



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, July 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: 5:30pm called to order by Tom

Present: Kara DeVriendt, Tom Potter, Kirsten Sjostrand, Amanda Byrnes

Absent: Ben Kent

Ex-Officio: Kristi Crocker

Guests: Amanda Allord (PAC president), Melissa Lundeen

1. BOARD TRAINING -

None at this time.

Creating new training schedule.

New board members advised of mandatory 3 course training

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

June 30th book sale did not go as well as hoped, but had a family take a tour and speak with a teacher
 Heard back from Mills regarding test drive fundraiser. They are waiting for approval to host fall events
 and will contact with dates if/when available

Met with Kara to discuss adding literacy activities to PAC events. Will present to PAC members in August
 Putting together welcome folders to hand out at the Open House in August

3. MINUTES : June 20, 2019

Added Kirsten Sjostrand as attending last month's meeting

Motion made by Amanda to approved updated minutes. Second by Kara. Approved.

4. REPORTS

4.1 Academic:

Meeting in August, no update until September

Recapped testing results

4.2 Financial and Management:

at 20% expenditures

No finance committee meeting

Tom brought up the idea of using CDs to earn more interest

Kara made a motion to approve the financial and management reports, Amanda second. Vote Unanimous

4.3 Enrollment:

Current Enrollment 18-19

Projected Enrollment 19-20

PK	30	PK	23 (30)
K	27	K	25 (30)
1	18	1	23

2	16	2	20 (20)
3	17	3	18 (24)
4	16	4	16 (24)
5	16	5	15
6	10	6	12 (1 waitlist)
Total = 150 K-6 120 PreK = 30		Total = 152 (178) K-6 129 (148) PreK = 23 (30)	

4.4 School Director:

- 4.4.1 Board emails will be changed uniformly
- 4.4.2 Enrollment Expansion Approved
- 4.4.3 Insurance company is covering for all damages of the sprinkler system flooding
- 4.4.4 Director and instructional Lead attending Minnesota Summit
- 4.4.5 Special Ed position open-Behavior Interventionist?, janitor/boiler
- 4.4.6 Food Service (Bid and Staff)
- 4.4.7 WCG donating \$15,000 instead of \$10,000
- 4.4.8 Getting bids on painting the interior
- 4.4.9 Copier/Printer bid from Marco through Sourcewell/Checking with Office Shop
- 4.4.0 Renovations update

4.5 Environmental Education:

No update until September. Heidi to update bi-monthly.
Kristi and Heidi to attend the MN Summit in August

5. OLD AND/OR UNFINISHED BUSINESS: none

6. NEW BUSINESS:

6.1 Policies

6.1.1 Student Policies - 9.09, 9.10 9.12, 9.16, 9.20, 9.22
Amanda made a motion to accept the student policies. Kara second. Vote unanimous

6.2 Food Proposal Bid

Multiple concerns regarding the proposed Sage contract
Amanda made a motion to accept the Prairie Bay proposal. Kara second. Vote unanimous

6.3 Director's Evaluation

Self assessment complete.
Next year establish a new procedure for peer review
Kristi recused so board could discuss her salary
3% increase with promise of additional staff support, revisit in 6 month
Kara made a motion to approve the director salary increase and staff support proposal. Kirsten second. Vote unanimous

6.4 Enrollment Expansion - ACNW Contract Revision

Kara made a motion to accept the enrollment expansion and ACNW contract revision. Amanda second. Vote unanimous

6.5 DW Annual Designations

Kirsten added to bank signatures and electronic fund transfers

Tom removed from bank signatures and electronic fund transfers for Woodlands

Kara added to bang signatures and electronic fund transfers for Woodlands

Refer to Annual Designations document for remaining designations

Kara made a motion to approve designations. Kirsten second. Vote unanimous

6.6 New Hires

6.6.1 Hillary Anderson

Amanda made a motion to approve the new hires. Kara second. Vote unanimous

6.7 Approval of Daily and Hourly Staff Rates

2% increase for all staff

Kara made a motion to accept the increase. Kirsten second. Vote unanimous

6.8 Additional Funds to Staff completing Grade Expansion Application

pay hourly rates for teachers to work on grade expansion application

Kara motioned to accept the additional funds for this project. Amanda second. Vote unanimous

6.9 Election of Officers-

recognized new board members

Tom Potter- Chair

Kara DeVriendt- Vice Chair

Kirsten Sjostrand- Treasurer

Amanda Byrnes- Secretary

Melissa reminded the board that with her stepping down as a board member, the board is now out of compliance as it no longer has a community member on the board.

The board has reached out to former parents and teachers for new members but no interest.

The board will continue to explore possible leads

Next Board Meeting: August 15, 2019

Next Board Work Meeting: August 1, 2019

Special board meeting: July 25th at 5pm

Meeting adjourned by Tom Potter at 7:39pm

Board minutes submitted by Amanda Byrnes

Board Meeting Discussion Checklist:

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