



**Discovery Woods - District # 4198**  
**Board of Directors Board Meeting**  
**5:30-7:00 p.m. at 604 N 7th Street, Brainerd, MN 56401**  
**Date: December 14, 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: Tom Potter called the meeting to order at 5:32pm

Present: [Kara DeVriendt](#), Kristi Crocker, Emma Needham, Dawn Verdon

Absent: None

Ex-Officio:

Guests: No public guests

1. BOARD TRAINING - Review new board member training responsibility Courses 100, 200 and 300  
<https://www.mncharterschools.org/calendar/>

1.1 New board members need to start this training within six months and finish within 12 months.

Link provided by Kristi to complete board training requirements.

1.2 How should we present this information to new board members going forward?

New Members to report in the training document which courses they have completed.

Board Training, FY 2021

2. COMMUNITY FORUM - (3 minutes)- No community members present

3. MINUTES :

3.1 Board Meeting November 16, 2020

-school director - (c) change morning meeting time to 8:15am

Revised 5:47pm 12/14/2020 - EAN

Motion to Approve: Kara, Second Dawn.

Approved

4. REPORTS

4.1 Academic:

4.1.1 MCA's need to be issued - will have a back up plan if still in distance learning model

- DMWS will have the backup plan if we are still in Distant Learning.
- Plans to be completed by DWMS

4.2 Financial and Management:

- Overall we are 42% of the way through the year as of November 30

Balance sheet:

- Cash is still strong at the end of November at \$627k
- Net income at the end of the month was \$96,882

Statement of Revenues and Expenditure:

- Our CRF aid is fully drawn as of today and we receipted \$25,528 of that aid in November.

- Year-to-date revenues 42.2% of revenues have been received
- Year-to-date 36.3% of expenses have been incurred

We are working on an updated working budget and will be able to present that to the board next month. The working budget is based on 96 ADM and includes the new rent agreement amount that was negotiated with the landlord.

Kristi and Kelly met the morning of 12/14/2020 to further discuss the working budget and Kelly will have it ready for January 2021 meeting

Budget based on the 96 ADM

Deficit is due to staffing needing- currently no alternative options due to lessened use of aftercare and Pre-K enrollment

Kristi has completed a funding option request DWS was previously not qualified to receive through Voluntary Pre-K.

- No timeline on receipt of those funds
- May not receive these funds as previously we have never qualified as these funds are usually rollover or extra funds are not guaranteed amounts

Good News: The state is now projecting a positive budget vs. the large negative that they previously had reported.

DWS should still receive the amount previously expected

Motion to accept financial report - Kara/Emma  
Approved 5:57pm

4.3 Enrollment:

2020-2021 Enrollment:

PK	7		
K	18		
1	9		
2	18		
3	12		
4	19		
5	9		
6	14		
Total =	106	K-6 99	PreK = 7

4.4 School Director:

4.4.1 Interested family tracking records

- Task force and tracking continued by administration team
- Bi-annual report from Kristi
- Mainly word of mouth and Facebook

4.4.2 WCG informed of want for 5 year lease - sent amendment, see new business

- 4.4.3 CRF funds accounted for
- 4.4.4 Crow Wing County CARES Act Grant - PS Chromebooks - all paperwork in
- 4.4.5 Continuing to work with Adam at Bergan KDV on ESSER and GEER Grants
- 4.4.6 Extended Time Revenue has been approved for our Nature/Book Club
- 4.4.7 Have started some student check-ins (mainly those with attendance issues or missing work)
  - Kristi building relationships with families to make sure that they are comfortable with explanation and information.
- 4.4.8 Truancy checks
- 4.4.9 Lockdown drills are now completed as well as fire drills.
- 4.4.9 Attended SPED Fiscal Monitor Training 11/18
- 4.4.10 Erin has finished observations and goal setting with staff
- 4.4.11 Continue to take part in weekly Covid-19 Coordinator calls with MDH
- 4.4.12 Attended MARSS University Training (Student ID)
- 4.4.13 Additional wifi access point in computer lab and moving the one in the hall to Shawna's classroom
  - Hoping this will help with the lower level connection issues
- 4.4.14 Finishing STAR Report and attended training today
  - Waiting on MDE response
  - Item was not due until March
- 4.4.15 Continuing Onboard training of Ed-Fi (New MARSS uploading system)
  - Trainings provided by MDE
- 4.4.16 Admin sent out another survey to teachers, students and families, meeting tomorrow to go over results
- 4.4.17 Joined a newly formed child care center director group for the BLA, the group will be participating in a webinar with MDH on information regarding Covid-19 modifications and the impact on child care centers as well as offering time to hear from the group as providers.

#### 4.5 Environmental Education:

- 4.5.1 Heidi has started to send monthly EE newsletters with at home activities included. Heidi has special EE plans for the two days before the holiday, and was doing more Nature Journaling 12/11 with her students.
- 4.5.2 Heidi continues to remind teachers of the EE goals and puts together resources when asked. Has also offered to put together EE/Science packets for the kids to do at home.
  - Supplies ordered and will be going home once received
  - Packets coming in bi-weekly on Mondays

#### 4.6 Work Session: 12/14/2020

- Work session completed
- Continued work on Strategic Goal planning document
  - Initial deadline for January 15th 2021 will need to be pushed back one more month due to items needed, holiday calendars, and Inservice/etc.

#### 4.7 Review Board Calendar

- 4.7.1 Contractual goal progress
  - 4.7.1.1 Exhibit S Progress - Mid-FY21 PIP Narrative Update to OW
    - Special meeting possibly ahead of the January 15th Deadline
      - Work Meeting January 4th to complete final review of the PIP Narrative
- 4.7.2 Employee survey
  - New situation due to COVID 19 makes this year's survey unique
  - Board to send same survey
  - Board reviewed survey sent for 2019 year and identified restructuring of questions due to changes with administrative team
    - Kara to create new copy of survey to send
  - Item to be reviewed and presented for sending to staff in February 2021
- 4.7.3 Check in board training

## 5. OLD AND/OR UNFINISHED BUSINESS

## 6. NEW BUSINESS:

6.1 Board Resignation - Amanda Byrnes  
Motion to approve- Dawn/Kara  
Approved: 6:21pm

### 6.2 DW-WCG Lease Amendment

- Tom compared financials of other schools through Consolidated Financial Report” tool available on the MDE website
- Facilities and Instructions items appear to be higher than other schools
- DWS is spending more than other schools for facilities comforts (such as heating.)
- WCG has agreed to:
  - lower to 100 pupil level which lowers the base rent amount
  - fix things regarding repairs needed.
  - Open to lease revisions as needed per Kristi
  - Suggested to ask WCG for more efficient furnace
    - Kara indicates that the school was very warm when she was in the building recently
    - Tom to take further lease negotiations to WCG and present what other options or suggestions that WCG may have to assist DWS in lowering costs.
    - Tom will present options available in January meeting
- Lease is decent, Tom suggests that ownership may be beneficial

Next Board Meeting: January 25th, 2020 (Inservice January 18, 2020)

Next Board Work Meeting: January 4th, 2020 @ 4:30pm

Meeting adjourned by Emma/Kara at 6:40pm

Board minutes submitted by

### Board Meeting Discussion Checklist:

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