



Discovery Woods - District # 4198
Board of Directors Board Meeting
604 N 7th Street, Brainerd, MN 56401
Date: June 25, 2026 (RESCHEDULED FROM 6.18.26)
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, President
- Dawn Snook, Vice President
- Ashley Gangestad, Secretary
- Rebekah Kent-Ehlebracht, Treasurer
- Matt Hastert, Member
- Chasidi Grant, Member
- Denise Belden, Member
- Kara DeVriendt, ex officio

Called to order at by Emma Needham at 5:04 pm

Present: Emma Needham, Dawn Snook, Rebekah Kent-Ehlebracht, Chasidi Grant

Absent: Matt Hastert, Denise Belden, Ashley Gangestad

Ex-Officio: Kara DeVriendt

Guests:

1. Board Training - Osprey Sounding Board - [Board Member Education & Training](#)
 - a. New member orientation
2. Community Forum - (3 minutes)- No community members present
3. Charter School Finance Committee Report
 - i. May [Financials](#) and [Supplement](#)
 1. Cash on hand and fund balance are reflective of authorizer requirements
 2. Expenditures are high, but many were 1 time needs.
 3. Analysis planned prior to transition to new financial planning team re: ABC reserves and planned payments for school
 4. Federal aid and state holdbacks are all aligned to plans and prepayments for building lease information likely in July/August
 5. Slight negative due to timing for summer paychecks, will change next month
 6. Projected days cash on hand is at 113, well above the requirement
 7. M/S Becca/Emma, Motion to approve financials and supplement. Motion approved unanimously.
 - ii. June Financial Committee [Mtg. Minutes](#)
 1. Deficit projected for 26/27 SY is expected to drop by half in 27/28 SY.
 2. ABC cannot cover building expenses in the way that Whittier Capital Group would have done at this time
 3. Tracking Para Pathways to ensure qualified candidates in SPED under board approved policy from May meeting.

iii. Annual Budget Approval M/S Becca/Dawn, motion accepted unanimously.

4. Minutes from Prior Meeting: [May 28, 2026](#)

a. M/S Emma/Bekah, passed unanimously.

5. Old and/or Unfinished Business:

a.

6. School Director's report:

a. [ELP](#)

i. SY26 goals met

ii. SY27 goals approved

b. Personnel:

i. Hires -

1. Kaylyn Thompson , sub teacher/EA

a. M/S Rebekah/Emma, Chasidi-yes, Emma-yes, Dawn-yes, Rebekah-yes

2. Alexandra Cline, Aftercare/EA

a. M/S Rebekah/Emma, Chasidi-yes, Emma-yes, Dawn-yes, Rebekah-yes

ii. Separations -

1. Kori Sawyer, Aftercare/EA - effective August 8/21/26

a. M/S Rebekah/Emma, Chasidi-yes, Emma-yes, Dawn-yes, Rebekah-yes

c. Enrollment:

i. [Enrollment Activity Log](#)

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 9
Total = 100 K-6 = 81 PK = 19	Total = 85 K-6 = 65 PK = 20	Total = 83 K-6 = 64 PK = 19

7. Review Classroom Enrollment Caps

a. M/S Emma, Dawn, passed unanimously to postpone reviewing classroom enrollment caps.

8. Sign Director's Contract

9. Policy Review

a. 4.04: [Electronic Transfer of Funds Policy](#)

i. M/S Emma/Bekah, Motion passes unanimously to approve the policy as written.

b. 6.04: [Criminal Background Check Policy \(staff, volunteers, & board members\)](#)

- i. M/S Emma/Bekah, Motion passes unanimously to approve the policy with some changes.
- c. 7.05 [Data Subject Rights and Access Policy](#)
 - i. M/S Emma/Bekah, Motion passes unanimously to approve the policy.
 - ii. M/S Emma/Bekah, motion passes unanimously to add Kara DeVriendt's name

10. Review board goals and Calendar

- a. [Board Goals 2025-2026](#)
 - i. [New Board Goals 2026-27](#)
 - ii. M/S Emma/Dawn, motion passes unanimously to postpone reviewing the Board Goals 2026/2027 for the following board meeting.
- b. [Board Calendar:](#)

Uncompleted Tasks from previous months: MAY ☒ Approve the annual budget for next year ☒ Moved to June Current Month: JUNE ☒ Sign the Director's contract ☐ Board orientation for new members ☒ Review Criminal Background Check Policy 6.04 ☒ Review Electronic Transfer of Funds Policy 4.04 ☒ Review - Data Subject Rights and Access Policy 7.05 Next Month: JULY ☐ Review the preliminary year-end financial review ☐ Complete Organizational Meeting Annual ☐ Designations including Board Positions ☐ Review bylaws as part of the annual meeting ☐ Determine next year's board meeting schedule ☐ Statement of Assurances ☐ Collect annual conflict of interest disclosure forms

Next Board Meeting: July 16, 2026

Next Board Work Meeting: July 23, 2026

Meeting adjourned by at 6:10 M/S Emma/Bekah

Board minutes submitted by Dawn Snook