



**Discovery Woods - District # 4198**  
**Board of Directors Board Meeting**  
**5:30-7:00 p.m. at 604 N 7th Street, Brainerd, MN 56401**  
**Date: July 20, 2020**

**Mission:** To provide Brainerd Lakes Area families a choice for quality elementary education centered around the individual needs of the child with a focus on the environment.

**Board of Directors' Purpose**

To provide leadership, set policy, and develop accountability practices that will ensure high student achievement.

Call the meeting to order: 5:34 p.m.

Present: Kara D., Dawn V., Tom P. Emma N. (via Zoom), Amanda B.

Absent: Kirsten S.

Ex-Officio: Kristi C.

Guests: Kelly R (via Zoom)

1. BOARD TRAINING - [Distance Learning Plan Charter School Self-Evaluation and Reflection toolkit](#) Board to reflect on its response to distance learning and its role in governing with resilience as we continue to navigate new and significant challenges in the school year ahead.
2. COMMUNITY FORUM - (3 minutes)- no report
3. MINUTES: June 15, 2020  
3.1 M/S/A (Amanda/Kara): Accept June's meeting minutes
4. REPORTS
  - 4.1 Academic:
    - a. Heidi is running the Garden Club Tuesday mornings from 9-11:30. Updating half the beds this summer and planning to do other half next summer.
    - b. Long term goals for school garden include increasing seating space for outdoor classroom and weatherproof whiteboard space.
  - 4.2 Financial and Management:
    - a. Ended fiscal year under budget
    - b. M/S/A (Amanda/Kara): Accept financial report as presented
  - 4.3 Enrollment:

Preliminary numbers for 2020-2021:

PK	10
K	24
1	15
2	20
3	14
4	19
5	11
6	14
Total = 127	K-6 117      PreK = 10

#### 4.4 School Director:

##### 4.4.1 Resignations

4.4.1.1 Kelly Klein

##### 4.4.2 Hires

4.4.2.1 Erin Anderson - Assistant Director

4.4.2.2 Dawn Snook - Special Education

4.4.2 Working with WCG on getting hallways and classrooms painted

4.4.3 Kitchen update - Appliances are now here, have not heard from state

a. Updates issues that will require additional costs

b. Tom suggested creating a building committee to make a proposal. Finance committee will discuss.

4.4.4 Leadership Team will attend MN Summit for Learning and Leading-August

4.4.5 Epicenter up to date

4.4.6 Broken kitchen window

4.4.7 Preparedness Plan

4.4.8 Reading Well by Third Grade - Extension and submitted

4.4.9 Health Insurance

a. Financial committee to discuss with insurance broker

#### 4.5 Environmental Education:

4.5.1 Submitted EE Survey to Osprey Wilds 6/26/2020

### 5. OLD AND/OR UNFINISHED BUSINESS

#### 5.1 Director Evaluation

##### 5.1.1 FY21 Goals

a. Will develop at work session on August 3.

5.1.2 Board Chair to sign contract and send to Bergan KDV

#### 5.2 Board Goals FY21

a. Will develop at work session on August 3.

### 6. NEW BUSINESS:

#### 6.1 Annual Designations

a. M/S/A (Kara/Dawn): Approve the Organizational Meeting Annual Designations for 2020-21.

#### 6.2 Approval of Salary and Hourly Staff Rates - Increase of 2% for all

a. M/S/A (Dawn/Emma): Approve 2% staff salary increase

#### 6.3 Election of officers:

Board Chair: Tom P.

Vice Chair: Kara D.

Treasurer: Dawn V.

Secretary: Amanda B.

#### 6.4 Strategic Plan

a. Will discuss at work session on August 3 to create a plan and timeline for strategic plan.

b. Landlords want to discuss long-term plans with admin and board chair on August 12.

Next Board Meeting: August 17, 2020

Meeting adjourned by (Amanda/Kara) at 7:00 p.m.

Board minutes submitted by Amanda Byrnes

Board Meeting Discussion Checklist:

- Operations
- Financials
- Academics
- ELP
- Director development
- Board Training