



Discovery Woods - District # 4198
Board of Directors Board Meeting
5:30-7:00 p.m. at 604 N 7th Street, Brainerd, MN 56401
Thursday, April 18, 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: Tom 5:30 p.m.
 Present: Kara, Crystal, Tom, Kelly, Melissa
 Absent: Ben
 Ex-Officio: Kristi
 Guests: Chuck, Heidi, Amanda

1. BOARD TRAINING - Meeting Minutes - Some people take copious notes which can be too much and some take sparse notes which isn't enough.
2. COMMUNITY FORUM - PAC UPDATE (3 minutes) -
 Yearbooks done! 61 ordered
 Eggs are incubated in classrooms
 Picnic on Monday (104 RSVP)
 PAC has raised enough \$ for a slide
3. MINUTES : March 21, 2019
 Need to approve the 2019-2020 school calendar with the semester change.
 Kelly made a motion to accept the minutes. Crystal was a second. Motion passes.

4. REPORTS

2.1 Academic: Meeting in May, after final STAR testing, will report in May or June
 May date will be set later depending on when the tests are all completed

2.2 Financial and Management:

Overview: up to 120 kids
 Potential for funding for PreK (have not heard from MDE, need to wait to see if we meet the #s)
 114 was original budget
 We should meet our enrollment targets for the year
 Strong cash flow (taking in faster than taking out)
 Moving some \$ to Woodland National
 Have about 20% fund balance
 Deficit on food service (just on paper, not a true deficit)

Crystal made a motion to accept the financial statements. Kara was a second. Vote passes 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 Environmental Education: Exhibition, Garden

May 17th exhibition, each grade level will show work from the year.

Project YES is designing a rain garden (worked with a master gardener and people from the arb)

Some planting projects have been put on hold with weather/ watering issues

2.5 School Director:

5. OLD AND/OR UNFINISHED BUSINESS

Crystal made a motion to approve the 2019-2020 school calendar with the change of now having semesters. Kara made a second. No discussion, vote passes unanimous.

SRSA grant- We have been approved for a possible building expansion grant.

Assembly on Monday with some PBIS work tickets. Classrooms will work together to earn tickets. Warrin the wolf is the new school mascot!

6. NEW BUSINESS:

6.1 Policies - Human Resources

- 5.01: At-Will Employment Policy
- 5.02: Chemical & Drug Use & Abuse Policy
- 5.03: Code of Conduct Policy
- 5.04: Conflict of Interest Policy
- 5.05: Drug Free Workplace/School Zone Policy
- 5.06: Employee Right to Know Policy
- 5.07: Equal Opportunity Policy
- 5.08: Family Medical Leave Policy
- 5.09: Nepotism Policy
- 5.10: Notice of Employee Rights Regarding Termination of Employment Policy
- 5.11: Prevention of Harassment, Violence & Discrimination in the Workplace Policy
- 5.12: Public & Private Personnel Data Policy
- 5.13: Salary & Wage Compensation System Policy
- 5.14: Use of Reasonable Force Policy
- 5.15: Violent Student Notification to Staff Policy
- 5.16: Weapons in the Workplace Policy
- 5.17: Whistleblower Policy

Crystal made a motion to approve the human resources policies. Melissa a second. Vote passes unanimous

6.2 Policies - Special Education

- 8.01: Section 504 Accommodation Policy
- 8.02: Use of Restraints Policy

Crystal made a motion to approve special education policies. Kara was a second. Vote passes unanimous

6.3 Grade Level Proposal

Based on enrollment trends. Heidi did some research on grade level structure at other Montessori school. Also looked at social/emotional factors

Heidi had 5 different options for age/rooms/numbers of kids

6.4 School Closings - use as instructional days and pay employees or leave as is

We can use snow days as instructional days (but must pay hourly) or we stay as snow days
Crysta made a motion to keep them as snow days. Kara made a second. Vote passes unanimous

6.5 Contract Amendment

Exhibit I - Enrollment Policy

Exhibit M - Closure Checklist & Plan

Next Board Meeting:

May 16th (5:30)

*****Contract amendment for enrollment numbers with Audubon

Next Board Work Meeting:

May 2nd (5:30)

Meeting adjourned by Tom at 6:30 p.m.

Board minutes submitted by

Board Meeting Discussion Checklist:

- Operations
- Financials
- Academics
- ELP
- Director development
- Board Training