



Discovery Woods - District # 4198
Board of Directors Board Meeting
5:00-6:30 p.m. at 604 N 7th Street, Brainerd, MN 56401
Date: November 21, 2024

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:

Present:

Absent:

Ex-Officio:

Guests:

1. Board Training -
 - a. [Review new board training requirements](#) - effective August 1, 2025
 - b. Decide on December board training
2. Community Forum - (3 minutes)-
3. Minutes from Prior Meeting: [October 24, 2024](#)
4. Old and/or Unfinished Business:
 - a. [SY25 Calendar](#)
 - a. [Kind Kids Club](#)
 - i. 20 students max capacity
 - ii. Start and end date TBD, begin in January or February and run 8-12 weeks
 - iii. Wednesdays after school
 - iv. Grades 3-6
5. Financial report: (M/S)
 - a. October [Financials](#) and [Supplement](#)
 - b. Creative Planning uses the current enrollment DW sends to them so it's counting the partial kids too. They don't update the budget every month and it was our first month of enrollment data but we will keep an eye on that.
 - c. Osprey Wilds returned the September Financials stating, "As a reminder, the quarterly reports need to include an income statement that includes revenues and expenses by UFARS programs (see Exhibit R), While yours is close, the expense categories for salaries and related items are not broken down into Administrative, District Supports and Instruction. Creative Planning is aware of this quarterly requirement." - Mindy at

Creative Planning is reaching out to Osprey Wilds to work through this.

6. School Director's report:

a. Staffing Changes:

i. New Hires

1. Karagan Schleicher - Special Education Educational Assistant
2. Rilyn Bender - Special Education Educational Assistant
3. Abbey Thurstin - Special Education Educational Assistant

ii. Resignations

1. Lindsey Johnston - Special Education Assistant
2. Karagan Schleicher - Special Education Educational Assistant

b. Enrollment:

Year 2024-25 (one student to Autism Matters, three students to homeschool)

PK	17
K	9
1	11
2	11
3	17
4	11
5	12
6	13
Total =	101 K-6 = 84 PreK = 17

c. Other Updates:

i. Grade 5-6 information for SY26

1. K-6 Elem Ed License, if middle level license or one subject - would need an Out of Field Permission or variance (math is major factor)
2. Compensation
 - a. Licensed Staff Pay Scale
 - b. Q-Comp
3. Recruitment Plan
 - a. Edpost, Social Media,
 - b. Reach out to colleges and universities
 - c. Sourcewell - No resources

d. Director can bring to MACS Admin Support Calls

ii. Annual Report

1. [FY24 Annual Report](#) completed and submitted 10/29/24

2. FY25 Annual Report

- a. Charter school boards must ensure that an annual assessment of the board's performance is conducted and the results are reported in the school's annual report.
- b. All professional development training completed by the charter school director or chief administrator in the previous academic year must be documented in the school's annual report.

iii. Ran another DW Spiritwear online store

iv. Playground Committee update

v. DW Bylaw revision - emailed lawyer 11/15 for update

vi. ButterBraid Fundraiser profit: \$1848 - used for field trips

vii. Staff fun

viii. Bullying Investigation

7. Authorizer Updates:

a. Review progress against academic/environmental goals

b. Outstanding obligations - Completed

8. Review and Update Policies: None

9. Review board goals and Calendar

a. Board Goals:

i. [Board Goals 2024-25](#)

b. Board Calendar:

i.

DECEMBER

- Review progress against contractual academic/environmental goals and outstanding obligations
- Check in Board training
- review co-curricular and extracurricular activities
- Preview annual policy review schedule

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

Next Board Meeting: January 23, 2025

Next Board Work Meeting: January 16, 2025

Meeting adjourned by at
Board minutes submitted by