



Discovery Woods - District # 4198
Board of Directors Board Meeting
5:30-7:00 p.m. at 604 N 7th Street, Brainerd, MN 56401
Date: November 16, 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: Kara at 5:36pm

Present: Tom P., Kara D., Dawn

Absent: Amanda Byrnes

Ex-Officio: Kristi

Guests: Ryan Schmidt - Schlenner Wenner, Kelly Rimpila - Bergan KDV

1. BOARD TRAINING - OW Sounding Board Issue 15 - Board Member Recruitment
 - a. Reviewed training materials and brainstormed ideas
2. COMMUNITY FORUM - (3 minutes)- No Community members Present
3. MINUTES :
 - 3.1 Board Meeting October 19, 2020
 - a. M/S/A (Kara/Dawn): Approve September's board meeting minutes
4. REPORTS
 - 4.1 Academic:
 - 4.1.1 STAR and Fastbridge Results and Reports
 - a. Apparent challenges in STAR and Early Reading Reports indicative of COVID 19 School year interruptions
 - b. Some students tested from home, and then returned to school and re-tested
 - c. Every student in need of reading intervention is receiving services
 - d. Math Corps tutor to start January 2021
 - 4.2 Financial and Management:
 1. Reviewed annual audit report.
 - a. M/S/A (Kara/Emma): Approved Audit Report
 2. Regular Financial Report Review
 - a. Approved budget amount is the only portion showing in the financial report at this time due to COVID 19 and based on current enrollment.
 - b. CD investment and MN State budget correlation. There was no CD investment at this time. Next state budget meeting is in May 2021. Cash on hand is prepared for
 - c. Negative asset amount for accounts receivable due to overpayments from State payments. This will likely balance out by end of year.
 - d. Tracking close with amounts received and budget expenses. Received amounts: 31% of expected for the year at this time, 25% of that budget spent. Remaining under budget slightly.

- e. Check received from Whittier Capital Group to cover the cost of the payments
- f. Slight deficit is likely due to COVID and current options are available to absorb costs for the year
- g. M/S/A (Kara/Dawn): Approved November Financial Report

4.3 Enrollment:

2020-2021 Enrollment:

PK	8		
K	17		
1	8		
2	18		
3	12		
4	19		
5	9		
6	14		
Total = 105		K-6 97	PreK = 8

4.4 School Director:

4.4.1 Shifting to all distance learning 11/16

- a. Teacher planning days 11/16 and 11/17
- b. Admin is planning classroom meeting for synergy between classes
- c. Morning meeting at 8:15am (*revised 12/14/2020- EAN board meeting 12/14/2020*)
- d. Gym for each class in video format each day
- e. Concluding meeting- Day finality for students and staff will be 1pm.
 - i. Tom raised question of recap during end of day meeting- What went well, and what didn't go well for students to give recap and feedback for teachers and staff.

4.4.2 Butter Braid Fundraiser

- a. Wrapped up with pick up today 11/16/20

4.4.3 Continuing to work with Bergan KDV with CARES/CRF Grant work

- A. CRF Grant
 - b. Kristi to use some grant money to replace her computer
 - c. Adding additional line to school's tech room
 - d. Esser grant has planned use for Montessori take home packets for parents on Montessori Curriculum information and activities

4.4.4 Received CARES Act Grant from the county for preschool chromebooks

- a. 26 Chromebooks for Preschoolers now available

4.4.5 Math Corps tutor starting in January

- a. Parent tutor joining

4.5 Environmental Education:

1. Heidi working with teachers to get more information and putting together packets for outdoor learning activities
2. Kara and Heidi in collaboration are planning a Nature Based book club for grades 3-6

starting in Spring 2021.

4.6 Work Session: 11/16/2020

1. Present: Kara, Tom, Kristi, Dawn
2. Worked on Strategic Plan

4.7 Review Board Calendar: Calendar items reviewed and on track

5. OLD AND/OR UNFINISHED BUSINESS

- a. No Report

6. NEW BUSINESS:

6.1 Approve transfer between general fund and community service fund for FY20

- a. M/S/A (Dawn/Kara): Approved

6.2 FY20 Audit Report

1. Audit wrap up

- A. Ryan Schmidt (Schlenner Wenner) explains the audit process, and how it may vary due to virtual and distance needs
- B. DWMS has received “unmodified opinion” which is the ideal answer
- C. C. No major issues were found in the audit at this time
- D. D. Significant estimates in financial statements
 - a. MDE estimates that has been moving via state report so keep an eye on changes
 - b. Net Pension liability and related balances- They also fluctuate

2. MN Statute Compliance

- a. Single item- Cash balance in excess at bank limits that exceeds FDIC coverage. It is safer to assign that overage in a “Statement of Collateral” in case the bank goes out of business.
- b. To regain compliance with the MN Statute - Reach out to the bank to discuss options.
- c. This is a relatively common finding, and there are not always prevention actions in place at the banks.
- d. There is a new account that sweeps out the limit after the audit completed in June, so this issue has already been fixed. The finding was due to timing of Audit

3. Overall under budget due to less federal funding. Expenditures under budget as well.

4. Unassigned fund balance should remain at 20%. Current ratio is at roughly 46%

5. Cash trend- overall has increased

6. Food service and Community Service funds both roughly broke even.

7. School wide assets have increased over the past 5 years. This amount

encompasses cash, receivables, etc

8. Liabilities did not increase. No long term debt and current liabilities have dropped from 2019, with the exception of Net Pension liabilities because this is the proportionate share of the statewide net pension amount. This is primarily a liability that is on paper as this number is not faulted to the school if the doors were to close

9. Comparison tool offered by Ryan Schmidt for informational and expansion purposes. He will send a link to Tom Potter.

6.3 WBWF

- a. M/S/A (Kara/Dawn): Approved WBWF for FY 2020

Next Board Meeting: December 14, 2020 at 5:30 p.m.

Next Board Work Meeting: December 14, 2020 at 4:30 p.m.

Meeting adjourned at 6:57pm

M/S/A- Emma/Kara- Approved

Board minutes submitted by Emma Needham

Board Meeting Discussion Checklist:

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