



**Discovery Woods - District # 4198
Board of Directors Board Meeting
604 N 7th Street, Brainerd, MN 56401
Date: April 16, 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, President
- Dawn Snook, Vice President
- Ashley Gangestad, Secretary
- Rebekah Kent-Ehlebracht, Treasurer
- Matt Hastert, Member
- Chasidi Grant, Member
- Denise Belden, Member
- Kara DeVriendt, Ex-Officio

Called to order at 5:00pm by Emma

Present: Emma Needham , Ashley Gangestad, Dawn Snook, Rebekah Kent-Ehlebracht , Chasidi Grant, Denise Belden, Matt Hastert

Absent:

Ex-Officio: Kara DeVriendt

Guests: Scott Brown, Dave Rickard, Addie Mazza,

1. Board Training - Scott Brown, CPA, EdFin, to discuss school finances.
 - a. EdFin has merged with Charter Impact. We are discussing changing to Charter Impact.
 - b. Charter Impact and Ed Fin work with charter schools specifically in Minnesota.
 - c. Scope of services- business management, payroll and retirement and student data.
 - d. ABC and Lease Aid Revenue works
 - e. ABC is an affiliated building company. The ABC owns the building and collects the rent. The ABC pays the principal and interest payments and they maintain the building. We can free up some money in our budget.
 - f. Lease aid is tied to enrollment. The more students the more we can put in the ABC. Charter schools get reimbursed 90%.
 - g. We have quarterly and annual compliance reporting. Bond covenants are not optional.
 - h. A 3 year financial model in place.
 - i. The school board has oversight over the ABC.
2. Community Forum - (3 minutes)-
3. Charter School Finance Committee Report
 - i. March [Financials](#) and [Supplement](#)
 1. Motion to accept the Financials as seen. M/S Rebekah/Dawn Dawn-yes, Chasidi-yes, Emma-yes, Matt-yes, Ashley-yes, Denise-yes, Rebekah-yes. Motion passed.
 - ii. April Financial Committee [Mtg. Minutes](#)
 1. The funding is moving, everything is on track

2. The first draft of next year's budget will be in May.

4. Minutes from Prior Meeting: [March 19, 2026](#) M/S Emma/Matt

a. Motion to accept the minutes from March 19, 2026. M/S Emma/Matt Motion passed.

5. Old and/or Unfinished Business:

a. Director Goals/Review/Survey

i. Created a self evaluation and procedure. There is a timeline for when the reviewing would happen. We will use this and adjust as needed.

b. Board Self-Assessment Results

i. Board Training Needs

1. There were no glaring board training needs.

2. We need to complete board training for the annual reporting.

3. There is a board training spreadsheet. For board training tracking, we should use the 2026 self-board training document. The table format can go directly into the annual report.

6. School Director's report:

a. May's regular board meeting date change?

i. It is the Thursday before Memorial day.

ii. Motion to have our board work meeting May 21, 2026 and have the board meeting on May 28th, 2026. M/S Chasidi/Matt Motion passed.

b. Summary of Financial Performance (DW 25-26 Compliance Spreadsheet tab)

i. Have it on the board agenda and discuss it as needed.

ii. It is nice to have the standards written out for us.

c. Personnel:

i. Hires -

1.

ii. Separations -

1. Kaylyn Thompson - Behavior Interventionist

a. Position will not be replaced now or for next year, will become float position

b. Motion to accept the separation of Kaylyn Thompson. M/S Emma/Rebekah. Dawn-yes, Chasidi-yes, Emma-yes, Matt-yes, Ashley-yes, Denise-yes, Rebekah-yes. Motion passed.

2. Brittany Thurstin, EA

a. Motion to accept the separation of Brittany Thurstin. M/S Emma/Rebekah Dawn-yes, Chasidi-yes, Emma-yes, Matt-yes, Ashley-yes, Denise-yes, Rebekah-yes. Motion passed.

d. Enrollment:

Year End 2024-25	Current for 2025-26	2026-27 Preliminary
PK 19	PK 20	PK 12
K 8	K 12	K 7
1 11	1 8	1 12
2 12	2 8	2 8
3 17	3 9	3 7

4	10	4	10	4	8
5	11	5	12	5	10
6	12	6	5	6	11
Total = 100 K-6 = 81 PK = 19		Total = 84 K-6 = 64 PK = 20		Total = 75 K-6 = 63 PK = 12	

- a. We are tracking reasons for leaving. Also which events are having people call for enrollment.
7. Review board goals and Calendar
 - a. Candidates for Board Election: Tyler Seeman, candidate, no write-ins.
 - i. Motion to accept the election results. M/S Rebekah/Emma. Motion passed.
 - ii. The board chair will send a welcome email.
 - b. Board Goals 2025-2026
 - c. Board Calendar:

Uncompleted Tasks from previous months:

JANUARY

- ☒ Executive Director completes self-assessment
- ☒ Create/Update Form
- ☐ Review the school leader's progress against goals
- ☒ Send employee survey (Administrative Team)

MARCH

- ☐ Select auditor
- ☒ Review employee survey
- ☒ Policy review
- ☒ Review co-curricular and extracurricular activities
- ☒ Review board member terms (anyone's seats up?)

Current Month:

APRIL

- ☒ Elect new board members
- ☐ Review and approve preliminary enrollment and budget assumptions for next year
 - ☐ Move to May
- ☐ Review preliminary budget for next year
 - ☐ Move to May
- ☐ Review progress against contractual academic/environmental goals and outstanding obligations
 - ☐ Move to May/June
- ☐ Policy review

Next Month:

MAY

- ☐ Approve the annual budget for next year
- ☐ Review board's progress against annual goals
- ☐ Training and review of bylaws
 - ☐ Move to July
- ☐ Policy review
- ☐ Conduct Director evaluation (close board session)

Next Board Meeting: May 28, 2026

Next Board Work Meeting: May 21, 2026

Meeting adjourned by Emma Needham at 6:21pm. Motion to adjourn. M/S Emma/Rebekah motion passed.

Board minutes submitted by Ashley Gangestad.