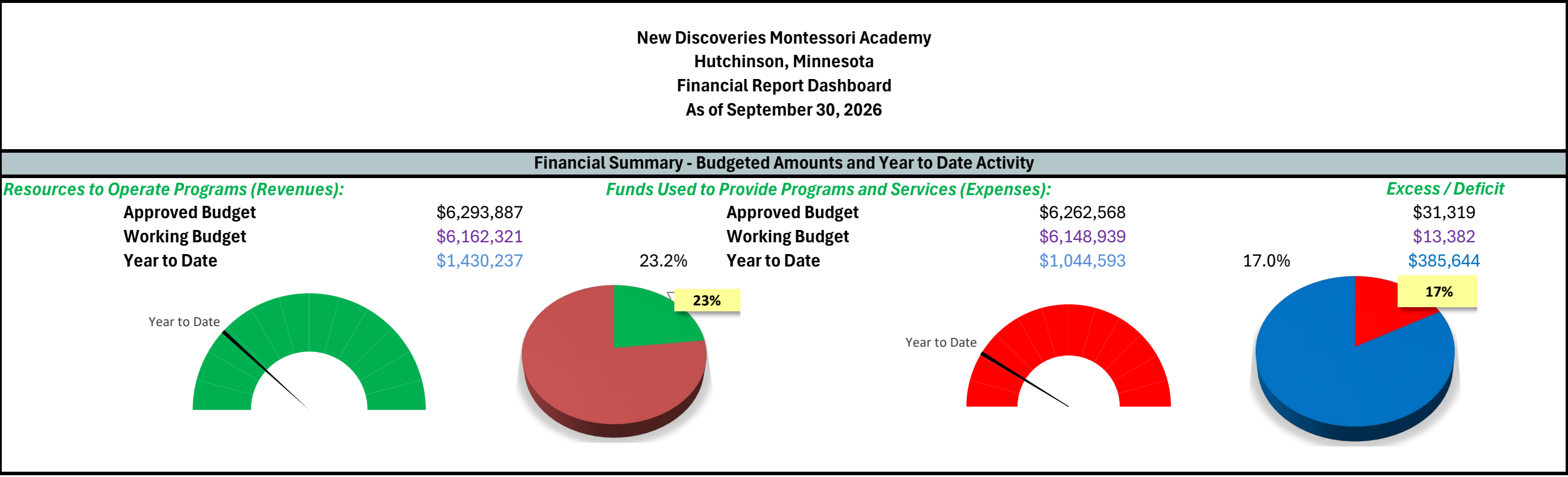
A separate report is provided that includes the payment details, receipts that were posted and journal entry transaction that were recorded during the month (if any).

Please contact Dustin Reeves at dustin.reeves@creativeplanning.com should you have questions related to the financial report.

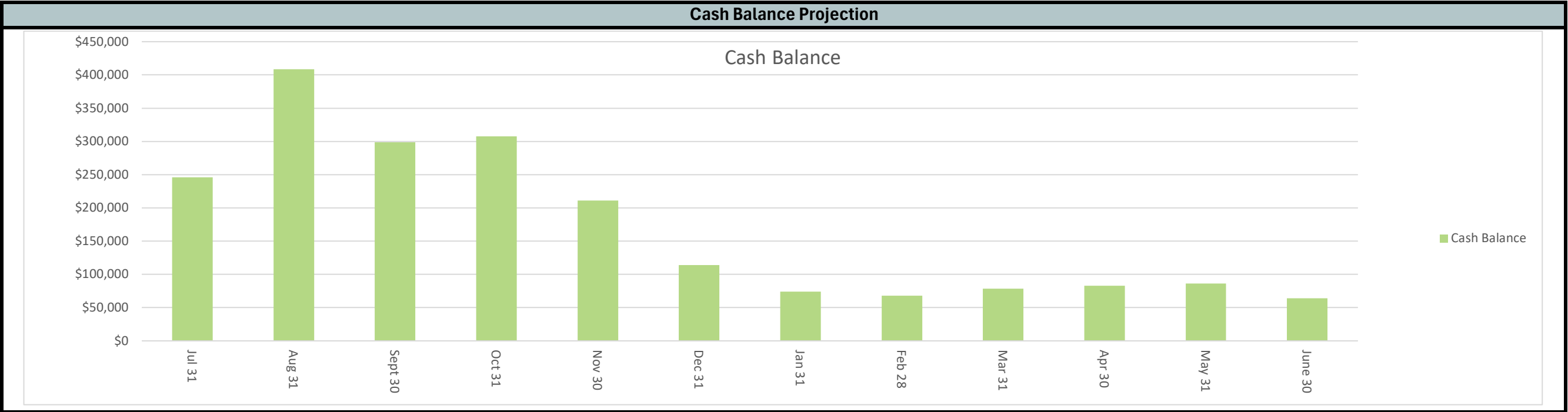
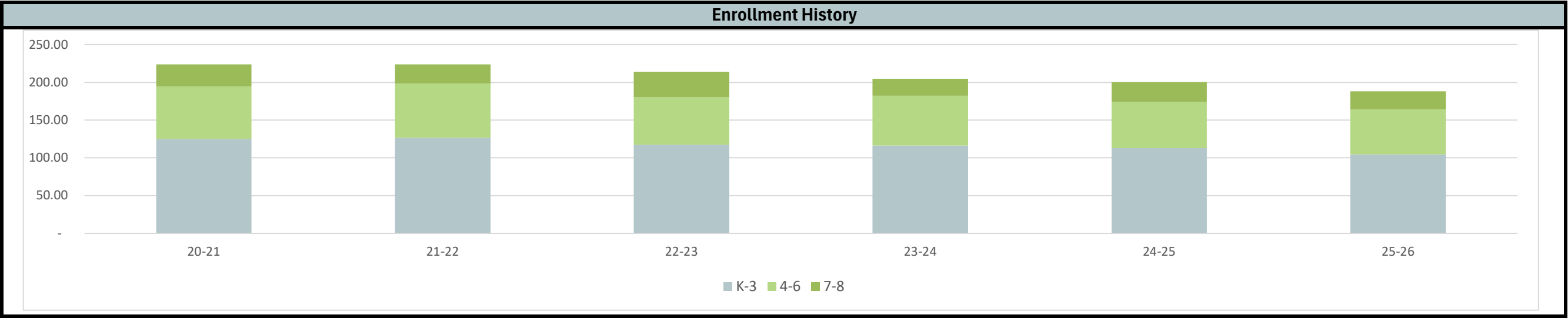
New Discoveries Montessori Academy
Hutchinson, Minnesota

Finances "At A Glance"
September 30, 2026

			Months:	3.00	25.00%
	2025 - 2026 Preliminary Actual	2026 - 2027 Original Budget	2026 - 2027 Working Budget	2026 - 2027 Year-to-Date Totals	Percent of Working Budget
Enrollment Pre-Kindergarten - Grade 8	188	200	201	200.06	99.73%
Estimated Pupil Units	193	206	207	206.06	99.61%
General Fund - 01					
Beginning fund balance	128,247	330,205	330,205	330,205	
Revenues	5,960,085	6,012,456	5,885,736	1,430,117	24.30%
Expenditures	(5,758,127)	(5,968,459)	(5,864,388)	(1,023,244)	17.45%
Transfers to other funds	-	-	-	-	
Change	201,958	43,997	21,348	406,873	
Ending fund balance	\$ 330,205	\$ 374,202	\$ 351,554	\$ 737,079	
Food Services Fund - 02					
Beginning fund balance	\$ 118,702	\$ 134,874	\$ 134,874	\$ 134,874	
Revenues	235,040	259,889	257,740	120	0.05%
Expenditures	(218,868)	(272,613)	(259,944)	(21,349)	8.21%
Transfer from general fund	-	-	-	-	
Change	16,172	(12,724)	(2,204)	(21,229)	
Ending fund balance	\$ 134,874	\$ 122,150	\$ 132,670	\$ 113,644	
Community Services Fund - 04					
Beginning fund balance	\$ 15,750	\$ 13,263	\$ 13,263	\$ 13,263	
Revenues	18,600	21,542	18,844	-	0.00%
Expenditures	(21,087)	(21,496)	(24,607)	-	0.00%
Transfer from general fund	-	-	-	-	
Change	(2,487)	46	(5,762)	-	
Ending fund balance	\$ 13,263	\$ 13,309	\$ 7,501	\$ 13,263	
Total All Funds					
Beginning fund balance	262,699	478,342	478,342	478,342	
Revenues	6,213,725	6,293,887	6,162,321	1,430,237	23.21%
Expenditures	(5,998,082)	(6,262,568)	(6,148,939)	(1,044,593)	16.99%
Transfer between funds	-	-	-	-	
Change	215,643	31,318	13,381	385,644	
Ending fund balance	\$ 478,342	\$ 509,660	\$ 491,723	\$ 863,986	
Ending Fund Balance as a Percentage of Expenditures	8.0%	8.1%	8.0%		



New Discoveries Montessori Academy
Hutchinson, Minnesota
Financial Report Dashboard
As of September 30, 2026



New Discoveries Montessori Academy
Balance Sheet
As of September 30, 2026

	Balance June 30, 2026	Balance September 30, 2026
Assets		
Cash	191,389	298,689
Accounts Receivable	7,552	-
Due from Building Company	180,933	180,933
State Aids Receivable Fiscal Year 2026	709,008	183,437
State Aids Recievable Fiscal Year 2027	-	208,526
Federal Aids Receivable Fiscal Year 2026	23,317	-
Federal Aids Receivable Fiscal Year 2027	-	10,711
Due from Federal Direct	4,538	-
Prepaid Expenses and Deposits	40,911	-
Total Assets	\$ 1,157,647	\$ 882,295
Liabilities and Fund Balance		
Liabilities		
Salaries/Wages Payable Fiscal Year 2026	180,810	-
Salaries/Wages Payable Fiscal Year 2027	-	8,684
Short-Term Debt (Line of Credit)	275,000	-
Accounts Payable	181,631	-
Payroll Deduct and Contrib	37,754	6,926
Payroll Deduct and Contrib Fiscal Year 27	-	1,678
Unearned Revenues	4,112	1,022
Total Liabilities	679,307	18,310
Fund Balance		
Beginning Fund Balance	\$ 262,699	\$ 478,341
Change in Fund Balance	215,642	385,644
Total Fund Balance	478,341	863,985
Total Liabilities and Fund Balance	\$ 1,157,647	\$ 882,295

New Discoveries Montessori Academy
Statement of Revenue and Expenditures
As of September 30, 2026

			3	25%
FY 26	FY 27	FY 27	FY 27	% of
Preliminary	Approved	Working	Activity	Working
Actual	Budget	Budget	09.30.26	Budget
188 ADM	200 ADM	201 ADM	200 ADM	100%
193 WADM	206 WADM	207 WADM	206 WADM	100%

Total All Funds

Revenues

State Revenues	\$ 5,694,532	\$ 5,742,437	\$ 5,622,613	\$ 1,405,653	25%
Federal Revenues	140,487	194,062	187,167	10,711	6%
Local Revenues	125,067	75,957	75,957	13,753	18%
Food Service Revenue	235,040	259,889	257,740	120	0%
Community Service Revenue	18,600	21,542	18,844	-	0%
Total Revenues	\$ 6,213,725	\$ 6,293,887	\$ 6,162,321	\$ 1,430,237	23%

6,213,725

6,293,887

6,162,321

1,430,237

Expenditures

Salaries and Benefits	\$ 1,343,803	\$ 1,175,527	\$ 1,274,707	\$ 205,446	16%
Q-Comp Expenditures	29,389	55,739	55,739	29,121	52%
Purchased Services	426,965	488,236	488,016	129,658	27%
Building Lease	444,000	474,000	474,000	158,000	33%
Supplies and Materials	80,450	115,583	109,404	45,349	41%
Equipment	6,497	9,433	7,605	795	10%
SpEd and Title Grants, REAP Grant	3,367,630	3,580,633	3,395,040	433,870	13%
Dues and Memberships, Interest	59,392	69,309	59,876	21,004	35%
Food Service Expenditures	218,868	272,613	259,944	21,349	8%
Community Service Expenditures	21,087	21,496	24,607	-	0%
Total Expenditures	\$ 5,998,082	\$ 6,262,568	\$ 6,148,939	\$ 1,044,593	17%

5,998,082

6,262,568

6,148,939

1,044,593

Net effect of Operations, All Funds	\$ 215,643	\$ 31,319	\$ 13,382	\$ 385,644
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<i>Per Compliance Report</i>	\$ 262,699	\$ 262,699	\$ 478,342	\$ 478,342
Beginning Fund Balance	\$ 262,699	\$ 478,342	\$ 478,342	\$ 478,342

Ending Fund Balance	\$ 478,342	\$ 509,660	\$ 491,724	\$ 863,986
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Fund Balance % of Expenditures

8.0%	8.1%	8.0%
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General Fund - 01

Revenues

State Revenues

General Education Aid	\$ 2,198,720	\$ 2,175,970	\$ 2,180,756	701,937	32%
Alternative Compensation (Q-Comp)	51,807	52,520	49,792	-	0%
Land Endowment Aid	15,027	15,328	14,938	7,469	50%
Building Lease Aid	253,704	270,947	271,735	-	0%
Special Education Aid	3,071,613	3,183,674	3,040,910	487,722	16%
Literacy Incentive Aid	13,775	13,913	13,913	-	0%
Library Support Aid	9,897	10,002	9,902	-	0%
Student Support Aid	19,887	20,085	20,000	-	0%
Hourly Unemployment	6,821	-	5,000	-	0%
Cyber Security Grant	15,000	-	15,000	-	0%
Paraprofessional Training Aid	-	-	667	-	0%
Prior Year Adjustments	38,280	-	-	-	0%
State Holdback Receivable (estimate)	N/A	N/A	N/A	208,526	N/A
Total State Revenues	5,694,532	5,742,437	5,622,613	1,405,653	25%

New Discoveries Montessori Academy
Statement of Revenue and Expenditures
As of September 30, 2026

					3	25%
		FY 26	FY 27	FY 27	FY 27	% of
		Preliminary	Approved	Working	Activity	Working
		Actual	Budget	Budget	09.30.26	Budget
		188 ADM	200 ADM	201 ADM	200 ADM	100%
		193 WADM	206 WADM	207 WADM	206 WADM	100%
Federal Revenues						
	Federal Special Ed, 419	\$ 49,005	\$ 60,618	\$ 60,618	\$ 2,662	4%
	Federal Special Ed, 420	1,690	-	-	-	N/A
	Federal Special Ed, 425	8,569	11,585	11,585	-	0%
	Federal Title I, 401	79,724	87,875	87,875	8,049	9%
	Federal Title II, 414	-	3,715	6,459	-	0%
	Federal Title IV, 433	1,499	10,000	-	-	N/A
	REAP Grant	-	20,269	20,630	-	0%
	Total Federal Revenues	140,487	194,062	187,167	10,711	6%
Local Revenues						
	E-rate	\$ -	\$ 20,000	\$ 20,000	\$ -	0%
	Medical Assistance	17,788	15,000	15,000	1,138	8%
	Fees from Patrons	18,712	20,000	20,000	8,117	41%
	Rent	1,977	1,717	1,717	990	58%
	Interest Revenue	316	412	412	124	30%
	Contributions, Gifts and Grants	762	10,000	10,000	3,025	30%
	Character Strong Grant (SEL Curr.)	-	3,000	3,000	-	-
	Employee Retention Credit	79,735	-	-	-	0%
	Misc other receipts	5,777	5,828	5,828	359	6%
	Total Local Revenues	125,067	75,957	75,957	13,753	18%
Total Revenues		\$ 5,960,085	\$ 6,012,456	\$ 5,885,736	\$ 1,430,117	24%
Expenditures						
Admin and Support Services (Pro 000 - 199)						
100s	Salaries	\$ 267,090	\$ 240,665	\$ 288,160	\$ 70,207	24%
200s	Benefits	98,004	111,410	138,690	22,479	16%
	Summer Accrual	-	-	-	1,427	N/A
	Total Salaries and Benefits	365,094	352,075	426,850	94,113	22%
305,315	Contracted Services	86,666	102,000	102,000	18,292	18%
320	Communications Services	900	918	918	75	8%
329	Postage	1,317	7,500	1,500	-	0%
366	Staff Training & Travel	-	-	-	-	N/A
401	Non-instructional Supplies	5,428	12,240	20,000	18,058	90%
405	Software	17,270	17,442	17,616	7,778	44%
455-465	Technology Supplies	-	-	-	-	N/A
490	Food	2,494	3,466	1,494	-	0%
740	Interest Paid	24,213	30,600	24,697	5,427	22%
820	Dues and Memberships	29,534	32,640	30,125	15,562	52%
	Total Admin and Support Services	532,916	558,881	625,200	159,304	25%

New Discoveries Montessori Academy
Statement of Revenue and Expenditures
As of September 30, 2026

			3	25%
FY 26	FY 27	FY 27	FY 27	% of
Preliminary	Approved	Working	Activity	Working
Actual	Budget	Budget	09.30.26	Budget
188 ADM	200 ADM	201 ADM	200 ADM	100%
193 WADM	206 WADM	207 WADM	206 WADM	100%

Regular Instruction Services (Pro 200 - 299)

100s	Salaries	\$	580,064	\$	559,616	\$	536,792	\$	58,601	11%
200s	Benefits		200,553		131,038		153,662		13,642	9%
	Summer Accrual		-		-		-		2,330	N/A
	Total Salaries and Benefits		780,617		690,654		690,454		74,572	11%
335	Q-Comp Expenditures		29,389		55,739		55,739		29,121	52%
300-399	Contracted Services		16,845		17,340		17,339		631	4%
366	Staff Training & Travel		-		1,097		1,100		-	N/A
401	Non-instructional Supplies		3,725		3,010		3,019		293	10%
406	Instructional Software License Agreements		14,801		18,094		10,053		8,627	86%
430	Instructional Supplies		4,784		19,236		15,000		577	4%
456-466	Instructional Technology		-		1,489		1,000		-	0%
460	Textbooks & Workbooks		-		1,020		500		-	0%
461	Testing Materials		-		3,876		3,876		-	0%
490	Food		853		1,000		1,000		101	10%
514	REAP Grant		-		20,269		20,630		1,435	7%
CSG	Character Strong Grant (SEL Curr.)		-		3,000		3,000		-	0%
530	Furniture & Equipment		-		2,417		407		-	0%
555	Technology Equipment		-		99		100		-	0%
820	Dues and Memberships		5,149		5,647		4,517		15	0%
	Total Regular Instruction Services		856,162		843,986		827,734		115,372	14%

Federal Title Programs (Pro 200 - 299)

Title I

100s	Salaries		64,956		67,345		69,489		6,215	9%
200s	Benefits		14,332		20,530		13,892		1,834	13%
401	Non-instructional Supplies		436		-		654		-	0%
430	Instructional Supplies		-		-		3,341		-	0%
490	Food		-		-		500		-	0%
	Total Title I		79,724		87,875		87,875		8,049	9%

Title II

300-399	Contracted Services		-		3,715		5,000		-	0%
366	Staff Training & Travel		-		-		725		-	0%
401	Non-instructional Supplies		-		-		734		-	0%
	Total Title II		-		3,715		6,459		-	0%

Title IV

100s	Salaries		-		2,000		-		-	0%
200s	Benefits		-		500		-		-	0%
300-399	Contracted Services		-		2,000		-		-	0%
406	Instructional Software License Agreements		1,499		2,000		-		-	0%
430	Instructional Supplies		-		3,500		-		-	0%
	Total Title IV		1,499		10,000		-		-	0%

New Discoveries Montessori Academy
Statement of Revenue and Expenditures
As of September 30, 2026

			3	25%
FY 26	FY 27	FY 27	FY 27	% of
Preliminary	Approved	Working	Activity	Working
Actual	Budget	Budget	09.30.26	Budget
188 ADM	200 ADM	201 ADM	200 ADM	100%
193 WADM	206 WADM	207 WADM	206 WADM	100%

Special Education Services (Pro 400 - 499)

100s	State SpEd - Salaries	\$	1,491,196	\$	1,383,456	\$	1,307,702	\$	159,301	12%
200s	State SpEd - Employee Benefits		399,487		478,846		435,501		36,514	8%
100s	Fed SpEd - Salaries		6,878		7,445		7,445		1,207	16%
200s	Fed SpEd - Employee Benefits		34,537		4,200		4,200		264	6%
	Summer Accrual								5,653	N/A
	Total Salaries and Benefits		1,932,098		1,873,947		1,754,847		202,940	12%
300-399	State SpEd - Contracted Services		65,738		76,761		72,297		5,424	8%
401-499	State SpEd - Supplies and Materials		1,260		5,042		1,285		-	0%
300-399	Fed SpEd - Contracted Services		9,554		45,165		45,296		608	1%
401-499	Fed SpEd - Supplies and Materials		8,295		19,147		15,262		2,054	13%
723	State SpEd - Transportation		1,225,050		1,370,725		1,347,274		207,120	15%
728	State - Homeless Transportation		39,840		67,988		43,815		6,240	14%
100/200	Non-Reimbursable SPED		4,572		-		-		-	0%
	Total Special Education Services		3,286,407		3,458,774		3,280,076		424,386	13%

Instructional Support Services (Pro 600 - 699)

100s	Salaries	\$	44,217	\$	2,769	\$	23,785	\$	2,497	10%
200s	Benefits		895		1,034		4,623		389	8%
	Summer Accrual		-		-		-		96	N/A
	Total Salaries and Benefits		45,112		3,803		28,408		2,982	10%
300-399	Contracted Services		26,378		27,469		28,817		5,906	20%
366	Staff Training & Travel		5,541		6,590		5,652		-	0%
401-499	Supplies and Materials		14,730		13,981		16,092		5,717	36%
470	Media Books & Resources		848		1,097		927		208	22%
501-599	Capitalized Expenses		5,769		5,821		6,303		795	13%
820	Dues and Memberships		430		219		470		-	0%
	Total Instructional Support Services		98,808		58,980		86,669		15,608	18%

**New Discoveries Montessori Academy
Statement of Revenue and Expenditures
As of September 30, 2026**

		FY 26	FY 27	FY 27	3	25%
		Preliminary	Approved	Working	FY 27	% of
		Actual	Budget	Budget	Activity	Working
		188 ADM	200 ADM	201 ADM	09.30.26	Budget
		193 WADM	206 WADM	207 WADM	206 WADM	100%
Pupil Support Services (Pro 700 - 799)						
100s	Salaries	\$ 39,515	\$ 38,421	\$ 38,421	\$ 4,153	11%
200s	Benefits	6,305	6,587	6,587	663	10%
	Summer Accrual	-	-	-	153	N/A
	Total Salaries and Benefits	45,820	45,008	45,008	4,968	11%
300-399	Contracted Services	3,139	16,278	3,202	-	0%
720	Transportation	163,410	163,200	166,678	29,640	18%
733	Field Trip Transportation	7,935	15,300	8,094	-	0%
401-499	Supplies and Materials	1,460	1,332	1,489	226	15%
820	Dues and Memberships	67	202	67	-	0%
	Total Pupil Support Services	221,831	241,320	224,538	34,834	16%
Sites and Buildings (Pro 800 - 899)						
100s	Salaries	\$ 92,623	\$ 71,473	\$ 71,473	\$ 24,610	34%
200s	Benefits	14,537	12,514	12,514	3,916	31%
	Summer Accrual	-	-	-	285	N/A
	Total Salaries and Benefits	107,161	83,987	83,987	28,811	34%
300-399	Contracted Services	41,121	44,830	30,570	6,679	22%
305	Snow Removal Services	-	-	11,373	-	0%
330	Utilities	52,620	59,151	53,672	17,347	32%
350	Repairs & Maintenance	-	5,100	5,100	-	0%
348-570	Building Lease	444,000	474,000	474,000	158,000	33%
401-499	Supplies and Materials	14,057	15,300	14,338	3,765	26%
530	Furniture & Equipment	728	1,097	795	-	0%
	Total Sites and Buildings	659,687	683,464	673,836	214,602	32%
Fiscal & Other Fixed Costs (Pro 900 - 999)		21,094	21,463	52,000	51,088	98%
340	Property and Liability Insurance	21,094	21,463	52,000	51,088	98%
Total Expenditures		\$ 5,758,127	\$ 5,968,459	\$ 5,864,388	\$ 1,023,244	17%
Net effect of Operations, General Fund		\$ 201,958	\$ 43,997	\$ 21,348	\$ 406,873	
Transfer out to Food Service Fund		-	-	-	-	
Per Compliance Report		128,247	330,205	330,205	330,205	
Beginning Fund Balance		\$ 128,247	\$ 330,205	\$ 330,205	\$ 330,205	
Ending Fund Balance		330,205	374,202	351,553	737,079	
Fund Balance Percentage of Expenditures		5.5%	6.0%	6.0%		

New Discoveries Montessori Academy
Statement of Revenue and Expenditures
As of September 30, 2026

			3	25%
FY 26	FY 27	FY 27	FY 27	% of
Preliminary	Approved	Working	Activity	Working
Actual	Budget	Budget	09.30.26	Budget
188 ADM	200 ADM	201 ADM	200 ADM	100%
193 WADM	206 WADM	207 WADM	206 WADM	100%

Food Services Fund - 02

Revenues

State Revenues	\$ 27,651	\$ 82,243	\$ 30,322	\$ -	0%
Federal Revenues	200,504	165,584	219,869	120	0%
Sales of Lunches and Other Local Revenues	6,885	12,062	7,550	-	0%
Transfer In	-	-	-	-	N/A
Total Revenues	\$ 235,040	\$ 259,889	\$ 257,740	\$ 120	0%

Expenditures

Salaries	\$ 75,149	\$ 107,106	\$ 97,106	\$ 10,522	11%
Benefits	19,750	28,370	26,704	3,038	11%
Summer Accrual	-	-	-	418	
Total Salaries and Benefits	94,899	135,476	123,810	13,978	11%
Contracted Services	25,947	27,414	28,453	-	0%
Supplies and Materials/Memberships	98,022	109,723	107,681	7,371	7%
Total Expenditures	\$ 218,868	\$ 272,613	\$ 259,944	\$ 21,349	8%

Net effect of Operations, Food Service \$ 16,172 \$ (12,724) \$ (2,204) \$ (21,229)

Per Compliance Report

	118,702	134,874	134,874	134,874
Beginning Fund Balance Food Service	\$ 118,702	\$ 134,874	\$ 134,874	\$ 134,874
Ending Fund Balance Food Service	134,874	122,150	132,670	113,644

Community Services Fund - 04

Revenues

State	\$ 18,600	\$ 14,897	\$ 18,844	\$ -	0%
Federal	-	1,645	-	-	0%
Tuition	-	5,000	-	-	0%
Total Revenues	\$ 18,600	\$ 21,542	\$ 18,844	\$ -	0%

Expenditures

Salaries	\$ 18,209	\$ 16,969	\$ 16,411	\$ -	0%
Benefits	2,800	2,857	5,574	-	0%
Total Salaries and Benefits	21,009	19,826	21,985	-	0%
Supplies and Materials/Memberships	78	1,670	2,622	-	0%
Total Expenditures	\$ 21,087	\$ 21,496	\$ 24,607	\$ -	0%

Net effect of Operations, Community Service \$ (2,487) \$ 46 \$ (5,762) \$ -

Per Compliance Report

	15,750	13,263	13,263	13,263
Beginning Fund Balance Community Service	\$ 15,750	\$ 13,263	\$ 13,263	\$ 13,263
Ending Fund Balance Community Service	13,263	13,309	7,501	13,263

New Discoveries Montessori Academy
Cash Flow Projection Summary
2026 - 2027 Fiscal Year

Period Ending	Cash Inflows (Revenues)							Cash Outflows (Expenditures)				Cash Balance	LOC Balance
	State Aid Payments	Federal Aid Payments	Local Revenues	Food Service	Prior Year Receivables	Line of Credit Draw	Total Inflows	Payroll Expenditures	Other Expenditures	Line of Credit Repayment	Total Outflows		
Beginning Balance										275,000		\$ 191,389	275,000
Jul 31	411,636	-	637	-	13,773	-	426,046	127,312	244,017	-	371,328	246,107	275,000
Aug 31	388,732	-	3,792	-	292,985	-	685,509	101,343	421,808		523,151	408,465	275,000
Sept 30	396,759	-	8,970	120	254,220	-	660,069	146,293	348,553	275,000	769,846	298,689	-
Oct 31	396,394	37,433	6,951	28,624	68,227	-	537,629	150,809	378,037	-	528,846	307,472	-
Nov 30	396,870	-	6,951	28,624	-	-	432,445	150,809	378,037	-	528,846	211,072	-
Dec 31	396,394	-	6,951	28,624	-	-	431,970	150,809	378,037	-	528,846	114,196	-
Jan 31	396,394	37,433	6,951	28,624	9,512	10,000	488,915	150,809	378,037	-	528,846	74,265	10,000
Feb 28	396,870	37,433	6,951	28,624	2,451	50,000	522,329	150,809	378,037	-	528,846	67,748	60,000
Mar 31	403,863	-	6,951	28,624	25,000	75,000	539,438	150,809	378,037	-	528,846	78,341	135,000
Apr 30	396,394	-	6,951	28,624	91,188	10,000	533,158	150,809	378,037	-	528,846	82,653	145,000
May 31	396,870	-	6,951	28,624	-	100,000	532,445	150,809	378,037	-	528,846	86,252	245,000
June 30	396,394	37,433	6,951	28,624	7,521	30,000	506,924	150,809	378,037	-	528,846	64,330	275,000
Estimate	5,079,196	149,733	75,957	257,740	764,877	275,000	6,602,503	1,732,226	4,416,713	275,000	6,423,939		
Adjustments	(305,623)	-	-	-	-	-	(305,623)	-	-	-	-		
Adjusted Total	4,773,573	149,733	75,957	257,740	764,877	275,000	6,296,880	1,732,226	4,416,713	275,000	6,423,939		
Totals	4,773,573	149,733	75,957	257,740	764,877	275,000	6,296,880	1,732,226	4,416,713	275,000	6,423,939		

0

* Federal Receivables are assumed to be 20% of federal revenue budget for the year

** Salaries - Cash Flow is updated as Net Pay to employees (Tax Payments are under "Other Expenses")

*** Other Expenses includes Benefits (Tax Payments, PERA, TRA) and all other expenditures, assumes no payables at year-end to be conservative.

Crosscheck: - - -

New Discoveries Montessori Academy
Cash Flow Projection Summary
2027 - 2028 Fiscal Year

Period Ending	Cash Inflows (Revenues)							Cash Outflows (Expenditures)				Cash Balance	LOC Balance
	State Aid Payments	Federal Aid Payments	Local Revenues	Food Service	Prior Year Receivables	Line of Credit Draw	Total Inflows	Payroll Expenditures	Other Expenditures	Line of Credit Repayment	Total Outflows		
Beginning Balance										-		\$ 64,330	275,000
Jul 31	434,250	-	4,920	-	75,000	-	514,170	191,667	335,847	-	527,513	50,987	275,000
Aug 31	434,250	-	4,920	-	215,000	-	654,170	191,667	335,847	100,000	627,513	77,644	175,000
Sept 30	434,250	-	4,920	-	215,000	-	654,170	191,667	335,847	100,000	627,513	104,300	75,000
Oct 31	434,250	-	4,920	-	295,000	-	734,170	191,667	335,847	75,000	602,513	235,957	-
Nov 30	434,250	-	4,920	27,306	-	-	466,477	191,667	335,847	-	527,513	174,920	-
Dec 31	434,250	-	4,920	27,306	-	-	466,477	191,667	335,847	-	527,513	113,883	-
Jan 31	434,250	56,711	4,920	27,306	-	-	523,188	191,667	335,847	-	527,513	109,558	-
Feb 28	434,250	-	4,920	27,306	-	50,000	516,477	191,667	335,847	-	527,513	98,521	50,000
Mar 31	434,250	-	4,920	27,306	-	60,000	526,477	191,667	335,847	-	527,513	97,484	110,000
Apr 30	434,250	56,711	4,920	27,306	-	10,000	533,188	191,667	335,847	-	527,513	103,159	120,000
May 31	434,250	-	4,920	27,306	-	75,000	541,477	191,667	335,847	-	527,513	117,122	195,000
June 30	434,250	56,711	4,920	27,306	-	-	523,188	191,667	335,847	-	527,513	112,797	195,000
Estimate	5,211,005	170,134	59,036	218,452	800,000	195,000	6,653,626	2,300,000	4,030,160	275,000	6,605,160		
Adjustments	-	-	-	-							-		
Totals	5,211,005	170,134	59,036	218,452	800,000	195,000	6,653,626	2,300,000	4,030,160	275,000	6,605,160		

* Federal Receivables are assumed to be 20% of federal revenue budget for the year

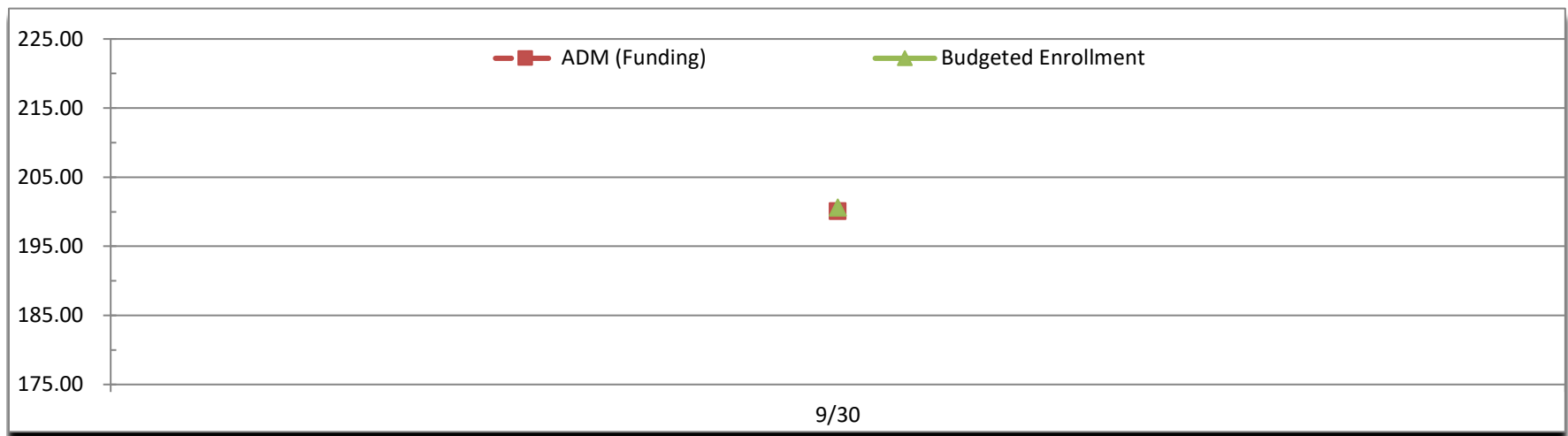
** Salaries - Cash Flow is updated as Net Pay to employees (Tax Payments are under "Other Expenses")

*** Other Expenses includes Benefits (Tax Payments, PERA, TRA) and all other expenditures, assumes no payables at year-end to be conservative.

New Discoveries Montessori Academy
Hutchinson, Minnesota
Attendance / Enrollment Report
As of September 30, 2026

Average Daily Membership (ADM)											
Grade		9/30	10/31	11/30	12/31	1/31	2/28	3/31	4/30	5/31	EOY
Preschool SpEd	EC	0	0	0	0	0	0	0	0	0	0
Voluntary Pre-K	PK	10	0	0	0	0	0	0	0	0	0
Kindergarten	KG	20	0	0	0	0	0	0	0	0	0
First Grade	1	23	0	0	0	0	0	0	0	0	0
Second Grade	2	19	0	0	0	0	0	0	0	0	0
Third Grade	3	23	0	0	0	0	0	0	0	0	0
Fourth Grade	4	28	0	0	0	0	0	0	0	0	0
Fifth Grade	5	28	0	0	0	0	0	0	0	0	0
Sixth Grade	6	21	0	0	0	0	0	0	0	0	0
Seventh Grade	7	16	0	0	0	0	0	0	0	0	0
Eighth Grade	8	12	0	0	0	0	0	0	0	0	0
Total Enrollment for Funding		200	0	0	0	0	0	0	0	0	0
Total Overall Enrollment		200	0	0	0	0	0	0	0	0	0

Budgeted Enrollments as of:											
Grade		9/30	10/31	11/30	12/31	1/31	2/28	3/31	4/30	5/31	EOY
Preschool SpEd	EC	4	4	4	4	4	4	4	4	4	4
Voluntary Pre-K	PK	10	10	10	10	10	10	10	10	10	10
Kindergarten	KG	22	22	22	22	22	22	22	22	22	22
First Grade	1	22	22	22	22	22	22	22	22	22	22
Second Grade	2	19	19	19	19	19	19	19	19	19	19
Third Grade	3	25	25	25	25	25	25	25	25	25	25
Fourth Grade	4	25	25	25	25	25	25	25	25	25	25
Fifth Grade	5	24	24	24	24	24	24	24	24	24	24
Sixth Grade	6	19	19	19	19	19	19	19	19	19	19
Seventh Grade	7	17	17	17	17	17	17	17	17	17	17
Eighth Grade	8	14	14	14	14	14	14	14	14	14	14
Total Enrollment for Funding		201	201	201	201	201	201	201	201	201	201
Total Overall Enrollment		201	201	201	201	201	201	201	201	201	201





**New Discoveries Montessori Academy
Hutchinson, Minnesota
District 4161**

Supplemental Information

As of September 30, 2026

Batch	Acct Nbr	Description	Post Date	Amount
26-50013	01 R 010 203 111 000 050	Field Trips	09/30/2026	240.00
26-50013	01 R 010 810 080 000 093	Facility Rental (Gym) April - July	09/30/2026	840.00
26-50013	01 E 005 105 000 000 401	NDMA PTO Reimb - Staff Food & T-shirts	09/30/2026	1,661.42
26-50013	01 R 010 000 000 372 071	MA IEP 3rd party sped	09/30/2026	1,138.48
26-50013	02 R 010 000 000 701 601	Food Service	09/30/2026	120.00
26-50013	01 R 010 258 000 000 621	Music Recorders	09/30/2026	115.00
26-50013	01 E 010 605 000 000 351	Photo Copies	09/30/2026	6.00
26-50013	01 R 010 000 000 000 050	School Supplies	09/30/2026	2,645.00
26-50013	01 R 010 203 111 000 050	Wolf Ridge Field Trip	09/30/2026	887.50
		Totals for 26-50013		7,653.40
26-50014	01 R 005 000 000 000 201	Charter Endowment Fund	09/30/2026	7,468.87
26-50014	01 A 121 00	Student Support Charter	09/30/2026	82.51
26-50014	01 R 010 000 000 740 360	Special Education	09/30/2026	191,710.30
		Totals for 26-50014		199,261.68
26-50015	01 R 010 000 000 000 092	Interest - Endowment September 2026	09/30/2026	1.25
		Totals for 26-50015		1.25
26-50016	01 R 010 000 000 000 092	Interest - September 2026	09/30/2026	41.78
		Totals for 26-50016		41.78
26-50017	01 E 010 203 000 000 406	Teacher's Curriculum Institute Voided Pa	09/30/2026	342.00
		Totals for 26-50017		342.00
26-50018	01 A 121 00	General Education	09/30/2026	75,404.18
26-50018	01 A 121 00	Special Education	09/30/2026	148,063.53
26-50018	01 A 121 00	Charter School Lease	09/30/2026	26,851.86
26-50018	01 A 121 00	Literacy Incentive	09/30/2026	551.01
26-50018	01 A 121 00	Alternative Compensation	09/30/2026	2,072.28
26-50018	01 A 121 00	School Library Aid Charter	09/30/2026	395.91
26-50018	01 A 121 00	Student Support Charter	09/30/2026	799.02
26-50018	01 R 005 000 000 000 201	General Education	09/30/2026	84,235.54
26-50018	01 R 010 000 000 740 360	Special Education	09/30/2026	113,344.58
		Totals for 26-50018		451,717.91
26-50019	01 R 010 000 000 000 050	Shared Supplies	09/30/2026	1,051.41
		Totals for 26-50019		1,051.41
		Total for Cash Receipts		660,069.43

CHECK		DESCRIPTION	ACCOUNT						
CHECK DATE	NUMBER VENDOR NAME		AMOUNT	NUMBER					
09/16/2026	1310 Ace Hardware Hutchinson	FY27 Maintenance supplies	13.98	01	E	010	810	000	000 401
		Totals for 1310	13.98						
09/16/2026	1311 Canon Financial Services Inc	FY27 Copy Machine Contract#940346-1 - July 2026	386.96	01	E	010	630	000	000 560
		Totals for 1311	386.96						
09/16/2026	1312 Cherryroad Media Inc	FY27 Marketing - August 2026	1,175.40	01	E	005	107	000	000 305
		Totals for 1312	1,175.40						
09/16/2026	1313 Cintas Corporation	Food Service Supplies	82.71	02	E	010	770	000	701 401
		Totals for 1313	82.71						
09/16/2026	1314 Creative Planning	FY27 Financial management and accounting Svcs August 2026	5,753.00	01	E	005	113	000	000 305
		Totals for 1314	5,753.00						
09/16/2026	1315 Edsource Midwest	SPED Director Services: August 2026	405.00	01	E	010	420	000	419 303
		Totals for 1315	405.00						
09/16/2026	1316 Health Equity	FY27 HSA participant Fee-September 2026	21.00	01	E	005	115	000	000 305
		Totals for 1316	21.00						
09/16/2026	1317 Heger's Dairy	Milk Delivery - 8/26/26	289.50	02	E	010	770	000	701 495
		Totals for 1317	289.50						
09/16/2026	1318 Hutchinson Co-Op	FY27 Vehicle Fuel	40.00	01	E	010	760	000	720 440
		Totals for 1318	40.00						
09/16/2026	1319 Innovative Office Solutions, LLC	Classroom Supplies - Paper	227.40	01	E	010	203	000	000 430
		Totals for 1319	227.40						
09/16/2026	1320 Labraaten Bus Company LLC	FY27 SPED Transportation September 2026	149,200.00	01	E	010	760	000	723 360
09/16/2026	1320 Labraaten Bus Company LLC	FY27 Gen Ed Transportation September 2026	24,980.00	01	E	010	760	000	720 360
09/16/2026	1320 Labraaten Bus Company LLC	FY27 Homeless Transportation September 2026	5,200.00	01	E	010	760	000	728 360
		Totals for 1320	179,380.00						
09/16/2026	1321 Loffler Companies Inc - 131511	FY27 Contract 6319-01: 8/1/26 - 8/31/26	1,237.55	01	E	005	630	000	000 401
09/16/2026	1321 Loffler Companies Inc - 131511	FY27 Contract 7994-01: 8/2/26 - 9/01/26	10.65	01	E	010	630	000	000 560
09/16/2026	1321 Loffler Companies Inc - 131511	FY27 Contract 7994-01: 8/2/26 - 9/01/26	70.27	01	E	005	630	000	000 401
		Totals for 1321	1,318.47						
09/16/2026	1322 Menards - Hutchinson	FY27 Maintenance Supplies	34.02	01	E	010	810	000	000 401
09/16/2026	1322 Menards - Hutchinson	FY27 Maintenance Supplies	34.99	01	E	010	810	000	000 401
09/16/2026	1322 Menards - Hutchinson	FY27 Custodial Supplies	51.44	01	E	010	810	000	000 401
		Totals for 1322	120.45						
09/16/2026	1323 MRI Software LLC	FY27 Background checks - August 2026	392.00	01	E	005	105	000	000 305
		Totals for 1323	392.00						
09/16/2026	1324 Navigate Care Consulting LLC	FY27 Gen Ed Services & Health Safety Training	300.00	01	E	010	640	000	316 305
09/16/2026	1324 Navigate Care Consulting LLC	FY27 Gen Ed Services & Health Safety	131.25	01	E	010	203	000	000 305

CHECK		VENDOR NAME	DESCRIPTION	ACCOUNT	
CHECK DATE	NUMBER			AMOUNT	NUMBER
			Training		
			Totals for 1324	431.25	
09/16/2026	1325	Palkova, Ludmila	FY27 Reimb: Farmers Market Watermelon	50.00	02 E 010 770 000 706 490
			Totals for 1325	50.00	
09/16/2026	1326	Pan-O-Gold Baking Co.	FY26 Bread	166.70	02 E 010 770 000 701 490
			Totals for 1326	166.70	
09/16/2026	1327	Sysco Western MN	FY27 Food Service	280.47	02 E 010 770 000 705 490
09/16/2026	1327	Sysco Western MN	FY27 Food Service	78.72	02 E 010 770 000 701 401
09/16/2026	1327	Sysco Western MN	FY27 Food Service	529.93	02 E 010 770 000 701 490
09/16/2026	1327	Sysco Western MN	FY27 Food Service	302.39	02 E 010 770 000 705 490
09/16/2026	1327	Sysco Western MN	FY27 Food Service	627.50	02 E 010 770 000 701 490
09/16/2026	1327	Sysco Western MN	FY27 Food Service	21.16	02 E 010 770 000 701 490
09/16/2026	1327	Sysco Western MN	FY27 Food Service	12.88	02 E 010 770 000 705 490
09/16/2026	1327	Sysco Western MN	FY27 Food Service	64.51	02 E 010 770 000 706 401
09/16/2026	1327	Sysco Western MN	FY27 Food Service	61.86	02 E 010 770 000 706 490
09/16/2026	1327	Sysco Western MN	FY27 Food Service	199.38	02 E 010 770 000 705 490
09/16/2026	1327	Sysco Western MN	FY27 Food Service	691.85	02 E 010 770 000 701 490
			Totals for 1327	2,870.65	
09/16/2026	1328	Teachers' Curriculum Institute	EL Social Studies Curriculum License	342.00	01 E 010 203 000 000 406
			Totals for 1328	342.00	
09/16/2026	1329	Vivid Image Inc.	FY27 Essential Plan - Website Maintenance September 2026	350.00	01 E 005 105 000 000 305
			Totals for 1329	350.00	
09/16/2026	1330	WD Tech Online LLC	FY27 Technical Support Services September	1,360.00	01 E 005 630 000 000 315
			Totals for 1330	1,360.00	
09/01/2026	202201672	Internal Revenue Service	Payroll accrual	775.00	01 L 215 02
09/01/2026	202201672	Internal Revenue Service	Payroll accrual	20.00	02 L 215 02
09/01/2026	202201672	Internal Revenue Service	Payroll accrual	4,336.91	01 L 215 02
09/01/2026	202201672	Internal Revenue Service	Payroll accrual	114.41	02 L 215 02
09/01/2026	202201672	Internal Revenue Service	Payroll accrual	4,292.10	01 L 215 02
09/01/2026	202201672	Internal Revenue Service	Payroll accrual	114.05	02 L 215 02
09/01/2026	202201672	Internal Revenue Service	Payroll accrual	1,003.80	01 L 215 02
09/01/2026	202201672	Internal Revenue Service	Payroll accrual	26.67	02 L 215 02
09/01/2026	202201672	Internal Revenue Service	Payroll accrual	4,292.10	01 L 215 02
09/01/2026	202201672	Internal Revenue Service	Payroll accrual	114.05	02 L 215 02
09/01/2026	202201672	Internal Revenue Service	Payroll accrual	1,003.80	01 L 215 02
09/01/2026	202201672	Internal Revenue Service	Payroll accrual	26.67	02 L 215 02
			Totals for 202201672	16,119.56	
09/01/2026	202201673	Minnesota Child Support Payment Cen	Payroll accrual	50.00	01 L 215 12

CHECK				ACCOUNT			
CHECK DATE	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT	NUMBER		
Totals for 202201673				50.00			
09/01/2026	202201674	MN Department Of Revenue	Payroll accrual	190.00	01 L	215	03
09/01/2026	202201674	MN Department Of Revenue	Payroll accrual	20.00	02 L	215	03
09/01/2026	202201674	MN Department Of Revenue	Payroll accrual	2,622.13	01 L	215	03
09/01/2026	202201674	MN Department Of Revenue	Payroll accrual	82.86	02 L	215	03
Totals for 202201674				2,914.99			
09/01/2026	202201675	Public Employee Retirement Associat	Payroll accrual	1,035.87	01 L	215	07
09/01/2026	202201675	Public Employee Retirement Associat	Payroll accrual	129.22	02 L	215	07
09/01/2026	202201675	Public Employee Retirement Associat	Payroll accrual	1,195.24	01 L	215	07
09/01/2026	202201675	Public Employee Retirement Associat	Payroll accrual	149.10	02 L	215	07
Totals for 202201675				2,509.43			
09/01/2026	202201676	Teachers Retirement Association	Payroll accrual	4,618.55	01 L	215	06
09/01/2026	202201676	Teachers Retirement Association	Payroll accrual	5,451.33	01 L	215	06
Totals for 202201676				10,069.88			
09/16/2026	202201677	Internal Revenue Service	Payroll accrual	820.00	01 L	215	02
09/16/2026	202201677	Internal Revenue Service	Payroll accrual	55.00	02 L	215	02
09/16/2026	202201677	Internal Revenue Service	Payroll accrual	3,851.96	01 L	215	02
09/16/2026	202201677	Internal Revenue Service	Payroll accrual	114.41	02 L	215	02
09/16/2026	202201677	Internal Revenue Service	Payroll accrual	5,591.42	01 L	215	02
09/16/2026	202201677	Internal Revenue Service	Payroll accrual	172.68	02 L	215	02
09/16/2026	202201677	Internal Revenue Service	Payroll accrual	1,307.67	01 L	215	02
09/16/2026	202201677	Internal Revenue Service	Payroll accrual	40.39	02 L	215	02
09/16/2026	202201677	Internal Revenue Service	Payroll accrual	5,591.42	01 L	215	02
09/16/2026	202201677	Internal Revenue Service	Payroll accrual	172.68	02 L	215	02
09/16/2026	202201677	Internal Revenue Service	Payroll accrual	1,307.67	01 L	215	02
09/16/2026	202201677	Internal Revenue Service	Payroll accrual	40.39	02 L	215	02
Totals for 202201677				19,065.69			
09/16/2026	202201678	Minnesota Child Support Payment Cen	Payroll accrual	50.00	01 L	215	12
Totals for 202201678				50.00			
09/16/2026	202201679	MN Department Of Revenue	Payroll accrual	50.00	01 L	215	03
09/16/2026	202201679	MN Department Of Revenue	Payroll accrual	290.00	01 L	215	03
09/16/2026	202201679	MN Department Of Revenue	Payroll accrual	20.00	02 L	215	03
09/16/2026	202201679	MN Department Of Revenue	Payroll accrual	2,848.91	01 L	215	03
09/16/2026	202201679	MN Department Of Revenue	Payroll accrual	90.76	02 L	215	03
Totals for 202201679				3,299.67			
09/16/2026	202201680	Public Employee Retirement Associat	Payroll accrual	3,001.69	01 L	215	07
09/16/2026	202201680	Public Employee Retirement Associat	Payroll accrual	190.69	02 L	215	07
09/16/2026	202201680	Public Employee Retirement Associat	Payroll accrual	3,463.50	01 L	215	07
09/16/2026	202201680	Public Employee Retirement Associat	Payroll accrual	220.04	02 L	215	07

CHECK		VENDOR NAME	DESCRIPTION	ACCOUNT	
CHECK DATE	NUMBER			AMOUNT	NUMBER
			Totals for 202201680	6,875.92	
09/16/2026	202201681	Teachers Retirement Association	Payroll accrual	3,966.26	01 L 215 06
09/16/2026	202201681	Teachers Retirement Association	Payroll accrual	129.80	01 E 010 203 000 000 218
09/16/2026	202201681	Teachers Retirement Association	Payroll accrual	4,604.00	01 L 215 06
			Totals for 202201681	8,700.06	
09/30/2026	202600038	Empower Retirement Plan	Enerson Nadeau Retirement Contributions	146.61	01 L 215 11
			Totals for 202600038	146.61	
09/30/2026	202600039	Nuvera	Internet Services	623.90	01 E 005 810 108 000 320
09/30/2026	202600039	Nuvera	Internet Services	510.80	01 E 005 630 000 000 315
09/30/2026	202600039	Nuvera	Internet Services	776.53	01 E 005 810 000 000 320
			Totals for 202600039	1,911.23	
09/30/2026	202600040	City Of Hutchinson (water)	Water / Sewer	385.90	01 E 010 810 000 000 330
			Totals for 202600040	385.90	
09/30/2026	202600041	City Of Hutchinson (water)	Outside Irragation	323.87	01 E 010 810 000 000 330
			Totals for 202600041	323.87	
09/30/2026	202600042	Hutchinson Utilities Commission	Energy Services	4,697.31	01 E 010 810 000 000 330
			Totals for 202600042	4,697.31	
09/30/2026	202600043	Waste Management -Of WI-MN	Waste Management Services	1,367.50	01 E 010 810 000 000 331
			Totals for 202600043	1,367.50	
09/30/2026	202600044	Bill.com	Service Charge	65.38	01 E 005 112 000 000 305
			Totals for 202600044	65.38	
09/30/2026	202600045	New Discoveries Affiliated Building	Monthly Rent	39,500.00	01 E 010 850 000 348 570
			Totals for 202600045	39,500.00	
09/30/2026	202600046	United Healthcare	Health Insurance	32,734.28	01 L 215 10
			Totals for 202600046	32,734.28	
09/30/2026	202600047	Citizens Bank & Trust Co.	Line of Credit Repayment	150,000.00	01 L 202 00
			Totals for 202600047	150,000.00	
09/30/2026	202600048	Citizens Bank & Trust Co.	Line of Credit Repayment	125,000.00	01 L 202 00
			Totals for 202600048	125,000.00	
09/30/2026	202600049	Citizens Bank & Trust Co.	PAYMENT TO COMMERCIAL LOAN 26557	1,835.24	01 E 005 110 000 000 740
			Totals for 202600049	1,835.24	
09/30/2026	202600050	Bix Produce Co LLC	FFVP	255.71	02 E 010 770 000 706 490
			Totals for 202600050	255.71	
09/30/2026	202600051	Bix Produce Co LLC	FFVP	221.33	02 E 010 770 000 706 490
			Totals for 202600051	221.33	
09/30/2026	202600052	Bix Produce Co LLC	FFVP	276.92	02 E 010 770 000 706 490
			Totals for 202600052	276.92	
			Totals for checks	623,552.95	

Batch	Date	Description	Debit	Credit	Additional Desc	Acct Nbr
26-10001	07/01/2026	Pest control: July 2026 - March 2027 Dis	73.26	0.00		01 A 131 00
26-10001	07/01/2026	Pest control: July 2026 - March 2027 Dis	0.00	73.26		01 E 005 810 000 000 305
26-10001	07/01/2026	Pest control: July 2026 - March 2027	0.00	1,302.22		01 A 131 00
26-10001	07/01/2026	Pest control: July 2026 - March 2027	1,302.22	0.00		01 E 010 810 000 000 305
26-10001	07/01/2026	July 2026 Rent	0.00	39,500.00		01 A 131 00
26-10001	07/01/2026	July 2026 Rent	39,500.00	0.00		01 E 010 850 000 348 570
26-10001	07/01/2026	FY26 Summer School Food	0.00	181.69		02 A 131 00
26-10001	07/01/2026	FY26 Summer School Food	181.69	0.00		02 E 010 770 000 701 490
		0.00 Totals for 26-10001				
		0.00 Total for Journal Entries				

102P EQUAL EDUCATIONAL OPPORTUNITY

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of New Discoveries Montessori Academy.

II. GENERAL STATEMENT OF POLICY

- A. It is New Discoveries Montessori Academy's policy to provide equal educational opportunity for all students. NDMA does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age. NDMA also makes reasonable accommodations for disabled students.
- B. New Discoveries Montessori Academy prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school's policy on harassment and violence and the school's procedures for addressing such complaints, refer to the NDMA's policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. It is the responsibility of every school employee to comply with this policy conscientiously.
- E. Any student, parent or guardian having any questions regarding this policy should discuss it with the board appointed administrator.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

NDMA Policy 413P (Harassment and Violence)

NDMA Policy 521P (Student Disability Nondiscrimination)

NDMA Policy 522P (Student Sex Nondiscrimination)

Adopted: 03/15/10
Reviewed: 10/19/26

New Discoveries Montessori Academy Policy 103.1P

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103.1P WHISTLEBLOWER

I. PURPOSE

New Discoveries Montessori Academy requires board members, committee members and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities, and all directors, committee members and employees to comply with all applicable laws and regulatory requirements.

II. REPORTING RESPONSIBILITY

New Discoveries Montessori Academy seeks to have an "Open Door Policy" and encourages board members and employees to share their questions, concerns, suggestions or complaints regarding the New Discoveries Montessori Academy and its operations with someone who can address them properly. In most cases, a board member, committee member, or officer should present his or her concerns to the Chair of the Board. The board appointed administrator is generally in the best position to address an employee's area of concern. However, if a board member is not comfortable speaking with the Board Chair or is not comfortable with the Board Chair's response, or if an employee is not comfortable speaking with the board appointed administrator or if the employee is not satisfied with the board appointed administrator's response, the board member, committee member or employee is encouraged to speak with anyone on the Board whom the employee is comfortable in approaching, or to directly contact the New Discoveries Montessori Academy's outside legal counsel, whose contact information can be obtained from the board appointed administrator.

III. NO RETALIATION

No board member, committee member, officer, or employee who in good faith reports a violation of a law or regulation requirement shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable persons to raise serious concerns within New Discoveries Montessori Academy prior to seeking resolution outside New Discoveries Montessori Academy.

IV. COMPLIANCE OFFICER

New Discoveries Montessori Academy's Board Appointed Administrator, working with the Chair of the Board, will act as New Discoveries Montessori Academy's Compliance Officer. The Compliance Officer is responsible for investigating and resolving all employee complaints and allegations concerning violations of the Principles and/or Code.

The Board Chair or his or her designee will take on the Compliance Officer role if the complaint involves the Board Appointed Administrator. If the complaint involves both the Board Appointed Administrator and Board Chair, outside legal counsel will carry out the functions of the Compliance Officer.

V. ACCOUNTING AND AUDITING MATTERS

The Finance Committee of the Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Finance Committee of any such complaint and work with the Committee until the matter is resolved.

VI. REQUIREMENT OF GOOD FAITH

Anyone filing a complaint concerning a violation or suspected violation of the law or regulation requirements must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

VII. CONFIDENTIALITY

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

VIII. HANDLING OF REPORTED VIOLATIONS

The Compliance Officer, or the person responsible for carrying out the Compliance Officer's role with respect to a reported or suspected violation, will acknowledge receipt of the reported violation or suspected violation by writing a letter (or e-mail) to the complainant within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Legal References: Minn. Stat. § 181.932 (Minnesota's Employment Law; Whistle Blower)

Adopted: 06/17/13
Reviewed: 10/19/26

New Discoveries Montessori Academy Policy 203P

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203P OPERATION OF THE NDMA BOARD OF DIRECTORS – GOVERNING RULES

I. PURPOSE

The purpose of this policy is to provide a framework for the Board of Directors from which to govern NDMA.

II. FUNCTION

As representatives for New Discoveries Montessori Academy (NDMA), individually and as a unit, the primary function shall be to represent its constituents by navigating the organization to be in alignment with its mission, vision, core values, and strategic plan.

III. RESPONSIBILITIES

1-General attributes of each board member:

- Availability
- Integrity
- Punctuality
- Confidentiality
- Commitment
- Accountability
- Objectivity

2-Policy Governance

- Comply with State/Federal mandates
- Adhere to NDMA vision and core values
- Contribute to policy development and revision
- Understand the role of a board member is to create NDMA direction through policy
- Understand the role of administration is to carry out the policy directives
- Link the two roles with effective empowerment and evaluation

3-Strategic Planning

- Participate in developing an annual strategic plan
- Assess the needs of the organization with the S.W.O.T. process
- Approve the organization's annual goals
- Require the board appointed administrator to develop goals to coincide with the strategic plan
- Create board committees as needed to study issues and recommend to the board
- Review the progress of the strategic goals at least quarterly

4-Employment

- Ensure the board is the final authority on the employment and dismissal of board appointed administrator
- Ensure that all employment laws are validated in the employment process
- Require employment policies address prevention and intervention
- Approve compensation and benefit policies and practices
- Maintain a position description database for all positions in the organization

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5-Accountability

- Hold the board appointed administrator accountable to the board-approved goals and performance criteria
- Review fiscal management of the budget at least quarterly
- Require a formal process for board approval of revenue and expenditures
- Require a triannual measurable metric reporting system on academic performance
- Require detailed updates on issues being addressed in the school environment
- Review the board appointed administrator's performance at least annually
- Develop an annual professional development plan with the board appointed administrator
- Annually evaluate the effectiveness of the board as a unit, not individually
- Require regular reporting from and through the board appointed administrator on operations
- Approve major program/process changes recommended in the organization
- Select an auditing firm annually to review financial data and processes
- Perform within the limits of the Minnesota Open Meeting Law
- Review complaints and/or major issues coming from all communities

6-Training

- Ensure appropriate professional development for staff and administration
- Complete all training requirements as board members
- Maintain a continuous education process for board member awareness

Adopted: 03/15/10
Revised: 06/20/22
Reviewed: 10/19/26

New Discoveries Montessori Academy Policy 304P

Deleted: 12/21/20

304P EXECUTIVE COMPENSATION

I. PURPOSE

New Discoveries Montessori Academy executive pay plan is designed to motivate executives to act in concert with the New Discoveries Montessori Academy vision, core values and mission; to support the New Discoveries Montessori Academy efforts to attract, retain, and reward above-average management talent; and to provide total compensation opportunities that are reasonable, fair and externally competitive with New Discoveries Montessori Academy's peer groups.

II. STATEMENT OF POLICY

- A. It is the policy of the New Discoveries Montessori Academy that all compensation paid by the New Discoveries Montessori Academy to an executive employee shall be reasonable in amount in relation to the services actually provided by the employee. For these purposes, the term "compensation" includes salary, bonuses, fringe benefits (such as use of automobiles, club memberships, personal time off and other compensated time off, health, life and disability insurance programs), severance payments and deferred compensation/retirement benefits.
- B. In determining the amount of compensation to be paid or provided to an executive employee, the following factors to the extent applicable shall be considered:
 - 1. the employee's qualifications;
 - 2. the nature, extent, scope and complexity of the employee's duties;
 - 3. the compensation levels paid by similarly situated schools, for functionally comparable positions;
 - 4. the extent to which a qualified successor to the employee would be available and the amount of compensation which would need to be paid in order to secure the services of a qualified successor; and
 - 5. the compensation being paid to other New Discoveries Montessori Academy employees, including non-executive employees.

C. A COBRA bridge will be a part of the compensation package for the board appointed administrator and will determined and paid out as follows:

1. Fifteen hundred dollars (\$1500.00) will be set aside for each year of service as the board appointed administrator.
2. Upon the employee's departure from the position, fifteen hundred dollars (\$1500.00) per month will be placed in an HSA account until the amount set aside for the COBRA bridge is exhausted.

III. PEER GROUP

Since New Discoveries Montessori Academy recruits and must compete locally, regionally and nationally for high-quality executive leadership, its peer group for competitive market comparisons consists of organizations of similar size and complexity nationally, regionally and locally.

IV. AUTHORITY FOR SETTING COMPENSATION

The Administrator Review Committee sets compensation for the board appointed administrator. It delegates to the board appointed administrator the authority to set compensation for other executives, subject to the guidelines defined by the Administrator Review Committee.

V. PROCEDURE

The Administrator Review Committee shall use the following procedure to set the compensation of the director.

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- A. At least when determining the compensation arrangement of the board appointed administrator, the Administrator Review Committee shall be made up entirely of individuals who do not have a conflict of interest with respect to the compensation arrangement. A member of the authorized body does not have a conflict of interest with respect to a compensation arrangement or property transfer only if the member:
1. Is not participating in or economically benefiting from the compensation arrangement or a family member of any such person;
 2. Is not in an employment relationship subject to the direction or control of any person in "A" above;
 3. Does not receive compensation or other payments subject to approval of any person in "A" above;

4. Has no material financial interest affected by the compensation arrangement; and
 5. Is not in a position to provide economic benefits to any person in "A" above who, in turn, has approved or will approve a transaction providing economic benefits to the member.
- B. The Administrator Review Committee will obtain and rely upon appropriate data as to comparability prior to making its determination regarding the compensation of the director. Appropriate comparability data includes, but is not limited to:
1. compensation levels paid by similarly situated schools for functionally comparable positions;
 2. current compensation surveys compiled by independent firms; and
 3. actual written offers from similar institutions competing for the services of the person whose compensation is being determined.
- C. The Administrator Review Committee shall document the basis for its compensation determination for the board appointed administrator concurrently (before the later of the next meeting of the authorized body or 60 days after the final action) with making that determination. To that end, the written or electronic records of the Administrator Review Committee must note:
1. The terms of the compensation arrangement that was approved with respect to the board appointed administrator;
 2. The date it was approved;
 3. The names of the members of the Administrator Review Committee present during debate on the compensation arrangement that was approved;
 4. The names of the members who voted in favor of and against it; and
 5. If the Administrator Review Committee determines that reasonable compensation for a specific arrangement is higher or lower than the range of comparability data obtained, it must record the basis for its determination.

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307P EMERGENCY/SHORT-TERM ADMINISTRATOR SUCCESSION PLAN

I. PURPOSE

The Board of Directors of New Discoveries Montessori Academy recognizes that this is a plan for contingencies due to the disability, death or departure of the Board Appointed Administrator. If the organization is faced with the unlikely event of an untimely vacancy, NDMA has in place the following emergency succession plan to facilitate the transition to both interim and longer-term leadership.

II. PRIOR TO THE CHANGE IN LEADERSHIP

- A. At the first board meeting of each fiscal year, the board appointed administrator will provide the board with the name of the staff person who will take over in the event of an emergency or non-permanent change in leadership for board approval. Whenever possible, an employee with a valid administrative license should be recommended.
 - 1. The board appointed administrator and person to become the acting head administrator will meet at least once a quarter to provide an overview of the current state of the school. At a minimum, the following should be covered:
 - a. The roles and duties of the board appointed administrator.
 - b. Current and upcoming work and progress toward the strategic plan.
 - c. The board appointed administrator's goals.
 - d. The school's current financials including any expected changes to the budget performance.
 - e. Information from meetings with the board chair regarding items to appear on future board meeting agendas.
 - f. Any current, or potential, legal issues facing the school.
- B. The board appointed administrator will ensure the person to become acting head administrator has an entry level knowledge of the roles of the board appointed administrator position. Attendance at broad trainings such as the MN Association of Charter Schools New Executive Director meetings or the MN Department of Education Charter School Boot Camps will be considered as fulfilling this requirement. A person holding a Superintendent license will also be considered to have fulfilled this requirement as they have shown an entry level competence on the Superintendent standards to receive their license.
- C. The board appointed administrator will ensure the person to become the acting head administrator has received Board Governance training within the prior three years or make arrangements for them to receive the training within six months of

informing the board that they will be named the acting head administrator in an emergency or non-permanent change of leadership.

- D. The board appointed administrator and person to become acting head administrator will identify a current or former charter school executive who is willing to act as a mentor/resource should an emergency/temporary leadership change occur.
- E. The board appointed administrator will ensure that the person to become the acting head administrator in an emergency/short-term change in leadership has been introduced to key stakeholders with whom relationships are necessary to be successful in the acting head administrator role. At a minimum, this should include:
 - 1. NDMA Authorizer
 - 2. NDMA Board Chair
 - 3. Director of Special Education
 - 4. Retained Legal Counsel
 - 5. Accounting Services
- F. The person planned to become the acting head administrator in an emergency/short-term change in leadership will be given access to the credentials and logins needed for the board appointed administrator role. At a minimum, this should include:
 - 1. District and School Site Verification
 - 2. Reading well by Third Grade Reporting System
 - 3. Financial System
 - 4. Special Permissions System
 - 5. Student ID System
 - 6. Teacher Discipline Inquiry
 - 7. Assurance of Compliance System
 - 8. When it does not hinder compliance with the school's internal control policies, they should be included as a signer on the school's financial accounts.

III. ENACTING AN EMERGENCY/SHORT-TERM CHANGE IN LEADERSHIP

- A. In the event of an emergency/short-term change in leadership, the NDMA board will motion to name the acting head administrator as well as identifying the anticipated length of the change. It is permissible to call an Emergency Board meeting for this purpose. The acting head administrator will be tasked with continuing to implement the annual goals of the board appointed administrator and school and will have the full authority for decision-making and independent action as the regular board appointed administrator. When possible the board appointed administrator should be consulted on major decisions.
- B. The NDMA board should consider a motion to do one of the following:
 - 1. A bonus of \$ _____ during the acting head administrator period
 - 2. No additional compensation
- C. Upon naming an acting head administrator, the NDMA board will motion to approve the acting head administrator as the “Identified Official with Authority” with the MN Department of Education.
- D. The NDMA board will consider a motion to approve additional funding giving the acting head administrator authority to outsource administrative functions and/or hire a substitute teacher to allow for a classroom teacher to be reassigned to a Teacher on Special Assignment role to account for the reduction of members on the administrative team. A recommendation amount is \$1000 for each expected week of the change.
- F. The NDMA board will motion to give the acting head administrator access to the board appointed administrator’s email and computer files.
- G. The decision about when the absent board appointed administrator returns to lead NDMA should be determined by the board appointed administrator and the NDMA board chair. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the NDMA board chair, with the intention of working their way back up to a full-time commitment. The return date and plan will not need approval from the NDMA board.
- H. If the short-term absence is determined to be permanent, then the NDMA board will decide the process for appointing a new board appointed administrator.

Cross References: NDMA Policy 304P (Executive Compensation)
NDMA Policy 308P (Hiring a Board Appointed Administrator)
NDMA Policy 430P (NDMA Employment, Evaluation, and Severance)

Adopted: 04/20/20
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New Discoveries Montessori Academy Policy 308P

Deleted: 05/20/24

308P HIRING A BOARD APPOINTED ADMINISTRATOR

I. PURPOSE

A change in executive leadership is inevitable for all organizations and can be a very challenging time. This policy is a tool to help New Discoveries Montessori Academy be prepared for planned or unplanned absences of the board appointed administrator, clarifying authority and decision-making, and thereby maintaining accountability and ensuring stability.

II. STATEMENT OF POLICY

- A. It is the policy of New Discoveries Montessori Academy to be prepared for an eventual permanent change in leadership – either planned or unplanned – to insure the stability and accountability of the organization. The NDMA board of directors shall be responsible for implementing this policy.
- B. It is also the policy of the board to assess the permanent leadership needs of the organization to help insure the selection of a qualified and capable leader who is representative of the community, a good fit for NDMA’s mission, vision, core values, and goals, and who has the necessary skills for the organization. To insure NDMA’s operations are not interrupted while the board assesses the leadership needs and recruits a permanent board appointed administrator, the board will appoint an acting head administrator.
- C. It is also the policy of New Discoveries Montessori Academy to develop a diverse pool of candidates and consider at least three finalist candidates for its permanent board appointed administrator position. NDMA shall implement an external recruitment and selection process, while at the same time encouraging the professional development and advancement of current employees. The acting head administrator and any other interested internal candidates are encouraged to submit their qualifications for review and consideration by the transition committee according to the guidelines established for the search and recruitment process.

III. PROCEDURE FOR SUCCESSION

- A. For a temporary change in executive leadership (i.e., illness or leave of absence) refer to NDMA Policy 307P. In the event the board appointed administrator is no longer able to serve in this position (i.e., leaves the position permanently), the executive committee of the NDMA board shall do the following:

1. Within five business days appoint an acting head administrator.
 2. Within fifteen business days appoint an executive transition committee, in the event that a permanent change in leadership is required. This committee shall be comprised of at least the board chair, a community member of the board, a parent member of the board, the associate director, a lead teacher and a special education staff member. It shall be the responsibility of this committee to implement the following preliminary transition plan.
 - a. Communicate with key stakeholders regarding actions taken by the board in naming an interim successor, appointing a transition committee, and implementing the succession policy. The organization shall maintain a current list of key stakeholders who must be contacted, such as NDMA's authorizer, director of special education, and accounting/financial services.
 - b. Consider the need for consulting assistance based on the circumstances of the transition.
 - c. Review the organization's strategic plan and conduct a brief assessment of organizational strengths, weaknesses, opportunities and threats to identify priority issues that may need to be addressed during the transition process and to identify attributes and characteristics that are important to consider in the selection of the next permanent leader.
 - d. Establish a time frame and plan for the recruitment and selection process.
- B. The NDMA board should use similar procedures in case of an administrative transition that simultaneously involves the board appointed administrator and other key administrative positions. In such an instance, the board may also consider temporarily subcontracting some of the organizational functions from a trained consultant or other organizations.

IV. AUTHORITY FOR SETTING COMPENSATION

The Administrator Review Committee sets compensation for the board appointed administrator. It delegates to the board appointed administrator the authority to set compensation for other executives, subject to the guidelines defined by the Administrator Review Committee.

V. PROCEDURE

The Administrator Review Committee shall use the following procedure to set the compensation of the director.

- A. At least when determining the compensation arrangement of the board appointed administrator, the Administrator Review Committee shall be made up entirely of individuals who do not have a conflict of interest with respect to the compensation arrangement. A member of the authorized body does not have a conflict of interest with respect to a compensation arrangement or property transfer only if the member:
1. Is not participating in or economically benefiting from the compensation arrangement or a family member of any such person;
 2. Is not in an employment relationship subject to the direction or control of any person in "A" above;
 3. Does not receive compensation or other payments subject to approval of any person in "A" above;
 4. Has no material financial interest affected by the compensation arrangement; and
 5. Is not in a position to provide economic benefits to any person in "A" above who, in turn, has approved or will approve a transaction providing economic benefits to the member.
- B. The Administrator Review Committee will obtain and rely upon appropriate data as to comparability prior to making its determination regarding the compensation of the director. Appropriate comparability data includes, but is not limited to:
1. compensation levels paid by similarly situated schools for functionally comparable positions;
 2. current compensation surveys compiled by independent firms; and
 3. actual written offers from similar institutions competing for the services of the person whose compensation is being determined.
- C. The Administrator Review Committee shall document the basis for its compensation determination for the board appointed administrator concurrently (before the later of the next meeting of the authorized body or 60 days after the final action) with making that determination. To that end, the written or electronic records of the Administrator Review Committee must note:
1. The terms of the compensation arrangement that was approved with respect to the board appointed administrator;
 2. The date it was approved;

3. The names of the members of the Administrator Review Committee present during debate on the compensation arrangement that was approved;
4. The names of the members who voted in favor of and against it; and
5. If the Administrator Review Committee determines that reasonable compensation for a specific arrangement is higher or lower than the range of comparability data obtained, it must record the basis for its determination.

Cross References: NDMA Policy 304P (Executive Compensation)
NDMA Policy 307P (Emergency or Short Term Administrator Succession Plan)
NDMA Policy 430P (NDMA Employment, Evaluation, and Severance)