



Discovery Woods  
MONTESSORI SCHOOL

**APPROVED MINUTES School Board of Directors**

**Monday, November 9, 2015**

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

**Location: Board Room, Second Floor**

1. Call the meeting to order: Tom called the meeting to order at 5:33
  - Roll Call, Board Members Present: Melissa Lundeen, Crystal Magnan, Tom Potter, Heidi Auel, Lynda Everson, Chad Turcotte
  - Board Members Absent: Evan Moser
  - Others Present: Holly Garnell, Mary Backlund, Meg Litts; Chuck Herdegen available for report/questions as needed via phone

2. Community Forum (3 minutes)

3. Review and approve Agenda

Motion: Melissa  
Second: Heidi  
Approval: Unanimous

4. Review and approve minutes from 10.12.15 regular board meeting

Motion: Melissa  
Second: Lynda  
Approval: Unanimous

5. Consent agenda:

Management Report  
Leadership Training Retreat: Audubon  
Enrollment: currently at **94 = K-6 students, PreK = 18 students**  
Current enrollment = **112 students**

Motion: Melissa  
Second: Crystal  
Approval: Unanimous

6. Action Items

A. Old Business:

1. Phones
  - Motion: Melissa
  - Second: Crystal
  - Approval: Unanimous

2. World's Best Workforce/Annual Report Meeting Review  
 Motion: Heidi  
 Second: Lynda  
 Approval: Unanimous
  
3. Handbooks  
 Motion: Melissa  
 Second: Crystal  
 Approval: Unanimous
  
4. Crisis Plan: need for intercom system; without it, the updates are fine on paper but we don't have a way to communicate the urgency in a timely manner to all in the building.
  
5. Policies: Need to update

B. New Business

1. Audit: Financial Reports Mary Backlund, Schlenner & Wenner  
 Non-Major Food Service Fund: Ended year in \$1,787.00 fund balance  
 Less usage in FY 15 than FY 14 due to lower enrollment

General Fund: \$1,105,000 revenue - \$1,300,000 (2 leases contributed to this increased amount) = Decrease of reserve fund balance  
 If we have another year like last year, we would have little Fund Balance

Community Service Fund ended with positive balance = +\$11,000.00

FINDING: Annually, need to delegate who has authority of who has ability to make electronic fund transfers, not just bank signatures

GASB34 Biggest change includes debt and capital assets (more like for-profit entity); Net pension liability includes TRA and PERA; our pro-rata share of these are to go on our financial statements (not going to be billed, but part of the law) = ours is very minute share, BUT = \$524,000

Report on the Audit itself: 990 has been extended (should have been forwarded on to ACNW, our authorizer)

2. Marketing: Ski Gull, Chamber of Commerce membership: Decision not to renew Ski Gull as no one realized we even had it.

7. School Director's Report: Highlights from the report were presented throughout the rest of the meeting, so little to highlight at this point in the meeting.

8. Committee Reports:

- a. Policy: Facility Use First Reading; suggestion that Finance Committee review fee structure; Facility Committee will finalize after checking on insurance

Motion by Chad: Follow past practice with director's discretion; provide policy once approved; need for certificate of insurance; teachers need to lock classrooms (or classrooms need to be locked) daily

Second by Tom

Motion Approved: Unanimous

- b. Chad shared about his board training
  - i. putting more in consent agenda
  - ii. time limits on certain items (director's report)
  - iii. adding in chunk of time for innovative/forward thinking on programs

9. Confirm next board meeting date: 12.14.15 board room

10. Adjournment

Motion: Melissa

Second: Heidi

Approval: Unanimous