



Discovery Woods

**School Board of Directors**

**Thursday, January 18, 2018**

**Location: Board Room, Second Floor**

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

**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

Members Absent: Lynda

Present: Tom, Melissa, Ben, Crystal, Kelly, Ed

Others present: Kristi, Ryan Schmidt and Chuck

2. Approval or Revisions to Agenda

Tom would like to add a work session to item 12

Kelly made a motion to accept the agenda, Tom second. Vote unanimous.

3. Community Forum (3 minutes)

NA

4. PAC Update

Tomorrow is Disco night!

5. Audit Report Presentation

Ryan Schmidt from SW&CO

Clean opinion has been issued which is the best outcome!

Audit Results: We have a significant estimate which is normal because it is what is owed to MDE at the end of the year

Audit Adjustments: No proposed audit adjustments. Only a minor invoice that had arrived late \$6,510 transfer to food service from the general fund at end of year

Ben made a motion to accept the audit report and Melissa made a second

Vote Unanimous

6. Financial and Management Report

\$24,000 surplus estimated for end of year

Should end with a 20.8% ending fund balance as a % of expenditures

Looking forward on June 15th there will be a dip in cash flow because there will be a payment on the 20th instead of the 15th

Kelly is going to e-mail Wanda who is the 3rd party billing specialist because we show \$29 received for 3rd party billing for special ed and don't know what it is from.

Predicting about a \$7,000 deficit for food service that will need to be transferred from general fund at end of the year

Melissa made a motion to accept the financial and management report, Ben made a second  
Vote unanimous

7. Board Training
  - a. Course 100 - 7/7
  - b. Course 200 - 3/7 - Ed, Ben, Lynda and Kelly are signed up for January
  - c. Course 300 - 6/7
8. Consent agenda:
  - a. Minutes from 12/21/2017
  - b. Enrollment Projection for 2017-18

PreK	22
K	18
1	19
2	11
3	13
4	21
5	13
6	7
Total = 124 K-6 102 PreK 22	

Kelly made a motion to accept the consent agenda with the enrollment, second made by Crystal

Vote unanimous

9. Action Items
  - a. Annual Report Revisions  
Kristi added Professional Development to the annual report and took Taylor off completely in the Management Section pg48

Crystal made a motion to accept the annual report revisions, Melissa made a second  
Vote unanimous

- b. Director Evaluation Goal Check-in  
Kristi gave an update to her Director Goals for Jan

10. Highlights from School Director  
Fire Marshal is happy  
FRED event tonight  
Continuation of the curriculum mapping within ELA and Math  
Working with Center of Excellence with curriculum and development

11. Committee Reports
  - a. Secretary's Epicenter Report  
Everything is up to date
  - b. Website Committee

- c. Personnel Committee
  - d. Curriculum Committee
- Kristi gave curriculum update
- e. Lease Review Committee
- Recommended to stick with our position of non-payment  
Ed will follow-up

12. Work Meeting for responses to ACNW and website administration and policy schedule  
Academic Performance Goals

-Kristi will meet with Heidi and Jennifer to get updated data for the "highlighted" areas

Operations Performance Evaluation

EE Performance Evaluation

Financial Evaluation

13. Confirm next board meeting date  
Feb 15th 5:30

14. Adjournment

Motion made by Kelly 8:00pm second by Crystal