

**Discovery Public School of Faribault  
School Board Meeting Minutes  
December 20, 2018 at 4:30 p.m.**

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.

The Board of Education of Discovery Public School of Faribault met for its regular board meeting at 4:30 p.m. on December 20, 2018 in the Discovery Public School of Faribault’s cafeteria.

1. The meeting was called to order at 4:30 p.m. by Russ Kennedy, Chair.

**Roll call was called by Russ Kennedy; School Board Chair:**

**Members Present:** Russ Kennedy (Chair), Jim Severson (Vice-Chair),  
S. Sam Macklay (Secretary/Treasurer), Sharon Hansen, Kay Hammer,  
Dan Weisser (Ex-Officio).

**Authorizer:** None

**Guests:** None

2. **Approval of the Agenda:** *A motion was made by Jim Severson to approve the agenda. The motion was seconded by Sam Macklay. Motion carried (5-0).*
3. **Approval of the Minutes:** *A motion was made by Jim Severson to approve the November 15<sup>th</sup>, 2018 minutes. The motion was seconded by Sharon Hansen. Motion carried (5-0).*
4. **Monthly Financial Statement:** Sam asked about Wells’ last paycheck (on page 10 of 13) being larger than normal. Dan informed the board that it was a payout for retirement. *A motion was made by Sam Macklay to approve the monthly financials as printed. The motion was seconded by Jim Severson. Motion carried (5-0).*

5. **Citizen Participation:** None.

6. **Reports:**

**6.1 Director’s Report:** Enrollment: 51 Total Students. 6<sup>th</sup> grade – 4; 7<sup>th</sup> grade – 6; 8<sup>th</sup> grade – 4; 9<sup>th</sup> grade – 7; 10<sup>th</sup> grade – 12; 11<sup>th</sup> grade – 8; 12<sup>th</sup> grade – 10; Female – 20 Male – 31.

2-19yr olds dropped; filed truancy on 1 student, 1 student transferred out.

\*Cash on Hand: \$133,440.90.

\*Holiday Party will be on 12/21 after lunch, including games, movie, and ice cream sundaes.

\* Food Drive (St. Vincents) – collected over 150 food items.

\*Dan presented the feedback on the Annual Report. The Board will approve the revisions at the January meeting.

\*Will be putting an ad in the Faribault Daily News the week after the winter break.

\*Dan shared an email from ACNW (Site Visit Follow-up) that contained Governance Information.

\*ACNW- EE Board Training Visit in February/Renewal Decision will be on February 21, 2019 at 3:30pm.

\* Mr. Lee gave the school a \$2,000.00 Donation.

**6.2 Community:** None.

**6.3 Finance:** (Russ Kennedy, Jim Severson, Dan Weisser)

The committee met with Brenda Kes and the budget will be revised reflecting enrollment of 53 and 1 less teacher.

**6.4 Academic Committee:** (Dan Weisser and Jim Severson)

Several students have applied for PSEO at South Central Community College which included 4 seniors and 2 juniors.

**6.5 Environmental Education:** (Sam Macklay and Jim Severson) No report.

## **7. Discussion Items:**

**7.1 Board Training (Open Meeting Law):** Dan presented reference material about open meetings (and when meetings must be closed). The Board watched a video about reasons for, documentation, and requirements of the law. The Board watched a 2<sup>nd</sup> video about the types of meetings: regular, special and emergency.

**7.2 Social Studies Teaching Position/Schedule Change:** Due to enrollment, some small classes will be combined next quarter. Dan will be teaching 2 hours during the mornings. Jim voiced concerns about the Director being in the classroom long term.

**7.3 ACNW Board Observation (November 15<sup>th</sup> Mtg):** The Board discussed what ACNW is looking for at School Board meetings.

**7.4 ACNW's Governance Performance Evaluation:** The Board reviewed together the Evaluation guidelines and the actual evaluation. The Board mostly agreed that it was a fair evaluation.

**7.5 (WBWF) World's Best Work Force Summary:** The Board reviewed the summary (it is an abbreviated version of the annual report to ACNW) that is sent to MDE.

**7.6 Reviewed DPS By-Laws:** Per a long discussion with Erin and David after the November Board meeting, the by-laws need to be reviewed by Board members to make sure practice matches by-laws. The Board members agreed to carefully read the by-laws and will continue the discussion at the January meeting.

### **Action Items:**

**8.1 Contract for Occupational Therapy Services:** Dan explained the legal need for the contract. *Motion was made by Jim Severson to approve the contract as written. Motion seconded by Sam Macklay. Motion carried (5-0).*

**8.2 SpEd Forms Contract/Renewal:** Dan explained the legal need for the contract. *Motion was made by Kay Hammer to approve the contract as written. Motion seconded by Sharon Hansen. Motion carried (5-0).*

**8.3 Environmental Assurances Inc. Consulting Agreement:** Dan explained that the fee is split between the school and the building owner, Mr. Lee. We have been very pleased with David Leake's performance in the past. *Motion was made by Jim Severson to approve the 5 year consulting agreement as written. Motion was seconded by Kay Hammer. Motion carried (5-0).*

**8.4 WBWF Plan Leadership/Site Team:** Sharon and Dan are consulting with MDE to make an improvement plan because the school has been "prioritized for support". By statute we must name a Site Team and Leadership Team. Dan, Rod, and Sharon are the Leadership Team. The site team will include the Leadership Team and Debby Whitehead. *Motion was made by Sam Macklay to name the Site Team as listed above. Motion seconded by Jim Severson. Motion carried (5-0).*

## **8. Adjournment:**

Board members are reminded that our next board meeting is scheduled for January 17<sup>th</sup>, 2019 at 4:30p.m. and are reminded to read the by-laws prior to that date. *A motion was made by Russ Kennedy to adjourn. It was seconded by Sam Macklay. Motion carried (5-0).*

**Respectfully submitted: Sam Macklay, Secretary/Treasurer.**