



**Discovery Woods - District # 4198**  
**Board of Directors Board Meeting**  
**5:30-7:00 p.m. at 604 N 7th Street, Brainerd, MN 56401**  
**November 15, 2018**

**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 5:31 p.m.

Present: Melissa, Crystal, Kara, Tom, Kelly, Lynda, and Ben

Absent:

Ex-Officio: Kristi

Guests: Chuck and Kelly

Amendments: Policies are not ready to be accepted so there can be

1. BOARD TRAINING - Finance - Kelly Rimpila - Bergan KDV

2 packets every month (financial statements and supplemental info)

Summary in beginning of financial statements. Our working budget for this year will provide an ending fund balance of 21% of expenditures.

Percent of working budget is important to keep track; however, keep in mind that the food services fund seems like it is not being spent but is billed later.

March and April is the time when line items will need to be watched carefully.

The working budget is flexible throughout the year; the original budget is set.

Lynda made the point to shop around for another bank in order to get a better interest rate (current rate is 0%)

The Funds are organized by state statute (General, Food Services, and Community Services)

2. COMMUNITY FORUM - PAC UPDATE (3 minutes)-  
 \$221 in pizza sales at the fall celebration made!!  
 Yearbook has been started on shutterfly

3. MINUTES  
 1.1 October 25, 2018

Lynda made a motion to accept the minutes and Kara was the second. Vote passed unanimous.

4. REPORTS

2.1 Academic: Scope and Sequence work is continuing. CH has a document that will aid them in their scope and sequence work.

2.2 October Financial and Management Report: Lynda made a motion to approve the October Financial Statements. Second by Kara. Vote passed unanimous, no discussion.

2.3 Enrollment:

EC	K	1	2	3	4	5	6
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29	27	19	17	16	13	16	11
		EC Total	29	K-6 Total	119	Total	148

#### 2.4 Personnel:

Trisha Salisbury will be taking over Ms. Ginis classroom for the remainder of the school year. Actively seeking to replace Trisha's para position as well as a food service and aftercare program.

#### 2.5 School Director:

- Brainerd Early Childhood was here today to do Kindergarten Screening.
- Northland Fire was here today to inspect and update on our building.
- Winter Program is off and running. It will be a non-Christmas program so all students can participate.
- Chromebooks have been purchased and Phil is working on setting them up. Teachers have decided to use a mobile lab.
- Aaron our janitor is looking into a sealant for our gym floor. It is something that could be done over the winter break.

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

##### 6. NEW BUSINESS:

- Lead in water management plan: Kristi has reached out to AW research labs will be in charge of testing.
- Possibility of building a wall between the computer lab and the library. Kristi will reach out to Norson.

Melissa made a motion to accept the lead water management plan. Lynda was a second. Vote was unanimous, no discussion.

#### 6.1 Policies

##### 6.1.1 Financial

- Acceptance of Gifts Policy
- Approval of Business Service Contracts, Independent Contractors, Etc. Policy
- Auditor Hiring & Review Policy
- Electronic Transfer of Funds Policy
- Expenditure Authorization Policy
- Expense & Reimbursement Policy
- Fundraising Policy
- Procurement Policy
- Pupil Fees Policy
- Purchase of Services from Authorizer Policy
- Segregation of Duties Policies

Policies could be reviewed by a task force (Kara and Crystal have volunteered already!)

#### 7. POSSIBLE NEW BUSINESS:

Next Board Meeting: December 20, 2018

Next Board Work Meeting: December 13, 2018 (Task force for policies)

Meeting adjourned by motion made by Crystal to adjourn, second by Kara. Vote was unanimous, no

discussion at 6:33 p.m.

Board minutes submitted by

Board Meeting Discussion Checklist:

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

Notes for next meeting: Accept a new treasurer