



Discovery Woods
MONTESSORI SCHOOL

Approved MINUTES MEETING School Board of Directors:

Thursday, July 9, 2015

Work Session: 4:30-5:30

Chuck Herdegen, BKDA

Board Meeting time: 5:30-7:30PM

Location: School Gym

1. Call the meeting to order: 5:50 meeting called to order by treasurer Tom Potter;
2. Roll Call, Board Members Present:
3. Board Members Absent: absent, Chad Turcotte
4. Others Present:
5. Review and approve Agenda Melissa motion; Evan second; Unanimous approval
6. Review and approve June Minutes Melissa motion; Crystal second; Discussion:
 - a. All votes were unanimous, so Melissa being via phone did not affect an outcome
 - b. No further discussion; motion carried unanimously
7. Community Input (3 minutes): NA
8. New Business
 - I. Accept Krista Johnson-Langehaug resignation Accepted
 - II. Approve Lynda Everson as new board member, according to vote totals from Annual Meeting Unanimous approval
 - III. Organizational Board Meeting
 - IV. Recognition of New Board Members: All new board members (and residing board members) sworn into office:
 - A. Election of Officers
 - o Chair Melissa Nominated Chad Turcotte; Lynda seconded; approved unanimously
 - o Vice Chair Evan expressed interest in position; unanimously approved
 - o Secretary Melissa expressed interest; role is to review documents/minutes prior to publication; unanimous approval
 - o Treasurer Tom nominated self; unanimous approval

Meeting turned over to Evan as vice chair at this point

- B. Board Meeting Schedule for 2015 – 2016 Tom motioned; Melissa seconded; unanimous approval for the following schedule/location
 - o Day of the Month Second Monday
 - o Start Time 5:30
 - o Location: School (Gym until completion of elevator at which time the room location will be revisited)

- C. Board Members' Conflict of Interest Disclosure
 - Authorizer Statement of Assurances: all have completed and signed these statements

- D. Designate MDE Identified Official With Authority
 - Director Meg Litts Identified in May meeting;

- E. Designation of Depositories Melissa nominated; Heidi seconded; unanimous approval
 - Bremer Bank—need to check into this situation with Brainerd and Willmar Branches
 - Deerwood Bank
 - Suggestion made that the finance committee shop around to find best option(s)

- ~~F. Collateralize Funds in Excess of FDIC insurance (currently at \$250,000)—need 110% of excess amount to be addressed at such time as this would be relevant~~

- G. Authorized signers at banks Tom made motion for approval of three; Lynda seconded; unanimous approval
 - Board Chair
 - Board Treasurer
 - Executive Director
 - Heidi made motion to add Chuck as authorized signer; Lynda seconded; unanimous approval Financial Manager: Discussion that this has not been done; has been problematic; BKDA sends us and will continue to send us reports and registers of transactions
 - Lynda made motion; Tom seconded; Recommendation that finance committee research our practice for orders of authority; unanimous approval

- H. Delegation of Authority to Make Electronic Funds Transfers Melissa made motion; Tom seconded; unanimous approval
 - Board Chair, Board Treasurer, or Executive Director
 - Financial Manager at Beltz, Kes, Darling and Associates
 - Electronic Funds Transfers can be made for:
 - Investment of excess funds or the transfer of funds between school's accounts
 - Payment of employee payroll direct deposits
 - Payment of federal, state, and unemployment taxes (deductions and/or benefits)
 - Payment of contributions to the Teachers Retirement Association (TRA) and to the Public Employee Retirement Association (PERA) (deductions and benefits)
 - Payment of other payroll related deductions and benefits (when appropriate)
 - Monthly building lease payments
 - Monthly payment of credit card charges
 - Vendor payments (when appropriate)
 - Other payments as approved by the school board

- I. Designation of Official Newspaper (required for posting of public notices) Tom motion to have Brainerd Daily Dispatch; Crystal second; unanimous approval

- V. Accept resignation: Amber Finnegan Heidi motioned to accept; Crystal seconded; Unanimous approval

- VI. Consent Agenda: Typically routine items are placed here like approvals of minutes and finance/management reports; As we move forward, Meg and Chad will determine what will “land” in the Consent Agenda so that it moves us beyond the details into approval, leaving time for the important focus
- VII. Finance Reports: for June 2015
 - ✓ Finance reports The report was reviewed by Chuck, with discussion regarding healthy community service/use fund and changes we may make to off-set the utilities, facilities upkeep with this fund
 - ✓ Management reports The report was reviewed by Chuck, with discussion re: look for cash transactions to ensure that we are keeping this straight
Next month will be Finance Training with Chuck
 - ✓ Audit scheduled end of August—BKDA goal is to make that painless for us
- VIII. Lease Aid Agreement
- IX. Fire Marshal Report: two areas we needed to address; cover for one outlet being taken care of by Holden during renovation; Meg is working on crisis plan
- X. Special Education Fiscal Compliance Review: Final Report w/Findings: We were non-compliant in two areas, one of which has been noted as an issue across our whole system = not using purchase order process appropriately; also cited for not providing the correct, IEP-indicated transportation for a student; this could be a matter of coding correctly. We will investigate this further and put in place the training and support protocols necessary to move us all forward in healthy community practice.

9. Director’s Report

- ✓ building project update: At this point, we are on schedule according to our Nor-Son foreman. Next week is a big week for cutting through cement floor in the old Principal Office.
- ✓ student enrollment: PreK = ; K-6 = 90; still needing more to meet our zero-balance budget
- ✓ SIG grant Update = will have information Friday and Meg will send out e-mail to group
- ✓ new hires Update = hired new Children’s House teacher, Jody Fischer; re-opening Title I and will also be posting music to see if we can hire a .5 FTE music teacher. Examining needs with regard to paraprofessional support and have begun interviewing for these possible positions.
- ✓ NOTE: Crystal motioned, Tom seconded, unanimous approval of hiring Jody Fischer
- ✓ Meg will be going to Portland July 18-25 for Montessori 101 training at Montessori Northwest

10. Committee Reports: Committees: Finance, Executive, Curriculum, Personnel

- a. Need one to review/create policies and procedures: Lynda and Meg will begin work; Executive Committee will oversee this process; all board will be part of approval/review process
- b. Members selected to the committees

<u>Finance</u>	<u>Personnel</u>	<u>Curriculum</u>	<u>Executive</u>
Tom	Tom/Chad	Melissa	Chad
Chuck	Lynda	Crystal	Evan
Meg	Evan	Heidi	Tom
Chad	Meg	Meg	Heidi

11. Confirm next board meeting date: August 10, 2015 4:30 Work Session 5:30 Board Meeting

12. Adjournment: Melissa made motion, Tom seconded; Motion Passed Unanimously