



Discovery Woods  
MONTESSORI SCHOOL

## APPROVED MINUTES

### School Board of Directors

Monday, March 14, 2016

**Board Meeting time: 5:30-7:00 p.m.**

**Location: Board Room, Second Floor**

1. Call the meeting to order:

- Roll Call, Board Members Present: Chad Turcotte, Tom Potter, Melissa Lundeen, Heidi Auel, Crystal Magnan
- Board Members Absent: Lynda Evenson
- Others Present: Kristi Crocker, Dan Jett (ACNW), Meg Litts

2. Approval or Revisions to Agenda

**Motion:** Melissa made a motion to accept the agenda as written (latest version shared at meeting and projected on screen, also posted on web site).

**Second:** Heidi

**Discussion:** none

**Vote:** Passed Unanimous

3. Community Forum (3 minutes) No one present

4. Consent agenda:

- a. Minutes 02.09.16
- b. Update on Ball Drive
- c. Extended Leave Request: Melissa Lundeen
- d. Return to work: Cathy Jacobs
- e. ACNW Financial Evaluation
- f. Enrollment: currently at **96 = K-6 students, PreK = 18 students**

**Motion:** Melissa

**Second:** Crystal

**Discussion:** Meg added details on ball drive numbers = volleyball (1), large playground balls (2), small playground balls (2), soccer balls (7), nerf football (1), footballs (3), basketballs (9), tennis balls (36), whiffle balls (12), whiffle bats (2), racquet balls (4), baseballs (2), softballs (1), red paddle balls (2)

**Vote:** Passed Unanimous

Meg introduced Dan Jett from the Audubon Center of the North West who shared some reflections from the day, including an overview of the day's visit. He's heard a lot of good feedback, sees that the building is a good move (was

here prior to the elevator), “one of the best school sites (he’s) ever seen, especially for outdoor space.”

Meg also shared that she has been giving serious consideration to running for House seat 9A. She will make her decisions by the end of March after careful research/training, reflection, and prayer. Should she decide to run, politics will not enter into the role of director. Any input/feedback from the board, staff, and families is welcomed in helping her to make her decision about what is best.

## 5. Action Items

- a. Financial Planning: We called Chuck to have him share information about the financial planning
  - i. Management Report: Lots of detail—notice movement of money and how vendors were paid; receipts from state also indicated here; Need to begin discussion/planning with Bremer for line of credit so that we are prepared should the state hold off on some payments (re: special education aid, specifically).
  - ii. Financial Report: We are looking closely at our budget to determine how we are going to end up; we will likely be okay but not nearly as okay as we would like or as ACNW would like
  - iii. Marketing Plan: Whittier Capital LLC has offered to help us with marketing as that is their bailiwick, not Meg’s; to do this, we will suspend payments to TTLLC so that we can remain financially viable and be able to resume payments at some point in the future. Otherwise, we may not be able to make payments at all if we do not increase our enrollment.  
**Motion:** Heidi made a motion to have Meg follow up with Whittier Capital Group LLC to determine next steps and viability of hiring a marketing position w/possibility of suspending payments to TTLLC.  
**Second:** Tom  
**Discussion:** none  
**Vote:** Passed, unanimous
- b. Form 990: Board Approval and signatures  
**Motion:** Tom motioned to accept the 990 and audit  
**Second:** Heidi  
**Discussion:** None  
**Vote:** passed, unanimous
- c. Need for updated server/router with additional hot spot: \$5,000.00  
**Motion:** Melissa made the motion to use REAP funds to partner with NJPA for a contract up to \$5,000 to purchase a router w/subscription, switch, hot spot, and installation.  
**Second:** Crystal  
**Discussion:** none  
**Vote:** passed, unanimous

**Motion:** Chad made a motion for Meg to pursue a bid from NJPA for a contract for technology support for the 2016-17 school year.

**Second:** Melissa

**Discussion:** none

**Vote:** passed, unanimously

- d. Mandated Reporting Training for Board: Need to set a date—April or June prior to board meeting; better to have parent session at a PAC meeting

**Motion:** Chad made a motion to have Meg contact Pat Sharbonda to set up a training date in April or June for half an hour prior to meeting (5:00-5:30).

**Second:** Tom

**Discussion:** none

**Vote:** passed, unanimous

- e. Garden Project Updates: Melissa & Heidi

**Motion:** Melissa made a motion to approve up to the proposed space (50'x70') in the playground for gardens and chicken coop that would abut the proposed parking lot expansion.

**Second:** Tom seconded

**Discussion:** Chad mentioned it would be good to talk with more staff about space and the use, to show them what the space will look like along with proposed parking.

**Vote:** passed, unanimously

6. Highlights from School Director's Report

- a. February Mandated Reporting Staff Training: Pat Sharbonda from the County Social Services provided training for our staff at the February early out; we will bring him in to provide training to the board at a later meeting and for a family meeting as we work to put this group into place. This training had not been offered/done at Discovery Woods Montessori School previously, and it is also a policy that we are revisiting//reviewing as the policy committee. Training is an important part of effective policy into practice.
- b. PBIS Grant: We have received a grant to be part of the PBIS Cohort 12 for the coming school year. This will provide training to our team, specifically for a behavior coach, to implement effective strategies to promote a positive climate and positive behavior. This goes hand-in-glove with our priority school improvement work as when students do not feel safe and are not focused in school, they cannot learn. Training will begin in August for some of our staff who will serve on this team, including Kelly Jelencich-Klein as our PBIS coach and Meg Litts as the school administrator.

7. Committee Reports: No committees met this past month

8. Confirm next board meeting date: 04.11.16 board room

9. Adjournment

**Motion:** Melissa made a motion to adjourn

**Second:** Heidi seconded

**Discussion:** none

**Vote:** passed, unanimous