



**Discovery Woods - District # 4198**  
**Board of Directors Board Meeting**  
**5:30-7:00 p.m. at 604 N 7th Street, Brainerd, MN 56401**  
**Date: September 19, 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: 5:35 p.m.

Present: Kara D., Ben K., Kirsten S., Tom P., Amanda B.

Absent: Kristi C.

Ex-Officio:

Guests: Amanda Allord

1. BOARD TRAINING - ACNW Sounding Board - Issue 8 - Charter School Director/Leader Succession Planning
  - a. Board will collaborate with Kristi to develop a director succession policy.
  - b. Goal for completion is the end of the 2019-20 school year.
2. COMMUNITY FORUM - PAC UPDATE (3 minutes)-
  - a. PAC and Title 1 facilitated breakfast buddies reading event on 9/14. 28 people attended. 13 were DWS students.
  - b. PAC assisted setting up for book fair.
  - c. PAC meeting on 9/19 discussed event ideas for the school year.
  - d. Amanda contacted Kayla regarding finding a commercial slide within the budget.
3. MINUTES :
  - 3.1 August 15, 2019  
M/S/A (Kara/Kirsten): Accept the August minutes as presented.
4. REPORTS
  - 4.1 Academic:
    - a. Curriculum team met 9/18 to discuss data results from last year's MCA and Star testing. Piloting Fastbridge for select students from every grade level to consider transitioning from Star to Fastbridge for progress testing in math and reading. Working on creating proficiency reports for each standard in each grade level.
    - b. Tom mentioned that the board have an outline of what to expect of the administrative committees in a plan of action for improvement of testing areas. LIT and Curriculum committee should bring meeting minutes and goals to the board.
  - 4.2 Financial and Management:
    - a. Audit documents have been submitted and have not had any comments back at this point.
    - b. Accounts have been set up at Woodland Bank. Moving towards having all activity transferring to Woodland.
    - c. Financial report is at 37% of fund balance at the end of the last fiscal year so there is room for additional staffing or spending per discussion with director. This year's projected financials at 39%.
    - d. M/S/A (Kara/Ben) Accept financial report as presented.

4.3 Enrollment: Plan to continue marketing to increase enrollment closer to 150.

**Current Enrollment 2019-20**

	PK	21				
	K	20				
	1	25				
	2	17				
	3	18				
	4	15				
	5	14				
	6	11				
	Total =	141	K-6	121	PreK =	21

4.4 School Director:

4.4.1 All windows have been re-sealed on the exterior due to the water damage we were seeing inside, WCG took care of this.

- a. There is a leak in one of the windows during the last storm and company has been contacted to fix.

4.4.2 NorSon has been contacted regarding leak from the window that was replaced on East side/stairwell.

4.4.3 There was a minor gas leak in boiler room WCG noticed while here for a site visit, this was fixed 8/29/19 and boilers were turned on 9/8/19 and everything running well. Due to the leak we would not have been able to turn the boiler system on as there was not enough pressure coming through.

4.4.3 Gym floor was finished the week of workshops.

4.4.4 New card readers were installed and placed on three doors and new cards issued to staff. Looking into a remote system for the admin asst to allow people to come into the building without her being at her desk.

4.4.5 Staffing complete - See updated roster

- 4.4.5.1 New Hires: Kyla DeRosier (1-2 Teacher), Dustin Byrnes (Behavior Interventionist), Jessy Allord (SpEd Para) , Anna Anderson (SpEd Para)

4.4.6 ACNW Contact is Nalani again until new hire is made.

4.4.7 Annual Report - continuing work - will be at least 1/2 to 3/4 of the way through by Sept board meeting and should have completely finished for October Board meeting for approval so we can submit prior to the November 1st deadline.

4.4.8 Lakes Area Lock & Door will redo all interior locks so we have an easier system and not different keys for every door and multiple keys for doors.

4.4.9 Attending Crow Wing Energized workshops: suicide prevention workshop 9/25/19 and good mental health in the workplace 10/8/19

4.4.10 Scholastic Book Fair is this week

4.4.11 Began a Butter Braid fundraiser this week

4.4.12 Most MARSS submission has been uploaded to MDE

4.4.13 Upright cooler may need to be replaced, not working (9/18)

4.5 Environmental Education: Working on getting more details put into the ELP for ACNW. Heidi has put together a schedule for herself and is sticking to it as best she can so she can devote certain time to EE.

## 5. OLD AND/OR UNFINISHED BUSINESS

## 6. NEW BUSINESS:

### 6.1 Policies

6.1.1 Approve amended [Parent Involvement Policy 1.02](#)

6.1.2 Auditor Hiring & Reviewing Policy

6.1.3 Expense & Reimbursement Policy

6.1.4 Procurement Policy

6.1.5 Compliance with Data Practices Request - Responsible Party Policy

6.1.6 Transfer of Student Education Records Policy

a. M/S/A (Amanda/Ben) Approved the presented policies.

6.2 Approve revised Exhibit I

6.3 Approve revised Exhibit M

6.4 Approve ACNW Contract Amendment

6.5 Board Members sign Exhibit L Board Assurance Forms

a. M/S/A (Amanda/Kara) Approve the revised Exhibit I, Exhibit M, and contract amendment as presented.

b. M/S/A (Kara/Ben) Update all signature cards with Deerwood Bank to say Tom Potter, Kristi Crocker, and Kirsten Sjostrand.

6.6 Middle school expansion

a. Audubon declined the application for the 7-8 grade expansion. Audubon's decision included suggestions for improvement and encouraged DWS to continue to strengthen its programming. DWS can apply for expansion consideration again in the future. Board chair and director will communicate the update on the expansion to families through school message center.

6.7 Board meeting schedule

a. M/S/A (Kara/Kirsten) Move board meeting dates to the third Monday of the month and work sessions to the second Monday of the month starting in October.

b. Director to update the school website, calendar, and any other necessary publication to notify the public of the board meeting schedule changes.

Next Board Meeting: **October 21, 2019** at 5:30 p.m.

Next Board Work Meeting: October 14, 2019 at 5:00 p.m.

Meeting adjourned by at 6:48 p.m.

a. M/S/A (Kara/Amanda) Adjourn meeting.

Board minutes submitted by Amanda Byrnes

Board Meeting Discussion Checklist:

- Operations
- Financials
- Academics
- ELP
- Director development

❑ Board Training