



Discovery Woods - District # 4198
Board of Directors Board Meeting
5:30-7:00 p.m. at 604 N 7th Street, Brainerd, MN 56401
Date: December 16, 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: Kirsten S., Tom P., Amanda B.

Absent: Kara D.

Ex-Officio: Kristi C.

Guests: Heidi Auel

1. BOARD TRAINING - no report

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

3. MINUTES :

3.1 11.18.19 MSP (Amanda/Tom): Approve November board minutes.

4. REPORTS

4.1 Academic: Review final standardized test results and reports

- a. Test results by school can be found on the Minnesota Report Card website.
- b. Overall, school test results are slightly lower than state-wide averages. Reading scores went up last year and there are math supports/tutors in place to assist in improving the math scores.

4.2 Environmental Education: EE Performance Evaluation - presented by Heidi Auel

ELP - Already revised, phone conference with Nalani at ACNW today and have reached out to other schools for guidance as well.

- a. Audubon staffing has changed and new staff members have different expectations than previous staff member.
- b. Heidi learned we don't need as many goals as we currently have.
- c. Revised goals so they are more specific and measurable.
- d. Teacher communication about classroom EE activities is the biggest obstacle Heidi faces in meeting ELP goals. Heidi plans to meet with teachers during break times to get direct reports on EE activities. Staff are being given specific PLC time to report EE activities each month.
- e. MSP (Amanda/Kirsten): Accept the ELP as presented.

4.3 Financial and Management:

- a. Updated working budget to match the original budget based on the current student enrollment numbers for the year.
- b. Updated revenues based on latest MDE amounts.
- c. Projecting surplus of close to \$100,000 even with the budget updates.
- d. Potential upcoming purchases will include kitchen updates to meet ISD 181's requirements to proceed with their food service next year. Additional support staff members may be needed for growing Special Education services.

- e. MSP (Kirsten/Amanda): Approve financial statement for November.
- f. There is an additional need to support Kristi with student behaviors and personnel. Board will look into doing a needs analysis for the school and propose staffing options at upcoming board meeting.

4.4 Enrollment:

- a. Enrollment went up one student in PreK. Kristi expects losing two students after the new year. Student on the waiting list for 5-6 will take the place of one of those two students.

	PK	23	
	K	20	
	1	25	
	2	17	
	3	18	
	4	15	
	5	15	
	6	11	
	Total =	144	K-6 121 PreK = 23

4.5 School Director:

- a. Heggies Pizza Fundraiser
 - i. Didn't do as well as last year. Will limit to one fundraiser in the fall and one in the spring.
- b. Kitchen Update
 - i. Vent is working. Still evaluating if it's performing as needed.
 - ii. Will meet with ISD 181 staff member to itemize what is needed.
- c. Media Center wall update
 - i. Damage and cracking in media center wall. Norson is analyzing to determine cause and will repair.
- d. Winter Program
 - i. Large attendance by families
 - ii. Board suggested looking into purchasing a new sound system for programs
- e. Handle With Care training
 - i. Two staff attended
- f. ParaPro
 - i. One para passed. Two staff members still need to take.
- g. School wide assemblies
 - i. Will have monthly. First assembly for the year in December, focused on generosity.
 - ii. Student leadership is participating.
- h. WBWF Submitted
- i. MIIC reporting finished
- j. STAR Report submitted
- k. Epicenter up to date
- l. CLiCs up to date

- m. One Reading Corp tutor resigned. Looking for a replacement or current Reading Corp
- n. One of the two boilers has not been working correctly. Parts have been ordered. Heat has not been working in a few rooms. Will get update on issue. Whittier Group covers the cost of the boilers.

4.6 PAC/Title

- a. Approximately 40 people attended Arts & Crafts night on 12/9/19.

4.7 Contractual Goals: Review board's progress against contractual goals

- a. Tom is working on condensing data.

5. OLD AND/OR UNFINISHED BUSINESS

6. NEW BUSINESS:

6.1

7. LEADERSHIP EVAL SURVEY RESULTS - CLOSED MEETING - 6:41 p.m.

- a. Kristi excused herself from closed portion of the meeting.
- b. Review director survey results
- c. Tom will summarize results to present to director at January meeting.

8. RECONVENE CLOSED MEETING - 7:12 p.m.

Next Board Meeting: January 13, 2020

Meeting adjourned by (Amanda/Kirsten) at 7:13 p.m.
Board minutes submitted by Amanda Byrnes

Board Meeting Discussion Checklist:

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