



Discovery Woods - District # 4198
Board of Directors Board Meeting
5:00-6:30 p.m. at 604 N 7th Street, Brainerd, MN 56401
Date: April 24, 2025

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.

Called to order: By Dawn Snook at 5pm.

Present: Ashley Gangestad, Rebekah Kent-Ehlebracht, Dawn Snook, Emma Needham,

Absent: Matt Hastert

Ex-Officio: Kristi Crocker

Guests:

1. Board Training -
 - a. [*The Sounding Board #3 – Open Meeting Law, Part III*](#)
 - b. [*The Sounding Board #3 – Open Meeting Law, Part IV*](#)
 - i. This is confusing but it is important. We will continue to advance our knowledge on open meeting law.
2. Community Forum - (3 minutes)- No community members are here.
3. Minutes from Prior Meeting: [March 27, 2025](#) Motion to approve minutes with the added changes. M/S Rebekah/Dawn. Motion passed.
4. Old and/or Unfinished Business:
5. Financial report:
 - a. [March Financials](#) and [Supplement](#) Motion to approve the financial reports. M/S Rebekah/Emma Rebekah-yes, Emma-yes, Dawn-yes, Ashley-yes. Motion passed.
 - b. [FY26 Preliminary Budget](#)
 - i. LFTM and State Special Education, Library aid
 - ii. Motion to approve the preliminary budget. M/S Rebekah/Dawn Rebekah-yes, Emma-yes, Dawn-yes, Ashley-yes. Motion passed.
 - c. 2025-26 VPK Plan
 - i. Have VPK in the morning and tuition based in the afternoon. We may be going to

this plan.

6. School Director's report:

a. Staffing Changes:

i. New Hires

ii. Resignations

1. Gracie Miles - Special Education Educational Assistant

a. Motion to approve the resignation of Gracie Miles. M/S

Emma/Rebekah Rebekah-yes, Emma-yes, Dawn-yes, Ashley-yes.

Motion passed.

2. Kristi Crocker - Executive Director

a. Motion to approve the resignation of Kristi Crocker. M/S

Rebekah/Emma. Rebekah-yes, Emma-yes, Dawn-yes, Ashley-yes.

Motion passed.

b. Exit Interview

c. Search firms to help us find good candidates. Talk to Mindy about salary flexibility.

d. Interim Director

i. Motion to appoint Kara DeVriendt through June of 2025 using the [Director job Description](#). M/S Emma/Ashley Motion passed.

e. [Notes](#)

b. Enrollment:

Current Enrollment 2024-2025:

Preliminary numbers for 2025-2026:

	PK	19		PK	15
	K	8		K	13
	1	11		1	8
	2	12		2	9

PK	19	PK	15
K	8	K	13
1	11	1	8
3	17	3	9
4	10	4	17
5	11	5	7
6	12	6	8
Total = 100 K-6 = 81 PreK = 19		Total = 86 K-6 = 71 PreK = 15	

c. Other Updates:

i. MDE request for procurement information

1. Submitted 4/7/25
2. Purchases after August 1, 2024 comply with the school's revised procurement policy.

ii. Extended Time Revenue amendment - Added Mathletes

iii. Email interview request - Star Tribune - Followed legal guidance

iv. U.S. Department of Education memo to State and Local Education Agencies

v. Renovations-HVAC update - [Preliminary Schedule](#)

vi. Preschool - State Licensing

1. We want to be state licensed.

7. Review of Work Session: April 17, 2025

8. Authorizer Updates:

a. [Academic goals progress](#)

i. [Reading Growth Rates](#)

ii. [Reading Proficiency Rates](#)

iii. [Math Growth Rates](#)

iv. [Math Proficiency Rates](#)

- v. Attendance, EE and Kindergarten assessment results - end of year
- b. [Environmental goals progress](#) - [ELP update](#) and [assessment scores](#)
- c. [Outstanding obligations](#) - Up to date
- d. [FY24 Financial Performance Evaluation](#)
- e. [OW Board Observation Feedback](#)

9. Review and Update Policies:

- a. 3.02: [Use of Facilities and Equipment Policy](#)
- b. 1.04: [Striving for World's Best Workforce Plan Policy](#)
- c. 1.06: [Wellness Policy](#)
- d. 2.01: [Board Committee Establishment and Accountability Policy](#)
- e. 2.03: [Board Member Orientation Policy](#)
- f. 2.04: [Conflict of Interest Policy](#)
- g. Motion to table the policies until the May board meeting. M/S Emma/Rebekah Motion passed.

10. Student Stay-In overnight event

- a. Motion to approve the 6th grade student stay-in overnight event with 2 adults present.
One will be Ms. Jackie and another Discovery Woods employee or another adult. M/S Emma/Dawn. Rebekah-yes, Emma-yes, Dawn-yes, Ashley-yes. Motion passed.

11. [2025-2026 Master Schedule](#)

- a. Motion to approve the 2025-2026 master schedule. M/S Emma/Rebekah motion passed.

12. [2025-2026 Calendar](#)

- a. Motion to approve the 2025-2026 Calendar. M/S Emma/Dawn motion passed.

13. Review board goals and Calendar

- a. Board Goals:
 - i.  Board Goals 2024-2025
- b. Board Member End of Term review:
 - i. Dawn, Rebekah, Ashley, Matt - June 2026
 - ii. Emma - June 2027
- c. Board Calendar:
 - i.

APRIL

- Review and approve preliminary enrollment and budget assumptions for next year

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| <ul style="list-style-type: none">• Review preliminary budget for next year• Review board member terms (anyone's seats up?)• Review progress against contractual academic/environmental goals and outstanding obligations• Policy review |
| <p>MAY</p> <ul style="list-style-type: none">• Approve annual budget for next year• Review board's progress against annual goals• Elect new board members• Training and review of bylaws• Policy review• Conduct Director evaluation (close board session) |

Next Board Meeting: May 22, 2025

Next Board Work Meeting: May 15th, 2025

Meeting adjourned by Emma at 6:47pm. Motion to adjourn the meeting. M/S Emma/Dawn
Board minutes submitted by Ashley Gangestad