Discovery Woods School

Discovery Woods - District # 4198
Board of Directors Board Meeting
604 N 7th Street, Brainerd, MN 56401
Date: July 16, 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, Member
- Denise Belden, Member
- Tyler Seemann, Member
- Kara DeVriendt, ex officio

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

1. Board Training - Osprey Sounding Board - The Board Chair & Charter School Director
    a. Board chair-specific, it was helpful with the way it was laid out.
    b. On the agenda, we use president and vice president instead of chair and vice chair. Our bylaws say chair and vice chair. We would have to vote to change the agenda. We could change it to president and vice president by changing our bylaws.
        i. Motion to change the agenda to say chair and vice chair. M/S Emma/Dawn. Motion passed.
    c. New member orientation

2. Community Forum - (3 minutes)-

3. Charter School Finance Committee Report
        i. June Financials and Supplement
            1. Creative planning did not have June Financials and Supplement ready.
        ii. July Financial Committee Mtg. Minutes
            1. We did not have a July Financial Committee meeting because of not having the financials.

4. Minutes from Prior Meeting: June 25, 2026

    a. Motion to accept the June 25,2026 minutes. M/S Emma/Dawn Motion passed.

5. Old and/or Unfinished Business:

6. School Director's report:
    a. Submitted Local Literacy Plan in June

    b. Completed Title Grant Application in June

    c. Completion of a free digital map of DWS by the Critical Response Group, Inc. (CRG), Metropolitan Emergency Services Board (MESB) School Mapping Project.
        i. This initiative, funded by the State of Minnesota and overseen by the Metropolitan Services Board (MESB), is creating accurate digital maps of all public and private K–12 schools to enhance emergency response and communication with first responders.
        ii. DWS will be working with the local police department to make sure they have the school's floor plans for emergency response
        iii. Administrative Staff will be printing and posting in the school to replace the existing floor plans
        iv. The Executive Director can change the room names.
        v. We can promote what security we have for families and staff.
        vi. It is through a portal so not everyone can have access to the building map.

    d. Grants
        i. Applied for a Security Grant for more cameras
        ii. Applied for MN Land Trust Community Schoolyard Grant
            1. We need to have student involvement so the fourth and fifth graders will be helping.

    e. Playground Update
        i. Brainerd Dispatch interviewed the Executive Director and Business Manager about the school playground and fundraising efforts

    f. Marketing Events
        i. 4th of July Parade
            1. Warren was at the parade. The Warren costume is very hot and hopefully will be updated. Warren should have a Discovery Woods logo on him.
            2. We should have pamphlets for adults who ask.
        ii. Crow Wing County Fair
            1. Dates for the Fair are Aug 4th-8th.
            2. We need volunteers. It needs to be staffed the whole day.

    g. Personnel:
        i. Hires -
            1. Tad Freeman, Custodial/Maintenance
                a. Start date - July 27, 2026
                b. Motion to accept Tad Freeman hire. M/S Dawn/Ashley Chasidi- yes, Emma-yes, Ashley-yes, Dawn-yes, Tyler-yes. Motion passed.
        ii. Separations -
            1. Rob Gartner, Custodial/Maintenance
                a. Motion to accept Rob Gartner separation. M/S Dawn/Ashley Chasidi-yes, Emma-yes, Ashley-yes, Dawn-yes, Tyler-yes. Motion passed.

    h. Enrollment:
        i. Enrollment Activity Log
        ii. Thank you for a tour email before and after, made scheduling tours easier on the website,

Year End 2024-25	Year End 2025-26	2026-27 Preliminary
PK 19	**PK 20**	**PK 19**
K 8	**K 12**	**K 6**
1 11	**1 8**	**1 15**
2 12	**2 8**	**2 8**
3 17	**3 10**	**3 6**
4 10	**4 10**	**4 8**
5 11	**5 11**	**5 12**
6 12	**6 6**	**6 8**
Total = 100 K-6 = 81 PK = 19	**Total = 85 K-6 = 65 PK = 20**	**Total = 82 K-6 = 63 PK = 19**

7. STAFF PRESCHOOL AND AFTERCARE PAYMENT POLICY 5.25
    a. Making a plan for staff children to be attended.
    b. Aftercare does make a profit for our school. Should we have an age cutoff for aftercare? All staff meetings would make it tricky for having staff children being supervised by their parents. Motion to table until the board work meeting. M/S Emma/ Dawn Motion passed.

8. Board Members
    a. Resignation - Denise Belden
        i. Motion to accept the resignation of Denise Belden. M/S Emma/Dawn Chasidi- yes, Emma-yes, Ashley-yes, Dawn-yes, Tyler-yes. Motion passed.
    b. Appointment - Dawn Snook
        i. Motion to accept the appointment of Dawn Snook. M/S Emma/Chasidi Chasidi- yes, Emma-yes, Ashley-yes, Dawn-abstained, Tyler-yes. Motion passed.
    c. Appointment - Ashley Gangestad
        i. Motion to accept the appointment of Ashley Gangestad. M/S Emma/Chasidi. Chasidi- yes, Emma-yes, Ashley-abstained, Dawn-yes, Tyler-yes. Motion passed.

9. Annual Organizational Meeting
    a. Review bylaws term limits for board members or board officers. For officers it is 6 consecutive years.
    b. Board schedule Thursdays 5pm, 3rd for regular board meetings, 4th for the work meeting.
    c. Election of Officers
        i. Chair - Emma Needham
            1. Motion to accept Emma Needham for Chair. M/S Chasidi/Ashley Chasidi- yes, Emma-abstained, Ashley-yes,Tyler-yes. Motion passed.
        ii. Vice Chair - Dawn Snook
            1. Motion to accept Dawn Snook for Vice Chair. M/S Emma/Chasidi Chasidi- yes, Emma-yes, Ashley-yes,Tyler-yes. Motion passed.
        iii. Secretary- Ashley Gangestad
            1. Motion to accept Ashley Gangestad for Secretary. M/S Emma/ChasidiChasidi- yes, Emma-yes, Ashley-abstained,Tyler-yes. Motion passed.
        iv. Treasurer- Chasidi Grant
            1. Motion to accept Chasidi Grant for Treasurer. M/S Emma/Tyler Chasidi- abstained, Emma-yes, Ashley-yes,Tyler-yes. Motion passed.

10. Establish new board goals

i. Board Goals 2025-2026
ii. New Board Goals 2026-27
1. Motion to table New board goals until our work meeting next week. M/S Ashley/Emma motion passed.

b. Board Calendar:

Uncompleted Tasks from previous months:

JUNE
- [x] Board orientation for new members

Current Month:
JULY
- [ ] Review the preliminary year-end financial review
- [ ] Complete Annual Organizational Meeting
  - [x] Designations, including Board Positions
  - [x] Review bylaws as part of the annual meeting
  - [x] Determine next year's board meeting schedule
  - [x] Statement of Assurances
  - [x] Ex Officio annual conflict of interest disclosure form
  - [ ] Establish board goals for next year

Next Month:
AUGUST
- [ ] Write cards for new (and maybe returning) staff members
- [ ] Establish school leader goals and professional development for next year
- [ ] Review progress against strategic plan goals (if applicable)
- [ ] Policy Review
  - [ ] Pledge of Allegiance Policy 1.03
  - [ ] Pupil Fees Policy 4.10
  - [ ] E-Learning and Safe Learning Plans

Next Board Meeting: Thursday August 20, 2026
Next Board Work Meeting: Thursday July 23, 2026
Meeting adjourned by Emma at 6:25pm M/S Emma/Chasidi Motion passed.
Board minutes submitted by Ashley Gangestad