



**Discovery Woods - District # 4198**  
**Board of Directors Board Meeting**  
**5:30-7:00 p.m. at 604 N 7th Street, Brainerd, MN 56401**  
**Date: October 21,2019**

**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: 5:31 p.m.

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

Absent: Kristi C.

Ex-Officio:

Guests: Ryan Schmidt (Schlenner Wenner & Co.), Amanda Allord (PAC)

1. BOARD TRAINING - Charter School Financials 101 - Kelly Rimpila-Bergan KDV
2. COMMUNITY FORUM - PAC UPDATE (3 minutes)-
  - a. Fall festival has very limited volunteers signed up. Without more volunteers, the festival will have to be cancelled. Amanda will make the decision Friday afternoon based on volunteers.
  - b. Amanda notified board that this will be her last year as the PAC president. She will discuss at this week's PAC meeting to see if another member/parent is interested.
3. MINUTES :
  - 3.1 September 19, 2019
    - a. M/S/A (Kara/Kirsten): Approve September board meeting minutes.
4. REPORTS
  - 4.1 Academic:
    - 4.1.1 Interventions
      - 4.1.1.1 Melissa Lundeen is working with students 1:1 with math.
      - 4.1.1.2 New hire Kendra will be working 1:1 with grades 1-2 and possibly 3-4 on certain interventions, reading and math.
      - 4.1.1.3 Reading Corp tutors have started working with students.
      - 4.1.1.4 Kara is doing Title interventions with students along with other interventions such as PALS.
      - 4.1.1.5 Kara began Discovery Book Club which has had a great turn out with 17 students.
      - 4.1.1.6 Kara also hosted Breakfast Book Buddies on Saturday morning, Sept 14th, approximately 30 people attended, with another session in January to help with family/parent involvement along with a love of reading for students.
    - 4.1.2 Curriculum Committee
      - 4.1.2.1 Meeting again in November (October skipped due to parent/teacher conferences). LIT and Curriculum Committee meeting notes will be kept in a binder accessible for all board members as well as the Google DWS Board Drive.
      - 4.1.2.2 PLC groups have been working on Transparent Classroom to develop a blended Montessori/MN standards scope and sequence.

## 4.2 Financial and Management:

### 4.2.1 Audit Presentation - Ryan Schmidt - Schlenner Wenner & Co

- a. DWS received an unmodified (clean) opinion on the school's financial statements
- b. Schlenner Wenner did not propose any audit adjustments. Mr. Schmidt stated that this is uncommon as most audits require multiple adjustments.
- c. Financial highlights are that DWS fund balance has been growing over the last three years as our revenues have exceeded expenditures. Projections for 2019-20 are in line for expenditures to be below budget.

### 4.2.2 Monthly Financial Report - Kelly Rimpila - Bergan KDV

- a. M/S/A (Kara/Kirsten): Accept the financial report as presented.
- b. Tom inquired about closing the Bremer Bank account as their are monthly fees.
  - i. M/S/A (Amanda/Ben): Close the Bremer Bank account.
- c. Check with Deerwood Bank to consider CD for reserve funds. Financial committee will meet before the next board meeting and return with proposal in November.

## 4.3 Enrollment:

4.3.1 Facebook and set up a twitter account and linked to website

4.3.2 Looking into free radio segment (out a couple of months)

4.3.3 Director will delegate sending postcards etc

	PK	21	
	K	20	
	1	25	
	2	17	
	3	18	
	4	15	
	5	15	
	6	11	
	Total =	142	K-6 121 PreK = 21

## 4.4 School Director:

4.4.1 New Hires: Kendra Wattenhofer (After Care and SpEd Para) and Jenni Blessing (Beginning November 18th in CH/Preschool)

4.4.2 Resignations: Kyler Hanson

4.4.3 Dawn Davis will continue to teach preschool, Kyler's kindergarten students will go into Renee and Courtney's classrooms.

4.4.4 Successful Butter Braids Fundraiser

4.4.5 Have finished all required fire drills, % lock down drills

4.4.6 Hearing and Vision Screening by Brainerd Sertoma and Nisswa Lions on 10/9

4.4.7 Dishwasher outlet needed some rewiring so it would work correctly.

4.4.8 Upright cooler was able to be fixed again however it was suggested to look into newer models

a. M/S/A (Kara/Amanda): Purchase a new upright cooler if necessary.

4.4.9 Epicenter up to date - will submit Sept approved minutes, agenda packet and annual report before deadline

#### 4.5 Environmental Education:

4.5.1 Teachers have been spending a lot of time outdoors with the changing weather and exploring Gregory Park.

4.5.2 Students have been using their nature journals to record seasonal changes and write about the activities they are doing.

4.5.3 Sixth graders visited the farmers market and asked the farmers questions along with recording what is in season at the market. They learned about local foods and how we do not always have local foods available year round.

4.5.4 Students were able to harvest in the garden during rec time and dug up carrots, potatoes, and cut sunflower heads for use in CH. The CH students use the sunflowers in practical life work to tweeze out the seeds, they also did potato washing with the potatoes.

4.5.5 Sixth grade students were able to go to the Project YES! fall summit in Spicer at Prairie Woods Environmental Learning Center. They learned about sustainability of local foods, solar power, prairie restoration, and water quality testing. It was a great experience for all students.

4.5.6 Fifth and Sixth Graders are looking forward to their upcoming 3 day field trip to Deep Portage Learning Center in Hackensack.

4.5.7 FY20 ELP (Environmental Literacy Plan) approved by ACNW 9/24/19.

a. M/S/A (Amanda/Kara): Approve ELP pending final revisions by Heidi A. and review by Kristi C. before submission.

#### 5. OLD AND/OR UNFINISHED BUSINESS

#### 6. NEW BUSINESS:

6.1 Deerwood Signature Cards to have Kelly Rimpila instead of Charles Herdegen

a. M/S/A (Kara/Ben): Replace Charles Herdegen with Kelly Rimpila on Deerwood Signature Cards.

6.2 January and February board meeting dates (holidays - week after?)

a. M/S/A (Kara/Kirsten): Forego the work sessions in January and February and hold the regular board meeting on the second Monday of those two months (Jan. 13, Feb. 10).

6.3 Annual Report

a. M/S/A (Kara/Amanda): Approve the annual report.

6.4 Director Feedback Survey

a. M/S/A (Amanda/Ben): Approve leadership survey to be sent by board chair to all staff members in October and April.

b. Board will review the survey results at the November work session and compile a summary to present to Kristi at the November board meeting.

6.5 December work session cancelled due to school events. Board meeting will remain the same date. Work sessions will resume on the 2nd Monday in March.

Next Board Meeting: November 18, 2019

Next Board Work Meeting: November 11, 2019

Meeting adjourned by Ben/Kirsten at 7:05 p.m.  
Board minutes submitted by Amanda Byrnes

Board Meeting Discussion Checklist:

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