



Discovery Woods - District # 4198
Board of Directors Board Meeting
5:30-7:00 p.m. at 604 N 7th Street, Brainerd, MN 56401
Date: August 17, 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: 5:40 p.m.

Present: Tom P., Kara D., Dawn V., Amanda B.

Absent: Emma N., Mike M.

Ex-Officio: Kristi C.

Guests:

1. BOARD TRAINING - Share bylaws with new board members
2. COMMUNITY FORUM - (3 minutes)- No report
3. MINUTES : July 20, 2020
 - 3.1 M/S/A (Kara/Dawn): Accept July's board meeting minutes

4. REPORTS

4.1 Academic: [Fall Scenario Planning Sheet](#)

4.2 Financial and Management:

- a. Kelly is unable to attend this month. Financial report reviewed with Kristi prior to meeting. No change in financial status from July.
- b. M/S/A (Amanda/Kara): Accept August's financial report

4.3 Enrollment:

2020-2021 Enrollment:

PK	9
K	24
1	12
2	20
3	12
4	18
5	11
6	14
Total = 120	K-6 111 PreK = 9

4.4 School Director:

4.4.1 Building Update

- a. Epoxy floors are finished.
 - b. Painting completed on upper level. Currently working on main level.
 - c. 181 is planning on putting kitchen items in place on 8/24.
- 4.4.2 Security Cameras
- a. Vandalism has taken place in the garden and playground. Security cameras may need to be purchased in the near future.
- 4.4.3 KPay System
- a. Transition has taken place to KPay system. Staff will be trained during workshops.
- 4.4.4 Tom and I spoke to WCG regarding lease renewal 8/12
- a. Decision needs to be made by the end of the school year.
 - b. To be discussed further during strategic planning meetings.
- 4.4.5 Reading and Math Corp for 20-21 school year
- 4.4.6 AHERA did the third year inspection 7/27
- 4.4.7 LIT attended Sourcewell's MN Summit of Leading and Learning 8/10 and 8/11
- 4.4.8 Northland Fire took out a failing smoke detector so we are in compliance with the fire alarm inspection
- 4.4.9 Resignations
- 4.4.9.1 Dustin Byrnes
 - 4.4.9.2 Sherri Galloway
 - 4.4.9.3 Melissa Bock (Sub)
 - 4.4.9.4 Rachael Lee
 - 4.4.9.5 Trish Hammond
 - 4.4.9.6 M/S/A (Amanda/Kara): Accept listed resignations
- 4.4.10 PPE/Cleaning supplies etc update

4.5 Environmental Education: Continuing Garden Club on Wednesday mornings, not many kiddos participating.

5. OLD AND/OR UNFINISHED BUSINESS

5.1 Director Goals

- 5.1.1 Admin roles defined
- 5.1.2 Onboarding

5.2 Board Goals

- 5.2.1 Strategic Plan
 - 5.2.1.1 Task force to meet monthly and have plan developed by the end of 2020
- 5.2.2 Annual Task Calendar reviewed monthly
- 5.2.3 Bylaws reviewed by end of FY21
- 5.2.4 Board to visit other charter schools when allowable

5.3 M/S/A (Kara/Amanda): Approve director goals for 2020-21.

5.4 M/S/A (Dawn/Kara): Approve board goals for 2020-21.

6. NEW BUSINESS:

6.1 Dress Code Policy (staff)

6.2 Student Dress and Appearance Policy Revision (student)

6.3 Face Covering Policy

6.4 Visitors to School Building Policy

6.5 Visitors to School Building Policy Addendum

- a. M/S/A (Kara/Dawn): Accept new and revised policies for staff dress code, student dress code, visitors, and visitor addendum.
- b. M/S/A (Amanda/Kara): Visitors will be restricted to the office only during COVID restrictions, with the exception of preschool parents during pick up and drop off.

6.6 Bylaws

- a. M/S/A (Amanda/Kara): Approve revised bylaws.

6.7 PTO - Covid [CDC Guidance](#)

- a. M/S/A (Amanda/Kara): Staff will be allowed up to 10 additional paid sick days if the employee is unable to work (or telework) for reasons specifically connected to COVID-19 for self, spouse, or child(ren).

Next Work Session: September 14, 2020 at 5:00-6:00 p.m.

Next Board Meeting: September 21, 2020 at 5:30 p.m.

Meeting adjourned by (Kara/Amanda) at 7:26 p.m.

Board minutes submitted by Amanda Byrnes

Board Meeting Discussion Checklist:

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