



Discovery Woods - District # 4198
Board of Directors Board Meeting
5:00-6:30 p.m. at 604 N 7th Street, Brainerd, MN 56401
Date: January 23, 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 Emma

Present: Ashley Gangestad, Emma Needham , Rebekah Kent-Ehlebracht , Dawn Snook ,

Absent: Matt Hastert

Ex-Officio: Kristi Crocker

Guests:

1. Board Training -
 - a. [OW Sounding Board – Issue 34 | Disseminating Information About the School](#)
2. Community Forum - (3 minutes)-
3. Minutes from Prior Meeting: [December 19, 2024](#) Motion to accept the corrections. M/S Emma/Rebekah. Motion passed.
4. Old and/or Unfinished Business:
5. Financial report: (M/S)
 - a. [December Financials](#) and [Supplement](#)
 - i. How much flexibility for staff salaries? We want to remain competitive.
 - ii. Motion to approve the December financials. M/S Rebekah/Dawn. Ashley-yes, Rebekah-yes, Dawn-yes, Emma- yes. Motion passed.
6. [DW Bylaws](#) Revision
 - a. Motion to accept the DW Bylaws with Craig Kepler's changes. M/S Emma/Ashley. Motion passed.
7. School Director's report:
 - a. Staffing Changes:
 - i. New Hires
 1. Jacqueline Miller - Special Education Educational Assistant

- a. Motion to accept Jacqueline Miller. M/S Rebekah/Emma. Ashley-yes, Rebekah-yes, Dawn-yes, Emma- yes. Motion passed.

ii. Resignations

1. Kayla Huether - Physical Education Teacher

- a. Motion to accept Kayla Huether. M/S Rebekah/Emma Ashley-yes, Rebekah-yes, Dawn-yes, Emma- yes. Motion passed.

2. Jaime Janssen - Special Education Educational Assistant

- a. Motion to accept Jaime Janssen. M/S Rebekah/Emma Ashley-yes, Rebekah-yes, Dawn-yes, Emma- yes. Motion passed.

b. Enrollment:

Year 2024-25

	PK	18
	K	9
	1	10
	2	11
	3	18
	4	11
	5	12
	6	12
	Total = 101 K-6 = 83 PreK = 18	

c. Other Updates:

i. [SY26](#) - [SY27](#) Calendars

1. Is there a way to not vote on every change to the calendar? Since we follow ISD 181 calendar. If the ISD 181 calendar changes the director can let families know and then we can approve after.
2. Do we need to do the half days at the end of the year? If we have enough days, let's not have half days at the end of the year.

- ii. [New Board Member Training Folder](#)
 - iii. Community Board Member search update
 - 1. Northside Association
 - 2. Mayor and council member
 - 3. Previous speech teacher
 - iv. [3rd amendment to the Purchase Agreement](#) - extended to Feb 28
 - v. Bridge Loan was re-approved by Woodlands with same rates/returns (loan approvals are only good for 120 days)
 - vi. [Updated Proforma](#) from Ten Square
 - vii. [Lease Extension](#) Playground
 - 1. Fundraisers: Penny Wars and Bingo
 - viii. IEA - AHERA Inspection - January 13
 - ix. Mount Ski Gull - 6th graders - January 10
 - x. Handle With Care training for new staff - January 13 and January 14
 - xi. Northland Fire - January 15
8. Review of Work Session: [January 16, 2025](#)
9. [2024-25 School calendar](#) - snow make-up day on February 17
- a. Motion to host school on February 17, 2025. M/S Emma/Rebekah. Motion passed.
10. Authorizer Updates:
- a. [Contract Amendment](#)
 - i. Revised Exhibits - Exhibit B Articles of Incorporation, Exhibit G Academic Goals, Exhibit I Admissions Policy and Exhibit L Board Member Assurances-signed
 - ii. Updated board roster and certificate of filing with MN Secretary of State for amended Articles of Incorporation already submitted to OW.
 - iii. Motion to approve the contract amendment. M/S Rebekah/Dawn. Motion passed.
11. Review and Update Policies:
- a. [Nepotism Policy](#)
 - i. Motion to accept the Nepotism Policy. M/S Emma/Rebekah. Motion passed.

b. [Pledge of Allegiance Policy](#)

- i. Motion to accept the Pledge of Allegiance Policy. M/S Emma/Dawn. Motion passed.

12. [Director's Self-Assessment](#)

13. Review board goals and Calendar

a. Board Goals:

- i.  Board Goals 2023-2024

- ii.  Board Goals 2024-2025

b. Board Calendar:

- i.

JANUARY
• Executive Director completes self-assessment • Review school leader's progress against goals • Send employee survey (Administrative Team) • Review board's progress against goals • Review progress against contractual academic/environmental goals and outstanding obligations • Policy review
FEBRUARY
• Complete annual board self-assessment • Policy review

Next Board Meeting: February 27, 2025

Next Board Work Meeting: February 20, 2025

Meeting adjourned by Emma at 5:54pm

Board minutes submitted by Ashley Gangestad