

**Discovery Public School of Faribault
School Board Meeting Minutes
November 17, 2016 at 4:30p.m.**

The Board of Education for Discovery Public School of Faribault, met for its regular board meeting At 4:30 p.m. on November 17, 2016 in the Discovery Public School's cafeteria.

11-01 **Call to order and Roll Call:**

Member's Present: Russ Kennedy-Chair; Dan Weisser-Vice Chair; Sheila Karn-Clerk/Treasurer Kay Hammer; Dirk Wells; Steven (Sam) Macklay; Jim Severson-Ex-Officio

Authorizer: None

Guests: None

11-02 **Approval of the Agenda** – A motion was made by Sheila Karn to approve the November 17, 2016 agenda and to also add an agenda item: Procurement Procedures that will be 9.9. A second motion was made by Dan Weisser. Motion carried.

11-03 **Approval of the Minutes** -A motion was made by Steve Macklay to approve the minutes from the October 13, 2016 School Board Meeting. It was seconded by Dirk Wells. Motion carried.

11-04 **Analysis of the Bills** – Steve Macklay questioned the Discovery Special Ed Budget, under Federal Special ED Program; Contracted Services-Director. This is a question for Brenda Kes.

11-05 **Citizen Participation** – None

11-06 **Correspondence** – We have a cash balance of \$163, 849. Our enrollment is 65 students: 35 females/30 males, with 16 middle and 49 High School students. 48% are on free lunch, 20% reduced lunch and 40% on SPED. We also had a huge Honor Roll: 1 on the A Honor Roll and 16 on the B. They all received a Timber Wolf 3.0 Club card for a Papa John's Pizza. Our audits are in progress, SPED and Financial Compliance. Our Annual Audit is coming up for 2015-2016 and our 3 year Food Service Program Review begins in December. Jim also attended the ACNW Leadership Retreat on November 11 & 12, 2016 at Grindstone Lake. They worked on Governance Strategies. Jim will have all the information to share at our December Board meeting. Mr. Lee donated \$2,000 to our general fund.

11-07 **Committee Updates:**

07.1 **Community** –None

07.2 **Finance** – The committee met over the phone. We have an additional \$15,000 for a student that is from El Salvatore. They saw our sign from the road and stopped in and registered. We also received \$2,000 from Mr. Lee and have designated where the money will go. Will discuss this later tonight under 9.2 and 9.3.

07.3 **Academic** – We are at the end of the 1st quarter. We are off to a great start. In December, Dan Weisser Will get more information about testing and what the kid's decided for their goals. We also sent the Mediation Process paperwork out which was due on November 15, 2016.

07.4 **Environmental Education** - Nook and Cranny (a second hand shop across the street) worked with Sam Maklay, our Science Teacher and made a rain garden. This type of garden naturally filters the rain from impurities going into the ground and it never needs to be watered. The students, along with Dirk Wells and Sam Macklay, helped seed and build the garden. In the classroom, the students will be starting the hydroponics garden during the winter months. Mr. Lee is building the shelves for it.

11.08 **Old Business** – None

11.09 **New Business** –

9.1 **Health Insurance** – In December’s meeting we will need to make a decision for Health Insurance. Renewal is January 1, 2017, so read the enclosed information and be ready with a decision to change coverage or stay with Medica.

9.2 **Para’s Hourly Rate** – Mr. Lee donated \$2,000. Jim recommended using some of the money to increase the Para’s hourly rate. Dirk Wells made a motion to increase the Para’s Hourly rate by a \$1/hr starting on December 1, 2016. This would increase the pay for: Sonia Flores and Yvonne Ackmann.

9.3 **Custodian’s Hourly Rate** – As Mr. Lee donated \$2,000, Jim recommends using the money to increase the hourly pay for our Custodian; Scott. This increase would also take place December 1, 2016. Dan Weisser made a motion to accept the rate increase for the custodian pay. Motion seconded by Steve Macklay. Motion carried.

9.4 **Conflict of Interest Policy/Employees** – We reviewed the recommended Conflict of Interest enclosure. Sheila Karn made a motion to adopt the Conflict of Interest for Employees as of November 17, 2016. Motion seconded by Dirk Wells. Motion carried.

9.5 **Conflict of Interest Policy/Administration** – A motion was made by Dan Weisser to accept the Conflict of Interest Policy for Administration and the School Board. The motion was seconded by Sam Macklay. Motion carried.

9.6 **Nepotism Policy** – Sam Macklay made a motion to renew and approve our Nepotism Policy as of November 17, 2016. Motion seconded by Kay Hammer. Motion carried.

9.7 **Non-Discrimination Policy** – A motion was made by Dan Weisser to renew and approve our Non-Discrimination Policy as of November 17, 2016. Motion seconded by Sheila Karn. Motion carried.

9.8 **Record Retention Policy** – Questions were brought up as why Special Education doesn’t have a retention Policy for their paperwork or students. Steve Macklay made a motion to accept the Record Retention Policy with the understanding that the question will be addressed. The motion was seconded by Kay Hammer. Motion carried.

9.9 **Procurement Procedure** – Sheila Karn made a motion to approve the Procurement Procedure Policy which was added by the board members to this agenda. Motion was seconded by Dan Weisser. Motion carried.

Our next meeting is scheduled for **Thursday, December 15, 2016 at 4:30 p.m.**

Board members are requested to check their schedules to confirm this date and time *prior to adjournment today.*

11.10 **Adjournment** : A motion was made by Russ Kennedy to adjourn our November 17, 2016 meeting. The motion was seconded by Dan Weisser. Motion carried.