



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

Present:

Absent:

Ex-Officio:

Guests:

1. Community Forum - (3 minutes)-
2. Financial report:
  - a. June Financials and Supplement
3. Minutes from Prior Meeting: [June 26, 2025](#)
4. Board Training
  - a. OW Sounding Board - [Onboarding New Charter School Board Members](#)
    - i. Discuss new board member training requirements and how to register for required training
5. Old and/or Unfinished Business:
  - a. Share Administrative Job Descriptions & Work Flow Chart
6. School (Interim) Director's report:
  - a. Personnel:
    - i. New Hires
      1. Rob Gartner - Custodian
      2. Emily Jolie - part-time, temporary Academic Interventionist
      3. Susan Kirby - SpEd Teacher
    - ii. Resignations
      1. Laurie Hale - SpEd Teacher
    - iii. Internal Promotions
      1. Kara DeVriendt - Interim Director to Executive Director
      2. Dawn Snook - Special Education Teacher to Special Education Lead
  - b. Enrollment:

Enrollment Year End 2024-2025:

Current numbers for 2025-2026:

PK	19	PK	20
K	8	K	14

1	11	1	7
2	12	2	10
3	17	3	8
4	10	4	15
5	11	5	7
6	12	6	8
Total = 100    K-6 = 81    PreK = 19		Total = 89    K-6 = 69    PreK = 20	

## 7. New Requirement for Charter School Finance Committee

- a. Per Authorizer Communication: “This committee is responsible for reviewing and making recommendations to the board on financial matters, which may include budgeting, enrollment tracking, financial strategy, internal controls, audits, and compliance with financial terms in the charter contract.”
  - i. Group must include at least 1 board member (+ Mindy, ED, and Business Manager)
    1. Board Member(s):
  - ii. Group must meet monthly (Mindy has a conflict on Thursdays unless the meeting can be started by 4pm)
    1. Meeting day/time each month TBD (beginning in August):

## 8. Board Member Training & Responsibilities

## 9. Board Positions & Schedule for FY 26


- a. Positions
  - i. Chair:
  - ii. Vice Chair:
  - iii. Secretary:
  - iv. Treasurer:
  - v. Members:
- b. Schedule
  - i. Regular Meetings:
    1. If the same schedule (4th Thursday, November & December need alternate dates).
  - ii. Work Meetings:
  - iii. Change Annual Meeting & Board Elections to April instead of May moving forward due to new July 1 training requirement for new board members

## 10. Review and Update Policy

- a. 5.19: [Sick and Paid Time Off policy](#)
- b. 5.01: [At-will employment policy](#)
- c. 5.03: [Code of conduct policy](#) (old) [Proposed Code of Conduct Policy](#)
- d. 9.16 [Student pick-up policy](#)
- e. Student Handbook
  - i. Create separate preschool handbook, as it is a separate program

1. New rules/requirements due being a state licensed versus certified program
- ii. ED will update with new/amended policy information
- f. Staff Handbook
  - i. ED will update with new/amended policy information

## 11. Review board goals and Calendar

- a. Board Goals:
  - i.  Board Goals 2024-2025
- b. [Board Calendar:](#)

Current Month

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

Next Month

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 at  
Board minutes submitted by