



**Discovery Woods - District # 4198**  
**Board of Directors Board Meeting**  
**5:30-7:00 p.m. at 604 N 7th Street, Brainerd, MN 56401**  
**Thursday, March 21, 2019**

**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.

**Board of Directors' Purpose**

To provide leadership, set policy, and develop accountability practices that will ensure high student achievement.

Call the meeting to order:

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

Absent:

Ex-Officio: Kristi

Guests: Robyn Potter, Amanda

Changes to the board agenda: Add New Business: Extra calendar day/student admissions policy

1. BOARD TRAINING - NA

2. COMMUNITY FORUM - PAC UPDATE (3 minutes)-

Ms. Amanda's room has eggs incubating  
 Cover art for yearbook is in. Nature club photos needed.  
 Order forms sent, Due April 8th,  
 Muffins and Moms was a hit  
 Art night had 20 people  
 Mascot and cover art  
 5pm at the Arb on the 22nd, catering by Sage

3. MINUTES : February 21, 2019

1.1

Crystal made a motion to accept the minutes, Ben made a second. Vote was unanimous

4. REPORTS

2.1 Academic:

Next meeting in May, after final STAR testing

2.2 Financial and Management:

Tom noticed salaries, travel, software expenditures were high but there are no expected changes for this school year.

Melissa made a motion to accept the financial and management statements, Kara was a second. Vote passed unanimous.

2.3 Enrollment:

EC	K	1	2	3	4	5	6
29	27	18	16	17	16	16	10
		EC Total	29	K-6 Total	120	Total	149

2.4 School Director:

Mascot costume has arrived  
The PBIS team has graduated from the PBIS program  
Grand Lunch event was a hit  
Going to do Reading Corp interviews in April  
Literacy Night  
Water fountain upstairs not working (bottle filter \$2,000) and also need to buy a dishwasher

Tom talked about 181 meeting for lunch: 2 options: 181 can provide a cook but that contract would need board approval. The second option would require us to provide our own cook.

Tom meet with HyTec and Norson: estimate 2 million for 8 room expansion, complete rewiring and heating and cooling on roof.  
3.8 million estimate for new building

## 5. OLD AND/OR UNFINISHED BUSINESS

### 5.1 Board Positions

5.1.1 Vice Chair: Melissa nominates Kara. Kelly was a second. Vote passed unanimous.

5.1.2 Treasurer: Melissa nominates Kelly. Ben was a second. Vote passed unanimous.

## 6. NEW BUSINESS:

### 6.1 Policies

#### 6.1.1 Student Admissions Policy

Kara reviewed changes made and Kristi shared Rhiannon's feedback.  
Crystal made a motion to accept the policy. Ben was a second. Vote unanimous.

### 6.2 Semesters Proposal

Kara brought a proposal to change from trimester to semesters.

Kara made a motion to accept the proposal from trimesters to semesters. Kelly was a second.  
Vote passed unanimous

### 6.3 Notice of Expansion Application - 7th grade-Fall 2020

The application is for Audubon to get permission from MDE for expansion. However, to make clear to anyone reading, this is not saying that we are expanding for next year. It only gives permission to decide if we will move forward.

### 6.4 Extra school day

Our entire school will have the last day May 30th

Tom made a motion to extend the Kindergarten school year by one day (end on the 30th instead of the 29th)

Next Board Meeting: April 18, 2019 5:30

Next Board Work Meeting: April 4th at 5:00pm

Meeting adjourned by at 6:52

Board minutes submitted by

Board Meeting Discussion Checklist:

- Operations
- Financials
- Academics
- ELP

- Director development
- Board Training