Discovery Woods - District # 4198
Board of Directors Board Meeting
604 N 7th Street, Brainerd, MN 56401
Date: September 17, 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, Chair
- Dawn Snook, Vice Chair
- Ashley Gangestad, Secretary
- Chasidi Grant, Treasurer
- Tyler Seemann, Member
- Kara DeVriendt, ex officio

Called to order at 5:03 pm by Dawn Snook
Present: Chasidi Grant, Ashley Gangestad, Dawn Snook, Tyler Seemann,
Absent: Emma Needham
Ex Officio: Kara DeVriendt
Guests: Sheilah Kavaney

1. Board Training -
2. Community Forum - (3 minutes) Sounding Board: Oversight of Environmental Education
    a. We are already doing it.
3. Charter School Finance Committee Report
    i. August Financials and Supplement
        1. Showing a payment register instead of our full financials due to switching companies.
        2. Showing a receipt listing instead of our full financials due to switching companies.
        3. Motion to accept the August Financials and Supplement as shown to us. M/S Chasidi/Tyler Tyler-yes, Chasidi-yes, Ashley-yes, Dawn-yes. Motion passed.
    ii. September Financial Committee Mtg. Minutes
        1. The expenses looked high but we have a couple double payments.
        2. Our speech services need to give us a breakdown with student services so we can make sure we are getting reimbursed.
4. Minutes from Prior Meeting: August 20, 2026
    a. Motion to accept the August 20, 2026 minutes as written. M/S Chasidi/Ashley. Motion passed.

5. Old and/or Unfinished Business:
    a. Grants
        i. Applied for a Security Grant for more cameras
        ii. Applied for MN Land Trust Community Schoolyard Grant
            1. We did not get the Land Trust Community Schoolyard Grant.

6. School Director's report:

    a. Playground Update
        i. Installed Geodome
        ii. Wood Chips
        iii. Moving forward on a new playground
            1. Current funds @ $16,000
            2. Next Playground Committee Mtg. on 9/18/26
            3. See quotes and pictures for 2 playgrounds at reduced price and determine next steps
                a. Deadline for price reduction is 9/30/26
            4. The playground committee doesn't have one they are leaning towards. They were expecting a bigger expense. They are still expensive even with the discounts. They are 10 to 14 weeks out, which is in November. It doesn't include mulch or removal of what is out on the playground. They will install it but won't do it if the ground is frozen. We will need to pay for it to be stored until spring. Do they do the deals every year? We are not sure. Wait for next year and see what the deals are. We could also see if we can get the deal earlier to not be stored over winter. We could have more money in the playground fund to cover it. Other cheaper things to put out like the tether ball.
            5. We also need to redo the basketball courts and parking lots.
            6. Motion to put a purchase on hold until spring. M/S Ashley/Chasidi. Motion passed.

    b. Marketing/Fundraising Events
        i. Butter Braids October 5-23
        ii. Scholastic Book Fair Oct. 5-9

    c. Personnel:
        i. Hires -
            1. Cassandra Brooks, EA (rehire)
                a. Motion to hire Cassandra Brooks. M/S Chasidi/Tyler Tyler-yes, Chasidi-yes, Ashley-yes, Dawn-yes. Motion passed.
            2. Megan Heinrich, EA Flex
                a. Filling in for the Administrative Assistant while on leave, subbing, and working the Aftercare program
                b. Motion to hire Megan Heinrich. M/S Chasidi/Tyler Tyler-yes, Chasidi-yes, Ashley-yes, Dawn-yes. Motion passed.

        ii. Separations -
            1. Tad Freeman, Janitor
                a. Motion for separation of Tad Freeman. M/S Chasidi/Tyler Tyler-yes, Chasidi-yes, Ashley-yes, Dawn-yes. Motion passed.

    d. Enrollment:
        i. Enrollment Activity Log

Year End 2024-25	Year End 2025-26	2026-27 Preliminary
PK 19	**PK 20**	**PK 22**
K 8	**K 12**	**K 13**
1 11	**1 8**	**1 14**
2 12	**2 8**	**2 10**
3 17	**3 10**	**3 7**
4 10	**4 10**	**4 8**
5 11	**5 11**	**5 14**
6 12	**6 6**	**6 7**
Total = 100 K-6 = 81 PK = 19	**Total = 85 K-6 = 65 PK = 20**	**Total = 95 K-6 = 73 PK = 22**

7. Executive Director's Professional Development Plan for SY27
    a. Motion to approve Executive Director's Professional Development Plan for SY27. M/S Chasidi/Tyler. Motion Passed.

8. Policy review
    a. 9.15: Student Discipline Policy
        i. Motion to approve Student Discipline Policy. M/S Chasidi/Ashley Motion passed.
        ii. Move this earlier in the year so it will be done before it is due to the authorizer.
    b. 9.13: Pupil Fair Dismissal Process Policy
        i. Motion to table Pupil Fair Dismissal Process Policy. M/S Chasidi/Ashley. Motion passed.
    c. 8.03 Use of Crisis Teams to Remove Students with IEPs from School Grounds
        i. Motion to table use of crisis teams to remove students with IEPs from school grounds. M/S Chasidi/Ashley. Motion passed.

9. Board Calendar:

Uncompleted Tasks from previous months:
AUGUST
- [x] NA

Current Month:
SEPTEMBER
- [ ] Review standardized test results for the prior year
    - [ ] Move to October
- [ ] Policy review
    - [x] 9.15: Student Discipline Policy
    - [ ] 9.13: Pupil Fair Dismissal Process Policy
    - [ ] 8.03 Use of Crisis Teams to Remove Students with IEPs from School Grounds

Next Month:
OCTOBER
- [ ] Accept Annual Report (Due November)
- [ ] Review progress against contractual academic/environmental goals and outstanding obligations
- [ ] Policy review

Next Board Meeting: October 22, 2026
Next Board Work Meeting: October 29, 2026, if needed.
Meeting adjourned by Dawn Snook at 6:19 pm.
Board minutes submitted by Ashley Gangestad