



Discovery Woods

**School Board of Directors**

**Thursday, December 21, 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

Tom called meeting to order at 5:31.

2. Approval or Revisions to Agenda

The date for the personnel committee was added

Add the nepotism policy to action items

Kelly made a motion to approve the agenda, Melissa was the second

Vote unanimous

3. Community Forum (3 minutes)

NA

4. PAC Update

35 people at the arts and crafts

\$100 to Kaylas field trip to bowling

\$300 went to the exploradome

\$30 to gift card for Ms. Camile

Will be paying half of Arboretum membership

1/19 5-7 is Jan Disco

Feb family fun night 2/9

5. Financial and Management Report

Operation surplus close to \$20,000 at end of year according to current budget

We may be losing \$15,000 depending on state

Kelly made a motion, Ed made a second

Vote unanimous

Discussion: Tom is going to ask Chuck if we can start phone conferencing during this part of the meeting so we can ask questions to him in real time

6. Consent agenda:

- a. Minutes from 11/16/17

Melissa added information to section #9 for the review of academic goals:

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. It was mentioned that this is an area

for us to spend more time. During the ACNW leaders retreat a great point was made....Most ACNW schools have great financial standing and they talk about

b. Current enrollment

<b>PreK</b>	<b>21</b>
<b>K</b>	<b>18</b>
<b>1</b>	<b>18</b>
<b>2</b>	<b>12</b>
<b>3</b>	<b>13</b>
<b>4</b>	<b>21</b>
<b>5</b>	<b>13</b>
<b>6</b>	<b>7</b>
<b>Total =</b>	<b>123 102 K-6 21 PreK</b>

Lynda made motion to accept the consent agenda, Kelly was a second

Vote unanimous

7. Action Items

a. Administrative Assistant Proposal

Ed, Chuck and Tom had a financial meeting and this was in the discussion. Looking at the numbers we would not be able to afford to honor the proposal.

Lynda was able to pull local wage data and found that \$15 would be fair (she is at \$13.50) but we can't afford that right now. Discussion on extra PTO or a bonus if we have \$.

Kelly made a motion to give Taylor 35 PTO hours that can be taken during the summer and remain at 5 days PTO during the school year, Crystal made a second

Vote unanimous

b. Annual Meeting/Elections

Should we change our date for the annual meeting

Crystal made a motion to hold elections in November, new members would take office in Jan, the annual meeting would remain in May, second by Kelly.

Vote unanimous

c. Accept FY2017 Audit Reports and approve a transfer from the General Fund to the Food Service Fund of \$6,510 to eliminate an operating deficit in the Food Service Fund

Lynda made a motion to accept the audit reports and approve the transfer, Kelly made a second

Vote unanimous

d. Nepotism Policy

Crystal made a motion to revise the wording of the Nepotism Policy. Lynda second. Vote unanimous.

8. Highlights from School Director

Met with fire marshal

Had some fun dress up days for the kids

Winter program went great, possibly 300 people attended

Starting a 5 week junior achievement program

SWIS training completed by Kristi, Kelly and Karla

Exploradome from Bell museum is coming

Swan River teacher trip went great and they will be returning

Science museum trip in March!!

Feedback from the Annual Report: Erin mention the lack of professional development plans for all administrative persons listed.

a. Org Chart

b. Professional Development Plan

Kelly made a motion to accept Kristi's PD plan, Melissa second

Vote unanimous

9. Committee Reports

a. Secretary's Epicenter Report

Epicenter is up to date.

b. Website Committee 12/19/17

Ben and Kristi met for the website. The website is up to date and ready for launch.

c. Personnel Committee 12/13/17

Tom added up the rating info from our board evaluations and will be making recommendations later.

d. Curriculum Committee 12/19/17

Melissa attended the LIT meeting on Tuesday. Teachers are working on scope and sequence for math and ELA. This will be developed and maintained moving forward.

They are working with Center of Excellence

e. Finance Committee 12/11/17

Starting December 2017 payments to TLLC will be stopped. Crystal made a motion. Tom second. Vote unanimous.

Discussion: Ed volunteered to look over the contract for the old building and under his advise we do not owe them more money since the building has been sold.

Tom made a motion to form a lease review committee. Lynda second. Committee members: Tom, Kristi, Ed. Vote unanimous.

10. Confirm next board meeting date

1/18/18 5:30pm

11. Adjournment

Motion to adjourn at 7:24pm made by Crystal, Second by Kelly