Discovery Woods - District # 4198
Board of Directors Board Meeting
604 N 7th Street, Brainerd, MN 56401
Date: October 22, 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 by
Present:
Absent:
Ex Officio:
Guests:

1. Board Training - Background Checks - OW Sounding Board, Issue 22

2. Community Forum - (3 minutes)

3. Charter School Finance Committee Report
    i. September Financials and Supplement

    ii. October Financial Committee Mtg. Minutes

4. Minutes from Prior Meeting: September 17, 2026

5. Old and/or Unfinished Business:
    a. Grants
        i. Applied for a Security Grant for more cameras
            1. Received $15,000 grant

6. School Director's report:

    a. 15 Year Milestone acknowledgement - MN Association of Charter Schools

    b. Academic Report
        i. Exhibit G, Indicators -1-10
        ii. Fall FastBridge Results

    c. Approval of newly required policy - Cardiac Emergency Response Plan
        i. Is added as part of the school's Crisis Management Policy/Plan - approve amended

ii. Needs to be updated each year - added to August tasks on board calendar

d. Approval of Annual Report

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

f. Personnel:
   i. Hires -
      1. Tim Hoffer, Janitor
      2. Nick Fitch, part-time paraprofessional
      3. Kristina Schrantz, paraprofessional

   ii. Separations -

g. 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 12**
1 11	**1 8**	**1 14**
2 12	**2 8**	**2 10**
3 17	**3 10**	**3 7**
4 10	**4 10**	**4 9**
5 11	**5 11**	**5 13**
6 12	**6 6**	**6 7**
Total = 100 K-6 = 81 PK = 19	**Total = 85 K-6 = 65 PK = 20**	**Total = 94 K-6 = 72 PK = 22**

7. Policy review
   a. The Board has two visitor policies. Need a volunteer policy
      i. 6.09 Visitors Policy
      6.09.1 Visitors Policy Addendum
      9.25 Visitors to the Building Policy
      1.02: Parent Involvement Policy - could add a section about volunteer requirements to this policy

   b. 9.13: Pupil Fair Dismissal Process Policy

   c. 8.03 Use of Crisis Teams to Remove Students with IEPs from School Grounds

8. Board Calendar:

Uncompleted Tasks from previous months:
SEPTEMBER
- [ ] Review standardized test results for the prior year
  - [ ] Move to October
- [ ] Policy review
  - [ ] 9.13: Pupil Fair Dismissal Process Policy

- [ ] 8.03 Use of Crisis Teams to Remove Students with IEPs from School Grounds

Current Month:
OCTOBER

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

Next Month:
NOVEMBER

- [ ] Review and accept the audit
- [ ] Review CACR (Due December)
- [ ] Review co-curricular and extracurricular activities

Next Board Meeting:
Next Board Work Meeting:
Meeting adjourned by at
Board minutes submitted by