



Discovery Woods
MONTESSORI SCHOOL

APPROVED MINUTES School Board of Directors

Monday, December 14, 2015

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: Tom Potter, Heidi Auel, Melissa Lundeen, Crystal Magnan, Evan Moser
 - Board Members Absent: Lynda Evenson, Chad Turcotte
 - Others Present: Kristi Crocker, Meg Litts
2. Community Forum (3 minutes) No community members present
We did discuss possible ways to encourage, inform, and invite more community participation from our families by sending those with emails the draft agenda and a copy of the community forum guidelines.
3. Review and approve Agenda

Proposal: Melissa Lundeen proposed eliminating the Leadership Training Retreat from the Consent Agenda
Second: Heidi Auel
Vote: Unanimously approved
4. Review and approve minutes from 11.09.15 regular board meeting
Proposal: Melissa Lundeen
Second: Evan Moser
Vote: Unanimously approved
5. Consent agenda:
 - Management Report
 - ~~Leadership Training Retreat: Audubon~~
 - Enrollment: currently at **97 = K-6 students, PreK = 19 students**
 - Current enrollment = **116 students**
 - Motion: Melissa Lundeen
 - Second: Crystal Magnan
 - Vote: Unanimously approved
6. Action Items
 - a. Facility Use Policy: Revisions were shared and discussed
Motion: Heidi Auel
Second: Crystal Magnan
Vote: Unanimously approved

- b. Policies: Meg shared that she is contacting Dave Conrad (New Discoveries) and Todd Lyscio (Crosslake) for their three-year cycle of policy review for us to consider adopting and following.
- c. Marketing: Arboretum membership

Motion: Tom Potter

Second: Heidi Auel

Discussion: pursue further opportunities for marketing with their publications

Vote: Motion passed unanimously

- d. Chicken coop—Melissa city council update; council changed wording from “residential property” to “residential neighborhood;” will vote on this at the next meeting in December (12.21.15); some concern about whether or not to ask permission from neighbors as we take up our own block; still limited to 3 animals; currently, Melissa has seen 2 coops in the neighborhood.
7. Director Evaluation: Melissa reported using a Likert scale form for the former director; needed to be updated/revised for our specific school purpose/mission; survey of families has not included any items to evaluate the director—need to update or revise; recommendation from the board that Meg contact Crosslake and New Discoveries Montessori to see what they use for their evaluation (forms, process, schedule) that would include various stakeholder groups. MACs also has resources—could contact them
8. Highlights from School Director’s Report
- a. Repairs needed: new water heater in staff workroom under sink; charging unit for floor sanitizer
 - b. Family Fitness and PAC tomorrow night
 - c. Question about keys for rooms in light of facilities use now happening
 - d. **Positive School Climate work:**
 - i. We are finalizing our application for the PBIS (Positive Behavior Intervention Systems) new cohort, due 01.16.16
 - e. **Instructional Improvement:**
 - i. 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.
 - ii. 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.

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

f. **Winter Benchmark Data:**

- i. Mid-year benchmark assessments will take place starting mid-January. We will be analyzing each student's data for growth to see that they are on-track to make their growth targets for STAR and their significant growth targets for MCAs/MTAS.

g. **Teacher Growth and Evaluation Process:**

- i. At our November 30 inservice/PD day, we spent the afternoon in training and planning around our Teacher Growth and Evaluation Process. Rubrics and Student Learning Goal forms were shared, with a timeline to have professional growth goals (2 student learning goals) completed by Feb. 1. One would be for all in the class; one would be for a specific student group, and we spent the morning reviewing the World's Best Workforce Data and Report to be reminded about 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).
- ii. 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.

9. Committee Reports:

- a. Policy
- b. Finance: Tom gave the report from our meeting; we need to always enroll 100 K-6 students to do zero-balance budgeting; we are at 97 now; discussed contacting lawyer to pursue having the former landlord list the property or withhold lease payments; our lawyer advised against it, offering to contact him again to see if that wouldn't prompt his response
- c. Considering discontinuing Before Care in January as we have very few actually using it with new, earlier start time.

10. Confirm next board meeting date: 01.11.16 board room

11. Adjournment

Motion: Melissa

Second: Heidi

Discussion: none

Vote: Passed unanimously