



Discovery Woods - District # 4198
Board of Directors Board Meeting
5:30-7:00 p.m. at 604 N 7th Street, Brainerd, MN 56401
Date: Thursday, June 20, 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: 5:30 called to order by Kara

Present: Kara, Melissa, Ben

Absent: Kelly, Tom

Ex-Officio: Kristi

Guests: Amanda Allord (PAC President), Amanda Byrnes (New board member who will be seated in July), Kelly Rimpila (Bergan KDV),

Adding: Kirsten Sjostrand (New board member who will be seated in July)

Blue highlighted were added to agenda

1. BOARD TRAINING - New Board Member Training/Shadowing
2. COMMUNITY FORUM - PAC UPDATE (3 minutes)-
2 New PAC members have joined
Trying to get up with Mills for a "test drive" fundraiser
3. MINUTES :
3.1 May 16, 2019 - Finish Board training

Missing info: Not recommended, but a board meeting can be called to order with a quorum present. Then if members leave during the meeting, the meeting can still continue without a quorum. Also, learned that $\frac{1}{3}$ of members present is a quorum while in the past we have been using $\frac{1}{2}$ as a standard.

Ben made a motion to accept the last months meeting minutes with the changes made. Kara was a second. Vote unanimous

TONIGHTS AGENDA:

Ben made a motion to accept the agenda with changes made. Second by Melissa. Vote unanimous.

4. REPORTS

4.1 Academic:

4.1.1 STAR and MCA Results

4.1.2 Working with teachers to decide on a schoolwide Montessori percentage and what materials will be used consistently CH through 6th grade. Also level teachers will be working closely

4.1.3 Looking to use more of Sourcewell's resources for FY 2020

4.4.3.1 ELA, Math and Science Networks, new teacher academy (Includes Envoy training)

4.1.4 Curriculum Committee report

Team looked at data (MCA and STARR) and decided we need some math help! Also looked at testing options and are looking to move from STAR to fastbridge, only with the guidance from Audubon on when those changes can be made in our contractual goals.

4.2 Financial and Management:

4.2.1 Revised FY19 Budget

Notice the food service for budget projections is zero since district 181 will be taking over our food service.

22.3% fund balance

4.2.2 FY20 Annual Budget

4.2.3 Lease Aid Application

Ben made a motion to accept FY19 budget. Melissa second. Vote unanimous.

Ben made a motion to accept the FY20 budget. Melissa second. Vote unanimous

4.3 Enrollment:

Current Enrollment 18-19		Projected Enrollment 19-20	
PK	30	PK	21 (30)
K	27	K	25 (30)
1	18	1	24
2	16	2	19 (20)
3	17	3	18 (24)
4	16	4	16 (24)
5	16	5	15
6	10	6	12
Total = 150 K-6 120 PreK = 30		Total = 150 (178) K-6 129 (148) PreK = 21 (30)	

4.4 School Director:

4.4.1 Resignations

4.4.1.1 Karla Zeck

4.4.1.2 Mike Huesmann

4.4.1.3 Crystal Magnan

4.4.2 Internal staffing changes for next year

4.4.2.1 Kara DeVriendt (E1 to Title and Reading Specialist)

4.4.2.2 Lisa Laasch (CH to Middle Elementary 3-4)

4.4.4 Actively looking for Boiler Engineer/Janitor, Special Education EBD/ASD Teacher and Lower Elementary 1-2 Teacher

4.4.3 ISD 181 Board approved joint agreement - will meet with food service director on June 26th to go over logistics (equipment, staffing etc)

4.4.4 Central Lakes College Skills Training using building - 6/10, 6/21 and 6/27

4.4.5 Tom and Kristi met with Whittier CapitalGroup (landlords) 6/10/19

4.4.5.1 Decide on our goal and start discussions with them

4.4.5.2 WCG will donate \$10,000 for upgrades, materials etc Wall divider btwn media and library - finance

4.4.5.3 Kristi will figure out priorities on school safety and classrooms and WCG will help out.

4.4.6 FY 2020 and FY 2021 Confirmation of Pathway II Award

For the early learning (\$15,000 per year)

4.4.7 Marketing to fill open student positions

Facebook and postcards will be used

4.5 Environmental Education

4.5.1 Finished EE Survey-will submit tomorrow

4.5.2 Plan to outline goals for teachers next year and have EE coordinator follow up monthly to make sure goals are being met and give teachers ideas of how to meet the goals.

5. OLD AND/OR UNFINISHED BUSINESS

6. NEW BUSINESS:

6.1 Policies

6.1.1 Approve Financial Policies: 4.01, 4.02, 4.04, 4.07, 4.10, 4.11, 4.12

Ben made a motion to approve the financial policies. Melissa was a second. Vote passed unanimous

6.2 New Hires

6.2.1 Madison Gave (1-2)

6.2.2 Seth Tieden (CH)

6.2.3 Kyler Hanson (CH)

6.3 Board emails

6.4 FY20 Board Meeting Schedule

Keep the meeting to the 3rd Thursday of each month

Next Board Meeting: July 18, 2019

Next Board Work Meeting: July 11, 2019

Meeting adjourned by Ben and Melissa was a second. Vote passed unanimous at 6:25

Board minutes submitted by

Board Meeting Discussion Checklist:

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