



Discovery Woods - District # 4198
Board of Directors Board Meeting
5:00-6:30 p.m. at 604 N 7th Street, Brainerd, MN 56401
Date: August 21, 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

Present: Dawn Snook, Ashley Gangestad, Chasidi Grant, Melina Kramer, Matt Hastert

Absent: Emma Needham, Rebekah Kent-Ehlebracht

Ex-Officio: Kara DeVriendt

Guests:

1. Community Forum - (3 minutes)-
2. Charter School Finance Committee Report
 - i. June [Financials](#) and [Supplement](#)
 1. We would like more transparency of what the categories are and what goes into each category.
 2. Motion to accept the June Financials and supplement. M/S Chasidi/Matt
Matt-yes, Chasidi-yes, Melina-yes, Dawn-yes, Ashley-yes. Motion passed.
 - ii. July Financials and [Supplement](#)
 1. Creative planning does not have July ready yet.
 2. Motion to table until September meeting. M/S Ashley/Chasidi Matt-yes,
Chasidi-yes, Melina-yes, Dawn-yes, Ashley-yes Motion passed.
 - iii. We have to have a finance committee due to state statute.
3. Minutes from Prior Meeting: [July 24, 2025](#)
 - a. Motion to accept the July 24th, 2025 minutes. M/S Matt/Chasidi. Motion passed.
4. Board Training
 - a. OW Sounding Board - [Disseminating Information About the School](#)
 - b. Disseminating in the annual report. Be thinking about having information in different languages. Which languages do we need to have the information in?
 - c. Having plans for barriers in equity in our community. Which barriers are in our community?
5. Old and/or Unfinished Business:

- a. Handbooks have been updated/added
 - i. Staff Handbook
 - ii. K-6 Family Handbook
 - iii. Preschool Family Handbook
- b. The Crisis Management Plan has been updated
 - i. [CRISIS MANAGEMENT PLAN POLICY 6.05](#)
 - 1. Minor updates for approval
 - 2. Motion to accept the Crisis management plan policy with minor changes.
M/S Chasidi/Melina motion passed.

6. School Director's report:

- a. Personnel:
 - i. New Hires
 - 1. Brittney Buchite - Business Manager
 - a. Motion to hire Brittney Buchite. M/S Chasidi/Matt Matt-yes, Chasidi-yes, Melina-yes, Dawn-yes, Ashley-yes. Motion passed.
 - 2. Abby Rees - Educational Assistant
 - a. Motion to hire Abby Rees. M/S Chasidi/Melina. Matt-yes, Chasidi-yes, Melina-yes, Dawn-yes, Ashley-yes Motion passed.
 - 3. Joslyn Plourde - Educational Assistant
 - a. Motion to hire Joslyn Plourde. M/S Chasidi/Matt. Matt-yes, Chasidi-yes, Melina-yes, Dawn-yes, Ashley-yes Motion passed.
 - ii. Separations
 - 1. Randi Sutton - Educational Assistant
 - a. Motion to accept Randi Sutton separation. M/S Chasidi/Matt. Matt-yes, Chasidi-yes, Melina-yes, Dawn-yes, Ashley-yes Motion passed.
 - iii. ELP
 - 1. Earned "Meets Standard" on all ELP Performance Indicators for the 24-25 school year.

b. Enrollment:

Enrollment Year End 2024-2025:

Current numbers for 2025-2026:

	PK	19		PK	20
	K	8		K	15
	1	11		1	8
	2	12		2	8
	3	17		3	7
	4	10		4	14
	5	11		5	7
	6	12		6	8

Total = 100 K-6 = 81 PreK = 19	Total = 87 K-6 = 67 PreK = 20
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7. Board Schedule for FY26

i. Regular Meetings:

1. If the same schedule (4th Thursday in November & December needs alternate dates.)
2. If we change to the 3rd Thursday we could move to the 4th if we don't have a quorum.
3. The second Thursday would be the work meeting. The 3rd Thursday would be the board meeting.
4. Could we drop the work meeting unless we have extra work to discuss? We could do the work meeting on the 4th Thursday if we need to.
5. The financial committee is going to meet the Friday before the board meeting.
6. Motion to accept the 3rd Thursday for a board meeting. The 4th Thursday for our work meeting. M/S Chasidi/Melina. Motion passed.

ii. Work Meetings:

- iii. Change Annual Meeting & Board Elections to April instead of May moving forward, due to the new July 1 training requirement for new board members
 1. Motion to change the annual meeting and board elections to April. M/S Chasidi/Matt. Motion passed.

8. Review board goals and Calendar

a. Board Goals:

i. Board Goals 2024-2025

1. Any updates for SY26
 - a. Made a copy and labeled it Board Goals [2025-2026](#).
 - b. We took off the building ownership and 5-6 strategy.

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 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 • Review progress against contractual academic/environmental goals and outstanding obligations

Next Board Meeting: Sept 18, 2025

Next Board Work Meeting: Sept 25, 2025

Meeting adjourned by Dawn at 6:01 Motion to adjourn. M/S Matt/Chasidi. Motion passed.
Board minutes submitted by Ashley Gangestad