Discovery Woods - District # 4198
Board of Directors Board Meeting
5:00-6:30 p.m. at 604 N 7th Street, Brainerd, MN 56401
Date: June 26, 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 5:04 pm by Emma Needham
Present: Ashley Gangestad, Rebekah Kent-Ehlebracht, Dawn Snook, Matt Hastert, Emma Needham
Absent:
Ex-Officio: Kara DeVriendt
Guests: Ashley DeLong, Melina Kramer, Chasti Grant, Denise Belden, Mindy Wachter

1. Board Training
    a. OW Sounding Board - Maximizing Stakeholder Surveys
    b. Do we do a survey and what happens to it afterwards? We should be thinking about what questions we want to ask, not just what OW wants to know. We did some talking with the staff about the restructuring. We have had trouble with parents returning the survey. Email, texting, or paper copies could be ways to communicate with parents. Teachers could do a media preference survey at the beginning of the year.
2. Community Forum - (3 minutes)-
3. Minutes from Prior Meeting: May 22, 2025
    a. Motion to approve May 22, 2025 minutes. M/S Emma/Dawn. Motion passed.
4. Old and/or Unfinished Business:
    a. Woodlands National Bank Signees
        i. Remove - Dawn Verdon & Kristi Crocker & Add-Kara DeVriendt
            1. Motion to approve taking off Dawn Verdon and Kristi Crocker and adding Kara DeVriendt. M/S Rebekah/Dawn Rebekah- yes, Ashley-yes, Dawn-yes, Matt-yes, Emma-yes. Motion approved.
        ii. If approved, send minutes to Carrie at Woodlands Bank and Kara needs to send a copy of her Driver's License

5. Financial report:
    a. May Financials and Supplement
        i. Motion to approve the May Financials and Supplement. M/S Rebekah/Dawn

           Rebekah- yes, Ashley-yes, Dawn-yes, Matt-yes, Emma-yes. Motion approved.
    b. Approve FY 25-26 Budget
        i. Motion to approve FY 25-26 Budget. M/S Rebekah/Dawn
        ii. Rebekah- yes, Ashley-yes, Dawn-yes, Matt-yes, Emma-yes. Motion approved.
6. School (Interim) Director's report:
    a. Academic Update
        i. Proficiency Goals
            1. Reading
            2. Math
            3. We met our goal as a school for reading. We met our goal as a school for math. We updated our math curriculum last year.
        ii. Growth Goals
            1. Reading
            2. Math
            3. We met our goal for reading as a school. We met our goal for math as a school.
        iii. Local Literacy Plan submitted
    b. ELP Submitted to Authorizer
        i. We did meet our goals. Osprey Wilds has not given us our results back.
    c. Staffing Changes:
        i. New Hires
            1. Laiken Bladow - General Education Teacher
                a. Motion to approve the hiring of Laiken Bladow. M/S Rebekah/Dawn Rebekah- yes, Ashley-yes, Dawn-yes, Matt-yes, Emma-yes. Motion approved.
        ii. Resignations
            1. Joshua Clobes, Janitor
                a. Motion to accept the resignation of Joshua Clobes. M/S Emma/Dawn Rebekah- yes, Ashley-yes, Dawn-yes, Matt-yes, Emma-yes. Motion approved.
            2. Tom Lytle, Behavior Interventionist
                a. Motion to accept the resignation of Tom Lytle. M/S Matt/Emma Rebekah- yes, Ashley-yes, Dawn-yes, Matt-yes, Emma-yes. Motion approved.
    d. 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 16**
	5 11	**5 7**
	6 12	**6 8**
	Total = 100 K-6 = 81 PreK = 19	**Total = 90 K-6 = 70 PreK = 20**

A. We need to have a strategic enrollment plan.

B. We need to have better communication and processes for new families. We can hopefully go full-time for PreK students.

7. Review Administrative Structure

   a. Have Erica from Charter Source present to the board. It would be a leadership team structure. They have created an organizational structure to help people know who to go to when they need help. We will need to post for 2 weeks since we are a public entity. Have a special meeting on Thursday, July 10th at 5 pm with Erica from Charter Source.

   b. We will be sending out the job descriptions a week in advance.

   c. We have feedback and addressed feedback from the school community.

8. Review and Update Policy

   a. 5.19: PTO policy - Needs Sick & Safe Time Statute Updates
   b. Staff Handbook - Needs Sick & Safe Time Statute Updates. Updates to any policies.
   c. 5.01: At-will employment policy
   d. 5.03: Code of conduct policy- Tone setting for absent staff, No call, no show, and how to set up a plan for the staff.
   e. 9.16 Student pick-up policy - Set time for call-in for changes, include the process for pick-up (do not get out of car, etc)
   f. Student Handbook - Set time for call-in changes, updates to any policies. If someone else picks up a student they need to show ID.
   g. Motion to table until July board meeting. M/S Emma/Dawn Motion passed.

9. Review board goals and Calendar

   a. Board Goals:

i. Board Goals 2024-2025

b. Board Calendar:

i.

Current 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
Next 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 AUGUST • Write cards for new (and maybe returning) staff members • Establish board goals for next year • Board Committee Designations- Finance, Hiring, Strategic Enrollment, Fundraising, Parent Involvement • 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: July 24, 2025
Next Board Work Meeting:

Meeting adjourned by Emma at 7:06pm.
Motion to adjourn meeting. M/S Emma/Ashley Motion passed.
Board minutes submitted by