



Discovery Woods - District # 4198
Board of Directors Board Meeting
5:00-6:30 p.m. at 604 N 7th Street, Brainerd, MN 56401
Date: February 27, 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 5:00pm by Dawn Snook

Present: Dawn Snook, Ashley Gangestad, Rebekah Kent-Ehlebracht , Matt Hastert , Emma Needham
(Arrived at 5:23pm)

Absent:

Ex-Officio: Kristi Crocker

Guests: Kara DeVriendt, Emily Edstrom-Moore (Osprey Wilds)

1. Board Training -
 - a. [The Sounding Board #1 – Board Meeting Date Change or Cancellation](#)
2. Community Forum - (3 minutes)- No community members.
3. Minutes from Prior Meeting: [January 23, 2025](#)
 - a. Approve minutes as written. M/S Rebekah/Dawn Motion passed.
4. Old and/or Unfinished Business:
5. Academic and EE Report
 - a. [Reading Growth Rates](#)
 - i. We are on track for our growth rates from fall to spring.
 - b. [Reading Proficiency Rates](#)
 - c. [Math Growth Rates](#)
 - i. We have our new math curriculum.
 - d. [Math Proficiency Rates](#)
 - i. We have higher proficiency rates with our new math curriculum.
 - e. [ELP Update](#)
 - i. We have 2 completed indicators as of right now. The other indicators will be completed by the end of the year.
6. Financial report:

a. [January Financials](#) and [Supplement](#)

- i. Motion to approve the financial statements as presented. M/S Rebekah/Matt
- ii. Rebekah-yes, Matt-yes, Ashley- yes, Dawn-yes. Motion passed.

7. Lottery Draw Results

- a. We didn't have to do a lottery draw. We are accepting all of the students as we have room.

8. School Director's report:

a. Staffing Changes:

i. New Hires

1. Randi Sutton - Special Education Educational Assistant

- a. Motion to approve Randi Sutton. M/S Rebekah/Emma
- b. Rebekah-yes, Matt-yes, Emma-yes, Ashley- yes, Dawn-yes. Motion passed.

2. Bonnie Hiemenz - Special Education Educational Assistant

- a. Motion to approve Bonnie Hiemenz. M/S Rebekah/Emma
- b. Rebekah-yes, Matt-yes, Emma-yes, Ashley- yes, Dawn-yes. Motion passed.

3. Alyssa Christmann - Special Education Educational Assistant

- a. Motion to approve Alyssa Christmann. M/S Rebekah/Emma
- b. Rebekah-yes, Matt-yes, Emma-yes, Ashley- yes, Dawn-yes. Motion passed.

4. Shawna Wester - After Care

- a. Motion to approve Shawna Wester. M/S Rebekah/Emma
- b. Rebekah-yes, Matt-yes, Emma-yes, Ashley- yes, Dawn-yes. Motion passed.

5. Andriah Schwartz - After Care

- a. Motion to approve Andriah Schwartz. M/S Rebekah/Emma

- b. Rebekah-yes, Matt-yes, Emma-yes, Ashley- yes, Dawn-yes. Motion passed.

ii. Resignations

1. Kaitlyn Gilbertson - Special Education Educational Assistant

- a. Motion to approve Kaitlyn Gilbertson resignations. M/S
Emma/Rebekah

- b. Rebekah-yes, Matt-yes, Emma-yes, Ashley- yes, Dawn-yes. Motion passed.

b. Enrollment:

Year 2024-25

	PK	20
	K	9
	1	10
	2	12
	3	18
	4	10
	5	12
	6	12
	Total = 103 K-6 = 83 PreK = 20	

c. Other Updates:

i. [MACS Compensation Survey Results](#)

1. This will be helpful in looking at compensation at our school.

ii. Extreme cold closure dates

1. 163 days - two late starts - two early outs = 1051.5 hours
2. Annual instructional hours minimum required: 935 hours for Grades 1-6

iii. Ice Skating

1. Went great when we were able to go. It was too cold and then got too

warm.

iv. Osprey Wilds Onsite Visit - January 28, 2025

v. Mathletes is underway

vi. Classroom Observations - Evaluations

1. One hour observations at a time to cover the entire day in each classroom.

vii. Public Hearing - March 4, 2025

viii. Building Purchase closing date extended - USDA application is in process/underwriting

1. Lease Extension

2. Termination of the communications easement signed by CTC.

3. City is willing to vacate the alley easement that they have on the property.

4. HVAC walk through February 20, 2025

a. Lighting

i. We will need different lighting and are looking for grants to help pay for it.

ix. Staff Absences

1. There have been a lot of absences. We are looking for recommendations from the board. A note from a board member, cards from the students.

x. Marketing update

1. Facebook ads and page, Instagram, TikTok

2. Flyers

a. Summer Preschool

b. Preschool-6

9. Review of Work Session: [February 20, 2025](#)

10. Authorizer Updates:

a. Contract Amendment and exhibits submitted to OW - OW submitted to MDE

b. Financials task returned - Creative Planning working with Osprey Wilds regarding this

11. Review and Update Policies:

- a. 1.01: [Grading Policy](#)
 - i. Motion to approve the policy. M/S Rebekah/Dawn Motion passed.
- b. 1.02: [Parent Involvement Policy](#)
 - i. Motion to approve the policy. M/S Dawn/Rebekah. Motion passed.
- c. 2.02: [Board Elections Policy](#)
 - i. Motion to approve the policy. M/S Emma/Rebekah. Motion passed.
- a. 3.03: [Smudging Policy Draft Review](#) (Number will fall under facilities)
 - i. Motion to approve with changes made today. M/S Rebekah/Emma Motion passed.

12. Review board goals and Calendar

a. Board Goals:

- i.  Board Goals 2024-2025
 1. We are on track with most of them. We are ahead of schedule on some of them.

b. Board Calendar:

i.

FEBRUARY • Complete annual board self assessment • Policy review
MARCH • Select auditor • Review employee survey • Policy review • Review co-curricular and extracurricular activities

Next Board Meeting: March 27, 2025

Next Board Work Meeting: March 20, 2025

Meeting adjourned by Emma at 6:04pm. M/S Emma/Rebekah Motion passed.

Board minutes submitted by Ashley Gangestad