

Discovery Public School
924 – 1st Street N.E.
Faribault, MN 55021
Regular Meeting
December 19, 2019 @ 4:30pm

We believe all children can learn.

We believe a trusting, caring, and nurturing environment must pervade the entire school.

We believe in including as many children as possible in all of the learning opportunities.

We believe all of our actions should be consistent with our purpose and vision.

We believe students should be taught “how” to think, not “what” to think.

We believe the primary purpose of education is to teach children “how” to learn.

We believe children must take responsibility for and be actively involved in their learning.

1. **Call to Order and Roll Call:** *The meeting was called to order at 4:30 p.m. by Russ Kennedy. Russ Kennedy (Chair), Jim Severson (Vice-Chair), S. Sam Macklay (Secretary), Sharon Hansen, Cody Hanson, and Dan Weisser (Ex-Officio), were present. Kay Hammer was excused.*
2. **Approval of the Agenda:** *Jim S. made a motion to approve the agenda. The motion was seconded by Sharon H. The motion carried (5-0).*
3. **Approval of the Minutes:** *Cody H. made a motion to approve the November 21, 2019 minutes. The motion was seconded by Jim S. The motion carried (4-0, Sam M. abstained).*
4. **Monthly Financial Statement:** *The financial statement was reviewed by the board. Questions were raised about three items on page 6 of the report that showed a large “Percent of Budget” (Long Term Facilities Maintenance-90.0%, Repairs and Maintenance-72.4%, and Computer Software License-115.1%). Dan said he would research these items and report back to the board. Sam M. made a motion to accept the November 2019 Financial Statements, as submitted in the school board packet. The motion was seconded by Sharon H. The motion carried (5-0).*
5. **Citizen Participation:** None.
6. **Reports:**

6.1 Director’s Report: Cash on Hand: \$208,490.20 Enrollment: 64

*Demolition done at Old Building. Has been sitting empty with no construction being done for about 2 weeks now?

*Mr. Lee said via email that we should probably plan on staying at the new building through the end of the school year. He does not think it will be done in February at this point. I will plan a sit down meeting with him over the next month.

*The new location is working out well. The space is a little tight. I’ll speak with the building owner about planning to occupy this building through June. The lease already allows for this.

*DPS will have a Holiday Party tomorrow 6th and 7th hour

6.2 Community: (Dan W.) It was reported that a former student was injured in a snowmobile accident.

6.3 Finance: (Russ K., Jim S., Dan W.) Dan met with Brenda Kes by phone. Items of discussion included: Frustration with the late, last-minute work on the annual audit. Revising the lease, going forward, to include utilities so that they will be covered by lease aid. Analysis of insurance costs. Planning for the January meeting.

6.4 Academic Committee: (Dan W., Jim S., Sharon H.) Sharon reported that she and Dan have met with (almost) all of the 11th and 12th grade students to set academic goals and review transcripts and ACT testing dates.

6.5 Environmental Education: (Sam M., Jim S., Sharon H.) Sharon reported that the staff discussed school-wide EE projects at a recent PLC meeting. The most focused plans were to improve classroom environments with more plants, teaching everyone (including the community) to recycle correctly, and creating a “Zen Garden”.

7. Discussion Items:

7.1 School Board Training: None

7.2 WBWF Summary: This required paperwork (basically the Annual Report in a different format) was submitted to the MDE on December 12, 2019.

7.3 DPS Insurance Claim: Dan reviewed an email and spreadsheet that he received from Lori Clark (Senior Claims Representative, Continental Western Group®), with the board. The information detailed payments made by the insurance company to cover expenses caused by the fire and relocation, thus far.

7.4 Old Building Update: The inside demolition is complete. Inside renovation has not begun.

7.5 New Building Update: Dan informed the landlord that we will most likely be staying for the remainder of the school year. Dan says that the landlord has been very helpful fulfilling current needs at the new facility and is open to negotiating upgrades, going forward.

8. Action Items:

8.1 Board Member/Parent (Kari Ann Schmidt): Kari Ann is the mother of two DPS students (one graduate, one current). She has always been a strong supporter of the school and has agreed to being appointed to the board of directors. *Jim S. made a motion that we appoint Kari Ann Schmidt to the Board of Directors of Discovery Public School. The motion was seconded by Sharon H. The motion carried (5-0).*

8.2 Fund Balance Policy: Brenda Kes suggested a change in the wording of our Fund Balance Policy, considering that we have had deficit spending for the last several years. *Sharon H. made a motion that we amend the Fund Balance Policy language **from:** ~~The school will have a zero or positive balance in each fund at the end of each fiscal year (transfers from the General Fund will be used, if necessary, to eliminate year-end deficits in any other fund).~~ **to:** The school will make its best efforts to have a zero or positive balance in the General Fund at the end of each fiscal year (transfers from the General Fund will be used, if necessary, to eliminate year-end deficits in the Food Service Fund).* *The motion was seconded by Cody H. The motion carried (5-0).*

8.3 Graduation Requirements: The Academic Committee asked the Board to change the Graduation Requirements so we can facilitate the graduation of part-time students. *Sam M. made a motion that we drop the fourth bullet point from our Graduation Requirements: ~~Student must attend school as a full-time student for at least two (2) full quarters of his/her senior year.~~* *The motion was seconded by Jim M. The motion carried (5-0).*

8.4 Data Practices Policy and Procedures: The board reviewed the Data Practices Policy and Procedures. *Sam M. made a motion that we certify the Data Practices Policy and Procedures. The motion was seconded by Sharon H. The motion carried (5-0).*

9. Adjournment: Board members are reminded that our next Regular Board Meeting is scheduled for January 16th, 2020 at 4:30pm. *Russ K. made a motion to adjourn the meeting. The motion was seconded by Jim S. The motion carried (5-0).*

Respectfully submitted: Sam Macklay, Secretary