



Discovery Woods - District # 4198
Board of Directors Board Meeting
5:00-6:30 p.m. at 604 N 7th Street, Brainerd, MN 56401
Date: September 18, 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 at 5:00 pm by Dawn Snook

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

Absent: Melina Kramer

Ex-Officio: Kara DeVriendt

Guests:

1. Community Forum - (3 minutes)- No one present.
2. Charter School Finance Committee Report
 - i. July [Financials](#) and [Supplement](#)
 1. Motion to approve the July financials. M/S Rebekah/Chasidi. Chasidi-yes, Denise-yes, Matt-yes, Emma-yes, Ashley-yes, Dawn-yes, Rebekah-yes. Motion passed.
 - ii. August [Financials](#) and [Supplement](#)
 1. Motion to approve the August Financials. M/S Rebekah/Emma Chasidi-yes, Denise-yes, Matt-yes, Emma-yes, Ashley-yes, Dawn-yes, Rebekah-yes. Motion passed.
 - iii. Audit is starting in October. Enrollment is down, and we will adjust our financials.
3. Minutes from Prior Meeting: [August 21, 2025](#)
 - a. Motion to approve the Aug 21, 2025 minutes. M/S Rebekah/Matt. Motion passed.
4. Board Training
 - a. Affiliated Building Company (ABC) Board Information - Sean Elder, Director of Real Estate Development, TenSquare, LLC
 - i. We have been working on USDA financing with TenSquare. USDA is looking at closing soon. Annual action item checklist is what the board needs to do. The affiliated board company is to own the building and lease it to Discovery Woods. The school board has a duty and control over the friends of Discovery Woods. The school board must reappoint the ABC board members. If there is a vacancy it should be filled. Board members, bylaws, and minutes of meeting of the ABC need to be on the Discovery Woods website.
 - ii. The ABC needs to meet annually. The school board can help with minutes but can not discuss or vote at the ABC meeting.
 - iii. The ABC is not subject to open meeting law. The minutes do need to be posted on Discovery Wood's website after the meeting. An annual meeting is mandatory but quarterly meetings are recommended.
 - iv. The ABC is not acting as a lease board for any other real estate other than our building. Have the reporting requirements be part of the financial committee. It is a way to stay on top of the reporting requirements.

- b. Current ABC Board members: Tom Potter, Lynda Everson
 - i. Motion to approve the current ABC board members. M/S Emma/Rebekah. Chasidi-yes, Denise-yes, Matt-yes, Emma-yes, Ashley-yes, Dawn-yes, Rebekah-yes. Motion passed.
- c. Approve new board member: Kaylyn Thompson
 - i. Motion to approve new board member Kaylyn Thompson. M/S Rebekah/Dawn Chasidi-yes, Denise-yes, Matt-yes, Emma-yes, Ashley-yes, Dawn-yes, Rebekah-yes. Motion passed.

5. Old and/or Unfinished Business:

- a. Add Brittney Buchite, Business Manager, as an authorized user/signer on the school's Deerwood Bank account. Motion to approve Brittney Buchite, business manager to be a signer. M/S Dawn/Denise Chasidi-yes, Denise-yes, Matt-yes, Emma-yes, Ashley-yes, Dawn-yes, Rebekah-yes. Motion passed.

6. School Director's report:

- a. Academic Goals, Evaluation, and Data Profile (Exhibit G)
 - i. Part of the annual report, this part was due in September.
 - ii. We have already gone over some of the data last spring.
 - iii. Science MCA's are not back from the state yet.
- b. ELP approved for SY26
 - i. We met all of our ELP goals for last year. No notable changes for this year.
- c. Personnel:
 - i. EA Resignation - Jackie Miller (9/2/25)
 - 1. Motion to approve Jackie Miller's resignation. M/S Dawn/Rebekah. Chasidi-yes, Denise-yes, Matt-yes, Emma-yes, Ashley-yes, Dawn-yes, Rebekah-yes. Motion passed.
 - ii. EA Resignation - Cora Collins (9/10/25)
 - 1. Motion to approve Cora Collins's resignation. M/S Dawn/Denise. Chasidi-yes, Denise-yes, Matt-yes, Emma-yes, Ashley-yes, Dawn-yes, Rebekah-yes. Motion passed.
 - iii. EA Hire - Mary Doucette (start date 9/22/25)
 - 1. Motion to approve Mary Doucette's hire. M/S Rebekah/Chasidi
 - 2. Emma will not vote due to personally knowing this person. Chasidi-yes, Denise-yes, Matt-yes, Ashley-yes, Dawn-yes, Rebekah-yes. Motion passed.
 - iv. Sub Janitor Hire - Cody Buchite (start date 9/10/25)
 - 1. Motion to approve Cody Buchite's hire. M/S Rebekah/Dawn Chasidi-yes, Denise-yes, Matt-yes, Emma-yes, Ashley-yes, Dawn-yes, Rebekah-yes. Motion passed.

d. Enrollment:

Enrollment Year End 2024-2025:

Current numbers for 2025-2026:

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

3	17	3	7
4	10	4	13
5	11	5	7
6	12	6	7
Total = 100 K-6 = 81 PreK = 19		Total = 83 K-6 = 64 PreK = 19	

7. [SY26 DWS Calendar Update](#)

- a. Changes include:
 - i. ½ days on 6/1 & 6/2
 - ii. KinderFriend day on May 28
 - iii. Motion to update the SY26 DWS Calendar. M/S Emma/Rebekah. Motion passed.

8. Strategic Plan Update

- a. The strategic plan needs to be updated. The board will have a work meeting for a strategic plan discussion on September 25, 2025.

9. Review board goals and Calendar

- a. [Board Goals 2025-2026](#)
 - i. Discussion about our board goals at the September work meeting.
- b. Policies that need to be updated and uploaded to Aerie per OW:
 - i. [Procurement Policy](#) - current
 - ii. OW has a Procurement, Purchasing & Contracting Policy Exemplar
 - iii. Motion to approve the Procurement policy with the updated titles. The Executive Director, Business Manager and Administrative Assistant. M/S Emma/Rebekah Motion passed.
- c. [Board Calendar:](#)

Past Months To Do:

JULY

- Statement of Assurances
- Collect yearly conflict of interest disclosure forms

AUGUST

- Review progress against strategic plan goals (if applicable)

Current Month:

SEPTEMBER

- Review standardized test results for the prior year
- Review progress against contractual academic/environmental goals and outstanding obligations
- Begin review of the annual set of policies (below)
- Policy review
- Review co-curricular and extracurricular activities

Next Month:

OCTOBER

- Accept Annual Report (Due November)
- ELP presentation to the board
- Review progress against contractual academic/environmental goals and outstanding obligations
- Policy review

Next Board Meeting: October 23, 2025

Next Board Work Meeting: September 25, 2025

Meeting adjourned by Emma at 6:38pm

M/S Emma/Rebekah

Board minutes submitted by Ashley Gangestad