



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

**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: Tom called the meeting order at 5:30.

Present: Lynda, Tom, Kelly, Kara, Crystal

Absent: Ben, Melissa

Ex-Officio:

Guests: Amanda Allord

1. BOARD TRAINING - no topic to review
2. COMMUNITY FORUM - PAC UPDATE (3 minutes)- last month was muffins with mom. The book fair also was a recent event. Amanda also obtained a change bag for any event that requires making change. Fall Festival- amanda bought pizza warmer bags to keep the pizza warm. PAC is still looking for volunteers for the fall festival. Playground items - PAC has picked out a slide that they would like to use raised dollars toward purchasing it for next year. To date they have raised \$250 toward this addition. PAC is brainstorming fundraising ideas toward sending Kara to Italy in the summer.
3. MINUTES : Lynda made a motion to accept the minutes. Kara second, vote unanimous, motion carried. Acception to the classroom cap accepted with a written acception to the policy statement.
4. REPORTS
  - 2.1 Academic - NA
  - 2.2 Financial and Management: Discussed the financial reports. Crystal made a motion to accept the financial reports. Lynda seconded. Vote unanimous, motion carried.
  - 2.3 Enrollment: Current enrollment is at 119 as of today's date. On target with our working budget.
  - 2.4 School Director: Review the directors highlights. Reviewed the EE Literacy Plan and think it should be shared with the teachers.
5. OLD AND/OR UNFINISHED BUSINESS
6. NEW BUSINESS: Look into raising funds to installing cameras and motion lights on our perimeter and garden area.
  - 6.1 Policies
    - 6.1.1 Facilities

- a. Equal Access of Facilities Policy
  - b. Use of DWS Facilities and Equipment
- 6.1.2 Student Discipline Policy and Procedure

Kelly made a motion to accept all three policies. Crystal second. Vote unanimous

6.2 Instructional Leadership Goals - Kelly made a motion to accept the descriptions with final review to be completed by Kara. Kara second. Vote unanimous.

- 6.2.1 School Director Job Description
- 6.2.2 School Direction Job Qualifications
- 6.2.3 Instructional Lead Teacher Job Description
- 6.2.4 Instructional Lead Teacher Job Qualifications

6.3 FY18 Annual Report: Lynda made a motion to accept the annual report pending needed revisions by Kristi and team with final review by Tom. Kelly second. Vote unanimous

6.4 English Learner Plan of Service - Crystal made a motion to accept pending compliance review. Lynda seconded. Vote unanimous.

Next Board Meeting: November 15, 2018

Next Board Work Meeting: November 8, 2018 at 5 p.m.

Meeting adjourned by Tom at 7:01 Motion made by Crystal second by Kara. Vote unanimous  
Board minutes submitted by Kelly

Board Meeting Discussion Checklist:

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