



**Discovery Woods - District # 4198**  
**Board of Directors Board Meeting**  
**5:30-7:00 p.m. at 604 N 7th Street, Brainerd, MN 56401**  
**Date: August 15, 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: 5:39 pm

Present: Kara DeVriendt, Tom Potter, Amanda Byrnes

Absent: Kirsten Sjostrand, Ben Kent

Ex-Officio: Kristi Crocker

Guests: Amanda Allord

1. BOARD TRAINING - Open Meeting Law Webinar opportunity was emailed. ACNW Soundboard-Onboarding New Charter School Board Members.
2. COMMUNITY FORUM - PAC UPDATE (3 minutes)-
  - a. First PAC meeting today with 6 parents present. Event planning with Kara to join PAC and Title for this school year.
  - b. Donated children's items to local women's shelter.
3. MINUTES :
  - 3.1 July 18, 2019
    - a. M/S/A (Kara/Amanda): Accept last month's meeting minutes.
4. REPORTS
  - 4.1 Academic: September
    - a. No report
  - 4.2 Financial and Management:
    - a. 2019 fiscal year data updated.
    - b. Audit is scheduled to start the week of September 3.
    - c. Bank activity is switching to Woodland bank as primary account. Information sent to MDE for change. Takes approximately 10-15 business days for MDE to change.
    - d. Still working on our lease aid application with MDE.
    - e. M/S/A: Accept financials as presented.

4.3 Enrollment:

**Current Enrollment 19-20**

PK	23 (30)
K	23 (30)
1	24
2	20 (20)

	3	18 (24)
	4	15 (24)
	5	15
	6	12 (1 waitlist)
	Total = 150 (178) K-6 127 (148) PreK = 23 (30)	

- a. Kristi is sending postcards to neighborhood families to inform families about DWS.
- b. Current enrollment aligns with staffing. Still room for growth under current staffing.

#### 4.4 School Director:

4.4.1 Grade Expansion Application was submitted

4.4.2 REAP Grant was awarded for \$20,015.00-Spanish and Music teachers

- a. Funds have been received.

4.4.3 Renovations update

4.4.43.1 Media center wall, door access and gym floor, windows sealed

- a. Whittier Capital Group is going to be paying for water damage around windows throughout building.

4.4.4 Annual Report

4.4.5 New ACNW Authorizing Specialist - Brandon Gill

4.4.6 ACNW Leader's Retreat - November 9th & 16th.

- a. Board members can choose which session to attend.

4.4.7 Heidi and Kristi - MN Summit

- a. Valuable workshop. Kristi intends to use many ideas for social emotional learning.

4.4.8 Auditor's Letter

#### 4.5 Environmental Education: September

- a. No report

### 5. OLD AND/OR UNFINISHED BUSINESS

### 6. NEW BUSINESS:

6.1 Policies

- a. No report

#### **6.2 Designation of Identified Official with Authority for the MDE External User Access Recertification System**

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with MNIT Enterprise Identity and Access Management Standard which states that all user rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Board recommends to authorize Kristi Crocker to act as the Identified Official with Authority (IOwA) and Heidi Auel act as the IOwA only to add or remove names only for Discovery Woods 4198-07.

- a. M/S/A (Amanda/Kara): Accept IOwA designations as presented.

6.3 Board Member Goals

- a. Kristi creating director goals for the school year

- b. Staff will complete survey for feedback on goals, areas of weakness, areas of strength
- c. Board to review contract, director, and board goals at next work session.

#### 6.4 Job Descriptions

- a. Board to review all staff job descriptions at upcoming work session in fall.

Next Board Meeting: September 19, 2019

Next Board Work Meeting: September 5, 2019

Meeting adjourned at: 6:42 pm

Board minutes submitted by Amanda Byrnes.

#### Board Meeting Discussion Checklist:

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