



School Board of Directors

Thursday, November 16, 2017

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

Location: Board Room, Second Floor

Mission: To provide Brainerd Lakes Area families a choice for quality elementary education centered around the individual needs of the child with a focus on the environment.

Vision: Discovery Woods is dedicated to educational excellence, environmental stewardship, and personal growth. Our students will have the foundation to be critical thinkers and responsible citizens.

1. Call the meeting to order
2. Approval or Revisions to Agenda
Committee reports will add a leaders retreat
3. Community Forum (3 minutes)
4. PAC Update
250 people showed up, about half was our students and half was the community. Raised \$42 after expenses. Turkey BINGO tomorrow with gift card to Cub as prizes. This fundraiser will help for field trip transportation.
Lamps have been purchased for the library
\$60 for november script order
5. Consent agenda:
 - a. Minutes from 10/26/2017
 - b. Enrollment Projection for 2017-18

PreK	21
K	18
1	17
2	13
3	13
4	21
5	13

6	7
Total = 123 K-6 102 PreK 21	

Kelly motioned to accept the consent agenda, Crystal was a second.

Vote unanimous

6. Financial and Management Report

Chuck went through the financial summary for our cash balance.

We went through page 9 of the financials and we have projected for 96 students; however, according to our new enrollment #'s we will have 102 kids.

We are showing a slight surplus in our working budget. At this time our budgeting trend is not reflective of the enrollment we are seeing.

Page 5:

MDE was paying us for transportation when they should have been paying 181

The state always has 10% hold back. In addition, we hold back \$ from teachers since we pay them through the summer.

Instructional supplies/textbooks: still have funds that are not spent. Title is another example with extra funds (366) travel

Page 8: Projecting a negative for a year, but then would be charged back so no alarm needed

Management reports: shows all checks

Lynda made motion to accept financial and management, Kelly was second.

Vote unanimous

7. Action Items

a. Board evaluation/self evaluation

All members turned in evaluations to Tom

b. Administrative Assistant Proposal

Financial and personnel committee would like to table and Tom will talk to Taylor about MN association of charter schools does salary survey and Chuck can get the information to Tom

c. Rental Policy

Ed suggested to take out section roman numeral III, letters B and C

Melissa made motion to accept the rental policy with the suggested changes, Crystal was a second

Vote unanimous

8. Lease Update (810 NW 7th Street property)

9. Monthly review on academic and EE goals

Melissa reviewed STAR data. The board members reviewed math and reading data that was collected in the fall. Many questions arose such as....Why are they so low? Should we be alarmed? What is the next step? It was explained that the students will be testing again in Jan

and then we would be able to see if student are making progress on their individual growth goals. With more data we would also be able to make comparison from years in the past.

10. Highlights from School Director

a. Curriculum Update

Heidi, Jennifer and Kristi working on ELL plan

Heidi got a teacher evaluation process in place

Students are going (E2) are going to bowling alley

11. Committee Reports

a. Secretary's Epicenter Report

b. Website Committee

Needing to get some good staff photos

Also need Kinder section

Need some access to website to transfer some documents over.

Should make switch over during Christmas

c. Personnel committee

4pm-6pm training

Tom is sending a letter to parents to explain our "new" name and mission/vision

12. Confirm next board meeting date

12/21/17 5:30pm

13. Adjournment

6:51pm