



Discovery Woods  
MONTESSORI SCHOOL

**APPROVED MINUTES  
School Board of Directors  
Monday, January 11, 2016**

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

**Location: Board Room, Second Floor**

1. Call the meeting to order: Melissa called to order 6:00 p.m.
  - Roll Call, Board Members Present: Lynda, Melissa, Heidi, Crystal
  - Board Members Absent: Chad, Tom, Evan
  - Others Present: Meg Litts

2. Community Forum (3 minutes)

3. Review and approve Agenda

Motion: Heidi

Second: Crystal

Discussion: None

Approval: Unanimous

4. Review and approve minutes from 12.14.15 regular board meeting

Motion: Lynda

Second: Heidi

Discussion: None

Approval: Unanimous

5. Consent agenda:

a. Agenda

b. Minutes 12.14.15

c. Management Report

d. Enrollment: currently at **100 = K-6 students, PreK = 19 students**

Motion: Crystal

Second: Lynda

Discussion: None

Approval: Unanimous

6. Action Items

a. ~~Board Policy Review Sample Schedule~~ tabled for February meeting

b. Chicken coop—Melissa city council update Voted to approve by change of language (change to residential area versus residential property)  
Chicken coop will go in playground area—need to get from person who is donating; will be allowed 3 chickens; offer of donations from various

- people; will begin in spring (after Easter, around April); whether to have heated coop or not (Melissa's recommendation not to)
- c. ~~Director Evaluation Resources~~ tabled for February meeting
7. Highlights from School Director's Report: See Director's Report that follows
    - a. Focus on Learning Targets
    - b. PLC work on monitoring each student
    - c. New Lights
    - d. New Laundry Room
    - e. Boiler update
    - f. Breaker panels: need to update
  8. Committee Reports: No committees met this past month
  9. Confirm next board meeting date: 02.08.16 board room
  10. Adjournment  
Motion: Heidi  
Second: Crystal  
Discussion: Wondering about policy and communication of expectations for communication with/to board about being absent/late  
Approval: Unanimous

## **Director's Report** **01.11.16**

### **Instruction**

We have rearranged some of the teaching schedules to free up Matt and Mary to provide more morning Title I Intervention time to students as well as to accommodate not having music with Cathy being out recovering from her accident.

We are continuing to implement and modify our Response to Intervention system of monitoring students who need/are receiving interventions in order to monitor their progress with research-based interventions and determine what additional support may be needed. This might include a referral for special education evaluation, with Rtl as a required first step prior to the evaluation process. We are hearing about student growth!

### **Assessment**

January 11th-January 29th STAR Testing (K-6)  
January 25th-29th DIBELS Title Testing (K-6)  
February 2 (tentative) MN Student Survey (grade 5 only)

### **PAC:**

PAC will meet in the library January 26 from 6:30-7:30.

Donuts with the Director (open to all parents!) scheduled for Thurs., 1/29 at 8:15 a.m. meet with Director Meg to ask questions and learn more about what's planned for Discovery Woods Montessori School!

**School security:**

We discussed paying \$350 to People's to add on autoset feature to security. Now that we have more groups using the building after hours, this may be an additional factor to consider versus having staff here to set the alarm.

**Use of Building:**

A community polka group has requested use of the building also, so we are coordinating schedules to ensure we can provide a clean space for their use.

**Positive School Climate work:**

We have submitted our application for the PBIS (Positive Behavior Intervention Systems) new cohort (due 01.16.16)

**Building Improvements:**

Over the break, we were able to install the laundry room and replace the lights on the Main and Second Floors. The lights in the gym/stage/storage will be replaced in January. We also had some issues with the boiler, which prompted issues with breaker panels, and I've requested a bid from Holden on replacing the breaker panels.

**Instructional Improvement:**

In LIT and PLC we have been creating Learning Targets from our work last year in aligning the state standards and benchmarks; these are statements about the skills that students need to be able to know and do.

They are sharing these targets with students during lessons, and we are moving towards creating assessments based on those learning targets so that we can monitor how well students are mastering—or how proficient they are—on these skills so that we know what kind of instructional support they need to grow in their skills.

We will be creating Individual Learning Plans from the Learning Targets for each student to monitor their progress as we go throughout the year.

**Teacher Growth and Evaluation Process:**

Teachers will have professional growth goals (2 student learning goals) completed by January 22. One would be for all in the class; one would be for a specific student group such as our student groups with gaps (students who are eligible for free and reduced lunch program compared to those who are not eligible; students who are receiving special education support compared to those who are not).

We will do 2 formal evaluations this year (versus 3 in a typical year) with walkthroughs in between. This will start even in December as this is the new trimester.