Discovery Woods - District # 4198
Board of Directors Board Meeting
604 N 7th Street, Brainerd, MN 56401
Date: August 20, 2026
Time: 5:00-6:30 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.

Board of Directors' Purpose

To provide leadership, set policy, and develop accountability practices that will ensure high student achievement.

Board Members:

- Emma Needham, Chair
- Dawn Snook, Vice Chair
- Ashley Gangestad, Secretary
- Chasidi Grant, Treasurer
- Tyler Seemann, Member
- Kara DeVriendt, ex officio

Called to order at 5:00pm by Emma Needham
Present: Emma Needham, Chasidi Grant, Ashley Gangestad, Tyler Seemann, Dawn Snook
Absent:
Ex Officio: Kara DeVriendt
Guests:

1. Board Training - Holly Amaya, Charter Source - School & Board Services Options
    a. CharterSource has several service options for the board. We can do board chair coaching, Board webinar series, board self-assessment, operations institute subscription, or board development program. They can make personalized plans for different people. CharterSource can help us make plans for getting more board members and unboarding them. CharterSource doesn't have a timeline for when we start. It is 12 months from when we start. Our board self-assessment has been a struggle to track needs and get the training we need. The board should be tracking it and have a system. What system could make it easier? The board assessment and tracking needs would be helpful. Are the trainings more after paying for the subscription? What are the class options and the topics we will have access to?
    b. More support in legal things and operations for our director. Some of the options seem good but some seem expensive. We will look at the course catalog and see if it will be helpful. Motion to table until September. M/S Emma/Chasidi. Motion passed.

2. Community Forum - (3 minutes)-

3. Charter School Finance Committee Report
    i. June Financials and Supplement
        1. Motion to accept the June Financials. M/S Emma/Dawn Chasidi-yes, Emma-yes, Ashley-yes, Dawn-yes, Tyler-yes. Motion passed
    ii. July Financials and Supplement
        1. Motion to accept the July Financials. M/S Emma/Dawn Chasidi-yes, Emma-yes, Ashley-yes, Dawn-yes, Tyler-yes. Motion passed
    iii. August Financial Committee Mtg. Minutes
        1. Final meeting with Creative Planning. We are switching over to Charter

Impact. The state gave us more funding now, and we will get less funding later. Cash in hand percentage is very close for Osprey Wilds. We are almost at the end of the year and had several one-time costs.

4. Minutes from Prior Meeting: July 16, 2026

    a. Motion to approve the July 16, 2026 board meeting minutes. M/S Emma/Ashley Motion passed.

5. Old and/or Unfinished Business:
    a. Grants
        i. Applied for a Security Grant for more cameras
            1. No news yet
        ii. Applied for MN Land Trust Community Schoolyard Grant
            1. No news yet

6. School Director's report:

    a. Playground Update
        i. Geodome
        ii. A rotation for new woodchips for the playground will be made.

    b. Marketing Events
        i. Crow Wing County Fair
            1. The fair went well. The staffing piece needs to be figured out. The table needs to be staffed. Shifts would be a good idea for next year. We got tours and some enrollments from it.

    c. Personnel:
        i. Hires -
            1. Amy Buchite, EA
                a. Motion to hire Amy Buchite. M/S Emma/Dawn Chasidi-yes, Emma-yes, Ashley-yes, Dawn-yes, Tyler-yes. Motion passed
        ii. Separations -
            1. Andriah Schwartz, EA
                a. Motion to separate Andriah Schwartz. M/S Emma/Dawn Chasidi-yes, Emma-yes, Ashley-yes, Dawn-yes, Tyler-yes. Motion passed
            2. Barry Trigo, EA
                a. Motion to separate Barry Trigo. M/S Emma/Dawn Chasidi-yes, Emma-yes, Ashley-yes, Dawn-yes, Tyler-yes. Motion passed
            3. Cassandra Brooks, EA
                a. Motion to separate Cassandra Brooks. M/S Emma/Dawn Chasidi-yes, Emma-yes, Ashley-yes, Dawn-yes, Tyler-yes. Motion passed

    d. Enrollment:
        i. Enrollment Activity Log

Year End 2024-25	Year End 2025-26	2026-27 Preliminary
PK 19	**PK 20**	**PK 20**
K 8	**K 12**	**K 11**
1 11	**1 8**	**1 13**
2 12	**2 8**	**2 10**
3 17	**3 10**	**3 5**

4 10	**4 10**	**4 8**
5 11	**5 11**	**5 13**
6 12	**6 6**	**6 7**
Total = 100 K-6 = 81 PK = 19	**Total = 85 K-6 = 65 PK = 20**	**Total = 87 K-6 = 67 PK = 20**

7. STAFF PRESCHOOL AND AFTERCARE PAYMENT POLICY 5.25
    a. Staff children need to be picked up before 4:30 pm. How to enforce it? What about appointments? Offer a few days to 5:30 pm as a benefit to teachers? We will be working on aftercare policies. We will do it at our work meeting.
    b. Motion to approve Staff preschool and aftercare payment policy 5.25 as written. M/S Dawn/Chasidi Chasidi-yes, Emma-yes, Ashley-yes, Dawn-yes, Tyler-yes. Motion passed

8. Language Access Plan
    a. Motion to approve the Language Access Plan. M/S Emma/Ashley Motion passed.

9. E-LEARNING DAY POLICY 1.09
    a. Motion to approve the E-learning day policy. M/S Emma/Chasidi. Motion passed.

10. Pledge of Allegiance Policy 1.03
    a. Motion to approve Pledge of Allegiance policy. M/S Emma/Ashley. Motion passed.

11. Pupil Fees Policy 4.08
    a. Motion to approve Pupil Fees policy. M/S Emma/Dawn. Motion passed.

12. Board Goals 2026-27
    a. Motion to approve Board goals 2026-27. M/S Dawn/Ashley. Motion passed.

    b. Board Calendar:

Uncompleted Tasks from previous months:

- [x] June/Quarter 4 Financials

Current Month:
AUGUST

- [ ] Write cards for new (and maybe returning) staff members
- [x] Review school leader goals and professional development for next year
    - [x] Chair & ED as part of Quarterly Mtg. schedule
- [ ] Review progress against strategic plan goals (if applicable)
- [x] Policy Review
    - [x] Pledge of Allegiance Policy 1.03
    - [x] Pupil Fees Policy 4.08
    - [x] E-Learning Policy 1.09

Next Month:
SEPTEMBER

- [ ] Review standardized test results for the prior year
- [ ] Review progress against contractual academic/environmental goals and outstanding obligations
    - [ ] Move to October
- [ ] Policy review

Next Board Meeting: September 17, 2026
Next Board Work Meeting: August 27, 2026
Meeting adjourned by Emma at 6:32pm.

Board minutes submitted by Ashley Gangestad