Discovery Woods

Discovery Woods - District # 4198
Board of Directors Board Meeting
5:00-6:30 p.m. at 604 N 7th Street, Brainerd, MN 56401
Date: July 24, 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 5:05 by Emma.
Present: Dawn Snook, Chasidi Grant, Ashley Gangestad, Melina Kramer, Emma Needham, Denise Belden, Matt Hastert,
Absent: Rebekah Kent-Ehlebracht, Ashley DeLong
Ex-Officio:
Guests:

1. Community Forum - (3 minutes)-
2. Financial report:
   a. June Financials and Supplement
   b. Mindy Watcher does not have June Financials ready. We will get both June and July at the August meeting.
3. Minutes from Prior Meeting: June 26, 2025
   a. Motion to accept minutes from Jun 26, 2025 M/S Emma/Dawn motion passed.
4. Board Training
   a. OW Sounding Board - *Onboarding New Charter School Board Members*
      i. Discuss new board member training requirements and how to register for required training
      ii. We can onboard the new board members in July rather than be done by the July board meeting.
      iii. The new board members will have the required training done by the August meeting.
5. Old and/or Unfinished Business:
   a. Share Administrative Job Descriptions & Work Flow Chart
      i. We already approved the Administrative Job descriptions. The work flow chart is who to go to with problems.
6. School (Interim) Director's report:
   a. Personnel:
      i. New Hires
         1. Rob Gartner - Custodian
            a. Motion to approve Rob Gartner. M/S Dawn/Matt Emma-yes, Denise-yes, Chasidi-yes, Ashley-yes, Dawn-yes, Matt-yes. Motion passed.

2. Emily Jolie - part-time, temporary Academic Interventionist
    a. Motion to approve Emily Jolie. M/S Dawn/Matt Emma-yes, Denise-yes, Chasidi-yes, Ashley-yes, Dawn-yes, Matt-yes. Motion passed.
3. Susan Kirby - SpEd Teacher
    a. Motion to approve Susan Kirby. M/S Dawn/Matt Emma-yes, Denise-yes, Chasidi-yes, Ashley-yes, Dawn-yes, Matt-yes. Motion passed.

ii. Resignations
1. Laurie Hale - SpEd Teacher
    a. Motion to approve the resignation of Laurie Hale. M/S Dawn/Matt Emma-yes, Denise-yes, Chasidi-yes, Ashley-yes, Dawn-yes, Matt-yes. Motion passed.

iii. Internal Promotions
1. Kara DeVriendt - Interim Director to Executive Director
    a. Motion to approve Kara Devriendt. M/S Dawn/Matt Emma-yes, Denise-yes, Chasidi-yes, Ashley-yes, Dawn-yes, Matt-yes. Motion passed.
2. Dawn Snook - Special Education Teacher to Special Education Lead
    a. Motion to approve Dawn Snook. M/S Matt/Ashley Emma-yes, Denise-yes, Chasidi-yes, Ashley-yes, Matt-yes. Motion passed. Dawn-abstained.

b. Enrollment:
Enrollment Year End 2024-2025: Current numbers for 2025-2026:

	PK 19	**PK 20**
	K 8	**K 14**
	1 11	**1 7**
	2 12	**2 10**
	3 17	**3 8**
	4 10	**4 15**
	5 11	**5 7**
	6 12	**6 8**
	Total = 100 K-6 = 81 PreK = 19	**Total = 89 K-6 = 69 PreK = 20**

7. New Requirement for Charter School Finance Committee
    a. Per Authorizer Communication: “This committee is responsible for reviewing and making recommendations to the board on financial matters, which may include budgeting, enrollment tracking, financial strategy, internal controls, audits, and compliance with financial terms in the charter contract.”

        i. Group must include at least 1 board member (+ Mindy, ED, and Business Manager)

            1. Board Member(s): Emma Needham

      ii. Group must meet monthly (Mindy has a conflict on Thursdays unless the meeting can be started by 4 pm)
            1. Meeting day/time each month TBD (beginning in August):

8. Board Member Training & Responsibilities
    a. We already went over.

9. Board Positions & Schedule for FY 26
    a. Positions
        i. Chair: Emma
        ii. Vice Chair: Dawn
        iii. Secretary: Ashley
        iv. Treasurer: Rebekah
        v. Members: Matt, Denise, Chasidi
        vi. Motion to keep the positions as it is now and seat new members that are ready. M/S Dawn/Emma Ashley-Yes, Dawn-yes, Matt-yes, Emma-yes. Motion passed.
    b. Schedule
        i. Regular Meetings:
            1. If the same schedule (4th Thursday, November & December need alternate dates).
        ii. Work Meetings:
        iii. Change Annual Meeting & Board Elections to April instead of May moving forward due to new July 1 training requirement for new board members
        iv. Motion to table until we have all of our school board members. M/S Emma/Ashley Motion passed.

10. Review and Update Policy
    a. 5.19: Sick and Paid Time Off policy
        i. Motion to approve the sick and paid time off policy. M/S Dawn/Denise Motion passed.
    b. 5.01: At-will employment policy
        i. Motion to approve the at-will employment policy. M/S Dawn/Matt Motion passed.
    c. 5.03: Code of conduct policy (old) Proposed Code of Conduct Policy
        i. Motion to approve the proposed code of conduct policy with the changes from both policies. M/S Emma/Dawn Motion passed.
    d. 9.16 Student pick-up policy
        i. Motion to approve the student pick-up policy. M/S Ashley/Emma. Motion passed
    e. Student Handbook
        i. Create separate preschool handbook, as it is a separate program
            1. New rules/requirements due being a state licensed versus certified program
            2. The board would like to have a preschool pick up policy.
        ii. ED will update with new/amended policy information
    f. Staff Handbook
        i. ED will update with new/amended policy information

11. Review board goals and Calendar
    a. Board Goals:
        i. Board Goals 2024-2025
    b. Board Calendar:
        i. Table board goals and board calendar until the August board meeting. M/S Denise/Emma. Motion passed.

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

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

Next Board Meeting: August 21, 2025
Next Board Work Meeting:

Meeting adjourned by Emma at 6:48
Motion to adjourn. M/S Emma/Denise motion passed
Board minutes submitted by Ashley Gangestad