



Discovery Woods - District # 4198
Board of Directors Board Meeting
5:00-6:30 p.m. at 604 N 7th Street, Brainerd, MN 56401
Date: May 22, 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 Emma at 5:00pm.

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

Absent:

Ex-Officio: Kara DeVriendt

Guests: Mindy

1. Board Training

a. [The Sounding Board #4 – Board Meeting Minutes](#)

- i. We can change it if it is needed.
- ii. We are going for a transparency approach. Have the main ideas but not what everyone said exactly.

2. Community Forum - (3 minutes)-

3. Minutes from Prior Meeting: [April 24, 2025](#)

- a. Motion to approve the minutes with the corrected table. M/S Dawn/Rebekah motion passed.

4. Old and/or Unfinished Business:

- a. 3.02: [Use of Facilities and Equipment Policy](#)
- b. 1.04: [Striving for the 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 policy until September unless there is a definite need M/S Rebekah/Emma. Motion passed.
- h. Settlement Update
 - i. Still in negotiations, and we will need a closed meeting.

5. Financial report:

- a. April Financials and Supplement

i. [Financials](#)

1. Presentation with Mindy from Creative Planning.
2. We are in a good place with our finances.
3. Tech supplies should be pushed until after July 1st.
4. We need a task force to help with job descriptions, financial decisions and after school fees.
5. We can up the fees for the before and after school.
6. Motion to approve the financial report and supplement. M/S Emma/Rebekah
 - a. Rebekah-yes, Matt-yes, Dawn-yes Ashley-yes Emma-yes Motion passed.

ii. [Supplement](#)

6. School Director's report: (Interim)

- a. Para Pro Assessment no longer available through Paul Bunyan Co-op
 - i. We can become our own test center
 1. Steps & Requirements
 - a. Cost will be \$55/test (was \$85/test through the Co-op)
 - b. Fill out an [application](#)
 - ii. Motion to become a testing site. M/S Rebekah/Emma Rebekah-yes, Matt-yes, Dawn-yes, Ashley-yes, Emma-yes. Motion passed.
- b. Technology Specialist - Technology Needs Request
 - i. [Proposal for Acquiring 3 HP 15t-fd000 15.6" Screen Laptops for Staff](#)
 1. Motion to acquire 3 laptops for staff. M/S Emma/Dawn. Rebekah-yes, Matt-yes, Dawn-yes, Ashley-yes, Emma-yes. Motion passed.
 - ii. [Proposal for Acquiring Four Sceptre E275W-FW100T Monitors for School Staff](#)
 1. Motion to acquire 4 monitors for staff. M/S Emma/Dawn Rebekah-yes, Matt-yes, Dawn-yes, Ashley-yes, Emma-yes. Motion passed.
 - iii. [Proposal for Acquiring 35 Chromebooks for Discovery Woods School](#)
 1. Motion to acquire 35 Chromebooks at the lower rate. M/S Emma/Dawn Rebekah-yes, Matt-yes, Dawn-yes, Ashley-yes, Emma-yes. Motion passed.

- iv. The Technology Specialist would also like guidance on when board approval is necessary for technology purchases (over a certain amount of money, etc).

- 1. The school admin should approve the technology purchases within the budget we set. The admin is communicating with Mindy to do so.

c. Staffing Changes:

- i. New Hires

- 1. Laurie Hale - Special Education Teacher

- a. Motion to approve the hiring of Laurie Hale. M/S Emma/Dawn. Rebekah-yes, Matt-yes, Dawn-yes Ashley-yes, Emma-yes Motion passed.

- ii. Resignations

- 1. Rachel Hanford- Grade 3-4 Teacher

- a. [Resignation letter](#)
- b. Motion to approve the resignation of Rachel Hanford. M/S Emma/Dawn Rebekah-yes, Matt-yes, Dawn-yes Ashley-yes, Emma-yes Motion passed.

d. 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
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	

1. Ways to help our enrollment.

- a. Facebook ads, testimonials, fliers, art in the park, fair, family expos, enrollment drive, bag groceries,

e. Other Updates:

- i. [Sixth Amendment to Purchase Agreement](#) - closing date: June 30, 2025

7. Board Election Results

- a. We had some write-ins. Licensed teachers are the only staff to be on the board. Some parent write-ins.
- b. Kara will reach out and see if they are interested in joining the board.

8. Short-term Compensation stipend for Interim roles

a. Administrative Assistant

- i. Motion to pay the Administrative Assistant a stipend of \$5,000 for work between May 6th through August 31, 2025. M/S Rebekah/Dawn Rebekah-yes, Matt-yes, Dawn-yes Ashley-yes, Emma-yes Motion passed.

b. Interim Director

- i. Motion to pay the Interim Director a stipend of \$15,000 for work between May 6th through Aug 31st. M/S Emma/Rebekah Rebekah-yes, Matt-yes, Dawn-yes Ashley-yes, Emma-yes Motion passed.
- ii. Motion for Kara to be interim director from May 6th to Aug 31, 2025. M/S Emma/Matt Rebekah-yes, Matt-yes, Dawn-yes Ashley-yes, Emma-yes Motion passed.

c. Work agreements for interim roles

- i. The job description will stay the same with some additional duties. We will look at job descriptions for the future. We want to be clear about what the extra duties are for the interim.

9. Review of Work Session: [May 15, 2025](#)

10. Review Administrative Structure

a. [Executive Director/Business Manager](#)

b. [Director of Teaching & Learning](#)

c. [Administrative Assistant](#)

- i. Informed by the Admin work tasks document

d. [Crosslake Executive Director](#)

e. Options for structure

- i. Business manager and Director of teaching and learning as an option.
- ii. Principal, curriculum director and business manager as an option. Principal would be student focused with families. Business manager would be more task oriented.
- iii. The roles need to be balanced and we need to avoid burnout.
- iv. Admin assistance would be more student focused.
- v. EE, DAC, EA evals could go to other teachers. Use the parents to step up for small tasks.
- vi. A board committee for the parent board members.
- vii. Put in the job description things that they can do, so they can be taken seriously.

11. Authorizer Updates:

- a. [FY24 Academic Performance Evaluation for DW](#)

12. Executive Director Search

a. Search firm support

- i. If we go with a business manager we don't need the search firm. We are interested in some of the training to help support.
- ii. We might want help with the job descriptions from a search firm. We need someone with the expertise to help guide us.
- iii. Have charter source put together a price list for what we need. In the job description have who is supporting you and who you are supporting. Where are the boundaries for each job description.

- 1. Motion to contract with Charter Source for help with the structure of our Admin team up to \$10,000. M/S Emma/Rebekah Rebekah-yes, Matt-yes, Dawn-yes Ashley-yes, Emma-yes Motion passed.

b. Search timeline

- i. We want to hire by September. Open interviews with staff feedback for the Executive Director.

- c. [Stakeholders' feedback short form](#) [Long form](#)

13. Review and Update Policy

- a. 5.19: [PTO policy](#)
- b. [Staff handbook](#)
- c. 5.01: [At-will employment policy](#)
- d. 5.03: [Code of conduct policy](#)
- e. 9.16 [Student pick up policy](#)
- f. [Student handbook](#)
- g. Motion to table until the June meeting. M/S Emma/Dawn motion passed.

14. Review board goals and Calendar

- a. Board Goals:

- i.  Board Goals 2024-2025

- b. [Board Calendar:](#)

- i.

Current Month MAY	• Approve the annual budget for next year • Review the board's progress against yearly goals • Elect new board members • Training and review of bylaws • Policy review • Conduct Director evaluation (close board session)
Next Month June	• Establish school leader goals and professional development for next year • Sign Director contract • Board orientation for new members • Review board member self-evaluation • Review Criminal Background Check Policy 6.04 • Review Electronic Transfer of Funds Policy 4.04 • Review progress against contractual academic/environmental goals and outstanding obligations. • Review co-curricular and extracurricular activities • Review - Data Subject Rights and Access Policy 7.05
JULY	• Review the preliminary year-end financial review • Complete Organizational Meeting Annual • Review bylaws as part of the annual meeting • Designations including Board Positions • Determine next year's board meeting schedule • Statement of Assurances • Collect annual conflict of interest disclosure forms • Review progress against contractual academic/environmental goals and outstanding obligations
AUGUST	• Write cards for new (and maybe returning) staff members • Establish board goals for next year • Review progress against strategic plan goals (if applicable) • Review - Pledge of Allegiance Policy 1.03 • Review - Pupil Fees Policy 4.10 • Review E-Learning and Safe Learning Plans • Policy review

Next Board Meeting:

Next Board Work Meeting:

Meeting adjourned by Emma at 7:37pm. M/S Emma/Dawn
Board minutes submitted by Ashley Gangestad