



Discovery Woods

School Board of Directors

Thursday, July 19, 2018

Location: Board Room, Second Floor

Board Meeting time: 5:30-7:00 p.m.

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.

Vision: Discovery Woods is dedicated to educational excellence, environmental stewardship, and personal growth. Our students will have the foundation to be critical thinkers and responsible citizens.

1. Call the meeting to order at 5:34
Board members present: Tom, Lynda, Kelly, Kara, Crystal
Others present: Amanda, Kristi
2. Board Training topic: Reviewed handbook with our newest board member, also went over Governance section on p. 21.
 - Add fundraising as a future board training topic
 - Comment was made that we are out of compliance by having one board member who has not completed all of the board trainings. Kristi will review Bylaw and Policies
3. Approval or Revisions to Agenda
 - Food service contract under Action items
 - Lynda made a motion to accept the agenda; Kelly made a second
4. Community Forum (3 minutes)
 - Amanda gave an update for the school garage sale coming up in August. She would like teachers to set up a library check-in program before end of August so she can donate time to catalog all books.
5. PAC Update
 - PAC has their calendar for the year and there are a few months left open to schedule events with teachers.
6. Financial and Management Report
 - Discussed financial statements. We are still operating with a surplus of \$39,000 and added to the beginning of the fund balance, this will result in an ending balance of \$262,699.00 or 20.7% of expenditures.
 - Chuck will be attending next meeting with year-end results.
 - Lynda made a motion to approve financial and management reports; Kara made a second. Vote unanimous, motion passes

7. Consent agenda:

- a. Minutes from 6.21.18
- b. Enrollment Projection for 2018-19 (4 still undecided - 1 E1 and 3 E2)
- Discussion about competition with Forestview Middle school for 4th-6th grade.
- Kelly made a motion to approve the consent agenda; Lynda made a second. Vote unanimous, motion passes.

PreK	20
K	30
1	21
2	18
3	13
4	12
5	18
6	14
Total =	146
K-6	126
PreK	20

8. Action Items

a. Roof Insulation

- \$8,162 to replace insulation
- Lynda made a motion for Kristi to contact Nor-Son to get their opinion on replacing the insulation and she will make a final decision after consulting the chair and vice-chair with her recommendation. Kelly made a second. Vote unanimous. Motion carries.

b. Window Replacement

- Lower hallway windows would cost \$600.00, \$3000.00 for the whole window section to be replaced.
- Lynda made a motion to replace the lower windows; Kelly made a second. Vote unanimous. Motion carries.

c. Academic Policy Review

- i. Grading policy
- ii. Parental Involvement policy
- iii. Pledge of allegiance policy
- iv. Striving for world's best workforce policy
- v. Student promotion and retention policy
- vi. Wellness policy

- Crystal made a motion to accept the policy changes; Kara made a second. Vote unanimous. Motion carries.

d. Organizational Meeting Annual Designations

- Board members present at the governance training: Tom, Lynda, Kara, Kelly, and Crystal
- We elected Tom: Board Chair, Vice-Chair: Lynda, Secretary: Melissa, Treasurer: vacant until we confirm with Ed.

- Refer to the Annual Designations document for the remaining designations.

e. New Hires:

- Amanda Byrnes - E1
- Lisa Laasch - CH
- Trisha Saulsbury - SpEd Para

- Crystal made a motion to accept new hires; Lynda made a second. Vote unanimous, carries.

f. Food service contract

- Tom made a motion to re-issue RFP; Kelly made a second. Crystal, Kara and Lynda voted against the motion. 2-3. Motion failed; does not carry.

9. Highlights from School Director

- Kristi summarized finalizing plans with the playground.
- Verizon will be installing desk phones and the flip phones will be going away.
- Finalized all Montessori training dates for teachers for this fall.
- Still looking into music and language programs.
- We are part of Reading Corps of America
- Posting for Custodial/Maintenance job

10. Director evaluation

- Kristi shared her self-evaluation and the board read through it. We want to add a staff director evaluation at the end of the school year. Personnel committee will meet with Kristi and go over all the findings.

11. Committee Reports

- Secretary's Epicenter Report - MARSS is due
- Personnel Committee - August
- Curriculum Committee - has combined with the EE committee. Met this past month to discuss reporting on data, creating scope and sequence to meet English Language Arts standards, and preparing exhibit projects to meet EE standards. Discussed starting What I Need time in the fall with supporting teachers.

12. Confirm next board meeting date 8/16/18

- Next work session: Tuesday, August 7 at 5:30

13. Adjournment

Tom made a motion to adjourn; Kelly made a second. Vote unanimous; motion carries.