

**Discovery Public School**  
**126 - 8th Street N.W.**  
**Faribault, MN 55021**  
**Regular Meeting**  
**September 17, 2020 @ 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 Jim Severson. Jim Severson (Vice-Chair), S. Sam Macklay (Secretary), Sharon Hansen, Cody Hanson, Kay Hammer and Dan Weisser (Ex-Officio), were present. Russ Kennedy (Chair) arrived at 4:35 p.m.*
2. **Approval of the Agenda:** *Sam M. made a motion to approve the agenda, with the addition of Discussion Items 7.6 and 7.7. The motion was seconded by Sharon H. The motion carried (5-0).*
3. **Approval of the August 20, 2020 minutes:** *Cody H. made a motion to approve the August 20, 2020 minutes. The motion was seconded by Jim S. The motion carried (5-0).*
4. **Monthly Financial Statement:** *The financial statement was reviewed by the board. Dan forwarded a few minor questions about the report to Brenda Kes. Jim S. made a motion to accept the [As of] August 31, 2020 Financial Statements, as submitted in the school board packet. The motion was seconded by Cody H. The motion carried (6-0).*
5. **Citizen Participation:** None.
6. **Reports:**
  - 6.1 **Director’s Report:**                      Cash on Hand: \$169,259.88                      Enrollment: 57  
  
\*DPS has started the School Year in the Hybrid Learning Model based on MDE’s formula for Positive COVID-19 cases.  
\*Mask Mandate from July 22 will require all students and staff to wear masks if in-person learning takes place. This is going well.  
\*12 new students have enrolled for the 2020-2021 school year, during the summer. Advertising helped.  
\*Class sizes are much smaller, DPS should be very safe.  
\*15 students have chosen to do Distance Learning. 21 students attend in-person on Mondays and Tuesdays, the other 21 attend on Wednesdays and Thursdays. Teachers have office hours on Fridays and are available to all DPS students during office hours.  
\*DPS has made an agreement with CCS Janitorial Services for the month of September.  
\*Students are excited to be back!
  - 6.2 **Community:** (Dan W.) No report.

**6.3 Finance:** (Russ K., Jim S., Dan W.) The committee conferred with Brenda Kes. Everything looks okay for now. We will revisit the budget in October when the enrollment numbers are solidified. The fact that our food service costs are currently covered by a grant will help the budget. Since the price of Chromebooks® has recently increased dramatically, we will hold off on new purchases.

**6.4 Academic Committee:** (Dan W., Jim S., Sharon H.)

We will administer NWEA MAP Growth assessments over the next two weeks. Math and reading will be administered next week and science the following week. We have requested that distance learners come into the building for testing if possible. They will be in a separate space from the rest of the student population to reduce exposure. Those students who cannot come in to test will be trained on how to take the test from home. A parent will have to be home with the student to proctor the test.

Edgenuity® is finally up and running. We have our distance learners enrolled in some of their classes already. Placement tests have been given for eReading and eMath during our FLEX hour, and students are enrolled in their correct level to help get them closer to grade level. Sharon will provide more training this Friday to help staff get all of their distance learners started.

**6.5 Environmental Education:** (Alli P., Jim S., Sharon H.)

We submitted our revised ELP, but have not yet received feedback from Nalani/Osprey Wilds. Some of the teachers have begun the units that will satisfy our goals. Our Science teacher has begun her unit on composting using leftovers from lunch, and our Social Studies teacher has begun her unit on improving our local community. The Health teacher has his students documenting how trash is affecting the local environment.

**7. Discussion Items:**

**7.1 School Board Training: Conduct Financial Oversight #2: Fund Balance.** Every member of the Board completed the training on-line, prior to meeting. Dan is keeping the “certificates of completion” in the office. The Board discussed the DPS fund balance, tracking it in the financial reports, and how ours compares to the fund balance recommended in the training.

**7.2 MDH COVID19 GUIDANCE: Data for K-12 Schools: 14-day COVID-19 Case Rate by County.** Dan reviewed and explained this document that was included in the School Board Packet.

**7.3 Osprey Wilds - Role of the Board Chair (OW Sounding Board):** Dan had previously emailed this edition of the Osprey Wilds publication to the members of the board. We will include the OW Sounding Board in future School Board Packets and discuss the articles during Discussion Item 7.1, School Board Training.

**7.4 Employee Handbook (FMLA):** Dan consulted with our lawyer and was advised that since we have less than 50 employees, we are not required to create an emergency family medical leave policy (E-FMLA), nor are we required to provide medical insurance for our part-time employees.

**7.5 Adopt A Highway:** Dan and Ms. Luthe are planning to take the two groups of in-person learning students to our designated section of highway on September 22<sup>nd</sup> and 24<sup>th</sup>.

**7.6 DPS FY21 Authorizing Activities:** Dan and Sharon reviewed the “...summary of expected oversight and monitoring activities ...” sent by the Osprey Wilds Environmental Learning Center, with the Board.

**7.7 Parking Lot Gate:** Our neighbor to the north (who shares the parking lot with us) has offered to erect and monitor a gate to the parking lot. Dan informed the neighbor that this is the landlord’s decision, but the landlord wants advice from the Board. After a thorough discussion the Board has decided to ask the landlord to put up a security camera, instead of authorizing a gate.

## **8. Action Items:**

**8.1 COVID-19 Paraprofessional's PTO:** Dan requested that the Board consider adopting the following policy. Brenda Kes has advised him that the budget can absorb this potential expense.

**Para Covid-19 Leave Policy**– Paras will be allowed (up to) 10 days of paid sick leave for Covid-19 related reasons during the 2020-2021 school year. This sick leave may only be used during the 2020-2021 school year and unused sick leave will not be paid out.

Covid-19 sick leave may be used in the following situations:  
Employee needs to quarantine, employee is experiencing symptoms of Covid-19 and seeking medical diagnosis, employee is caring for an individual who needs to quarantine, or employee is caring for a son or daughter under 18 whose school or place of care is closed due to Covid-19.

*Russ K. made a motion to establish this Para Covid-19 Leave Policy for the 2020-2021 school year. The motion was seconded by Cody H. The motion carried (6-0).*

**8.2 Substitute Teacher Pay:** Due to a dearth of substitute teachers, Dan recommended that we increase our daily pay rate. The Board discussed the appropriate amount. *Jim S. made a motion that we increase the substitute teacher pay to \$150/day. The motion was seconded by Sharon H. The motion carried (6-0).*

**8.3 Designation of Identified Official with Authority for the MDE External User Access Recertification System (IOWA):** *Jim S. made a motion to authorize Dan Weisser to act as the Identified Official with Authority for Discovery Public School of Faribault. The motion was seconded by Cody H. The motion carried (6-0).*

**8.4 E-FMLA Policy (COVID-19):** See Discussion Item 7.4 (above). *Sharon H. made a motion to not create an emergency family medical leave policy, or provide medical insurance for our part-time employees. The motion was seconded by Jim S. The motion carried (6-0).*

**8.5 Ex-Officio Conflict of Interest Statement:** *Sam M. made a motion to accept Dan Weisser's, signed, [No] Conflict of Interest Statement. The motion was seconded by Sharon H. The motion carried (6-0).*

**8.6 Board Elections (Cody Hanson and Kay Hammer):** The ballots were counted and certified by Sam M. and Jim S. Cody H. received eight votes, Kay H. received seven votes, and there were no write-in votes. Cody and Kay both accepted their elections to the Board for the next two years. *Jim S. made a motion to accept the results of the election. The motion was seconded by Sharon H. The motion carried (4-0). Cody and Kay abstained.*

**9. Adjournment:** Board members were reminded that our next Regular Board Meeting is scheduled for October 22, 2020 at 4:30pm, with the Annual Meeting to follow at 6:00pm. *Jim S. made a motion to adjourn the meeting. The motion was seconded by Sharon H. The motion carried (6-0).*

*Respectfully submitted: Sam Macklay, Secretary*