



**Discovery Woods - District # 4198
Board of Directors Board Meeting
604 N 7th Street, Brainerd, MN 56401
Date: May 28, 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, 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 5:03pm by Emma Needham.

Present: Chasidi Grant, Denise Belden, Emma Needham, Ashley Gangestad, Dawn Snook, Rebekah Kent-Ehlebracht, Matt Hastert,

Absent:

Ex-Officio: Kara DeVriendt

Guests:

1. Board Training - Osprey Sounding Board - [Board Evaluation of School Leader](#)
 - a. We feel like we did well. We would like a compensation part of the evaluation form.
2. Community Forum - (3 minutes)-
3. Charter School Finance Committee Report
 - i. April [Financials](#) and [Supplement](#)
 1. M/S Motion to approve the April Financials and Supplement. M/S Rebekah/ Dawn Chasidi-yes, Denise-yes, Emma-yes, Matt-yes, Ashley-yes, Dawn-yes, Rebekah-yes.
 2. The admin team is looking at ways to cut costs.
 - ii. [May Financial Committee Mtg. Minutes](#)
 1. Motion to approve the May Financial Committee minutes. M/S Emma/Dawn. Chasidi-yes, Denise-yes, Emma-yes, Matt-yes, Ashley-yes, Dawn-yes, Rebekah-yes.
 2. It is still in progress, and we will see more in June.
4. Minutes from Prior Meeting: [April 16, 2026](#)
 - a. Motion to approve the April 16, 2026, minutes. M/S Rebekah/Emma Motion passed.
5. Old and/or Unfinished Business:
 - a. Director Evaluation - closed session

- i. Motion to close the session under Minn. Stat. § 13D.05, Subd. 3 for Director Evaluation and Compensation. M/S Emma/Dawn, Motion passed.
- ii. Motion to approve the Director Evaluation. M/S Rebekah/Emma Motion passed.
- iii. Motion to bring to the June meeting a compensation discussion after talking with Creative Planning. M/S Rebekah/ Emma. Motion passed
- iv. Motion to reopen the meeting. M/S Emma/Dawn Motion passed.

6. School Director's report:

a. ELP Report

- i. They haven't rated it yet. It was turned in ahead of time.
- ii. We met all of our goals.
- iii. Already have changes to our ELP for next year.

b. Academic Report

- i. We met all of our growth and proficiency goals.
- ii. Teachers can meet with students to show their results.

c. Personnel:

i. Hires -

- 1. Brittany Ladouceur, Part-Time Early Shift Aftercare & Afternoon Sub EA
 - a. Motion to approve Brittany Ladouceur. M/S Rebekah/Emma Chasidi-yes, Denise-yes, Emma-yes, Matt-yes, Ashley-yes, Dawn-yes, Rebekah-yes. Motion passed.
- 2. Emily Fitch, 6th-grade teacher for the 2026-27 school year
 - a. Motion to approve Emily Fitch. M/S Rebekah/Emma Chasidi-yes, Denise-yes, Emma-yes, Matt-yes, Ashley-yes, Dawn-yes, Rebekah-yes. Motion passed.

ii. Separations -

- 1. Emily Sipprell, 5th-6th grade teacher
 - a. Motion to approve the separation of Emily Sipprell. M/S Rebekah/Emma Chasidi-yes, Denise-yes, Emma-yes, Matt-yes, Ashley-yes, Dawn-yes, Rebekah-yes. Motion passed.
- 2. Nick Forbes, 5th-6th grade teacher
 - a. Motion to approve the separation of Nick Forbes. M/S Rebekah/Emma Chasidi-yes, Denise-yes, Emma-yes, Matt-yes, Ashley-yes, Dawn-yes, Rebekah-yes. Motion passed.

d. Enrollment:

i. Approve [Enrollment Plan](#)

- 1. Motion to approve our Enrollment Plan. M/S Rebekah/Emma Motion passed.

ii. [Enrollment Activity Log](#)

Year End 2024-25		Current for 2025-26	2026-27 Preliminary
PK	19	PK 20	PK 17
K	8	K 12	K 7
1	11	1 8	1 14
2	12	2 8	2 8
3	17	3 10	3 6

4 10	4 10	4 9
5 11	5 10	5 10
6 12	6 5	6 11
Total = 100 K-6 = 81 PK = 19	Total = 84 K-6 = 64 PK = 20	Total = 84 K-6 = 67 PK = 17

- A. Not capping PK. We do have caps from before that the board approved. In June, we can review the caps for classrooms.

7. Approve Auditor - Schlenner Wenner

- a. Motion to approve Schlenner Wenner as our Auditor. M/S Emma/Rebekah. Chasidi-yes, Denise-yes, Emma-yes, Matt-yes, Ashley-yes, Dawn-yes, Rebekah-yes. Motion passed.

8. Lighting Retrofit - see bids

- a. They will apply for any rebates for us.
b. Antoine Electric is a staff member's family, and it was disclosed to the board.
c. We followed open bidding and got 4 bids.
d. Antoine Electric is about \$200 more expensive than the others, but the work will be after school hours at no additional cost. Antoine Electric's bid was very detailed.
e. Motion to approve the Antoine Electric bid for our lighting retrofit. M/S Rebekah/Dawn. Chasidi-yes, Denise-yes, Emma-yes, Matt-yes, Ashley-yes, Dawn-yes, Rebekah-yes. Motion passed.

9. Financial Vendor Approval - see contracts

- a. Motion to approve Charter Impact. M/S Rebekah/Denise. Chasidi-yes, Denise-yes, Emma-yes, Matt-yes, Ashley-yes, Dawn-yes, Rebekah-yes. Motion passed.
b. Charter Impact has transitioned other schools from Creative Planning. Charter Impact will handle it. It is the end of our contract with Creative Planning.

10. Approve [Educational Assistant Qualification Policy 5.24](#)

- a. This is a new policy.
b. Motion to approve the Educational Assistant Qualification Policy 5.24. M/S Rebekah/Emma Motion passed.

11. ABC - Friends of Discovery Woods

- a. Resignation of board member Kaylyn Thompson
i. Motion to approve the resignation of Kaylyn Thompson. M/S Rebekah/Emma. Motion passed.
b. Approve new board member Brittney Buchite
i. Motion to approve Brittney Buchite. M/S Rebekah/Emma. Motion passed.

12. Review board goals and Calendar

- a. Board Goals 2025-2026
b. Board Calendar:

Uncompleted Tasks from previous months:

APRIL

- ☒ Elect new board members
☐ Policy review

Current Month:

MAY

- ☐ Approve the annual budget for next year
☐ Review and approve preliminary enrollment and budget assumptions for next year- move to April
☐ Review preliminary budget for next year

- ☒ Move to June
- ☒ How are the 3 items listed above different? Can this be combined into one task?
- ☒ Review progress against contractual academic/environmental goals and outstanding obligations
- ☐ Policy review - on hold
- ☒ Conduct Director evaluation (close board session)

Next Month:

JUNE

- ☐ Training and review of bylaws
- ☐ 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 Board Meeting: June 18, 2026

Next Board Work Meeting: June 25, 2026

Meeting adjourned at 6:50pm . M/S Emma/Rebekah Motion passed.

Board minutes submitted by Ashley Gangestad