

**Discovery Public School of Faribault
School Board Meeting Minutes
January 18, 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 January 18, 2018 in the Discovery Public School of Faribault’s cafeteria.

01-01 The meeting was called to order at 4:30 p.m. by Russ Kennedy-Chair

01-02 **Roll call was called by Russ Kennedy-Chair:**

Members Present: Russ Kennedy-Chair; Dan Weisser-Vice-Chair;
Sheila Karn- Treasurer; Steven (Sam) Macklay;
Debby Whitehead, Kay Hammer; Jim Severson- Ex-Officio

Authorizer: N/A

Guests: Sara Struss-Struss CPA’s

01-03 **Approval of the Agenda-** *A motion was made by Dan Weisser to approve to the agenda. The motion was seconded by Sheila Karn. Motion passed unanimously.*

01-04 **Approval of the Minutes-** *A motion was made by Steven Macklay to approve the minutes from December 21 2017 School Board Meeting. The motion was seconded by Dan Weisser. Motion passed unanimously.*

01-05 **Analysis of the Bills:** no questions from Board Members.

01-06 **Citizen Participation:** N/A

01-07 **Director’s Report:**

- 1.) Current Enrollment is 61 students: 16 Middle Schooler’s and 45 High Schoolers.
- 2.) Discovery Public School’s 2nd Quarter ends January 19, 2018 and 3rd Quarter starts January 23, 2018.
- 3.) Cash on hand is \$157,075.00
- 4.) Director handed out the Cost of Authoring Minnesota’s Charter School’s for 2017 Report to each Board Member.
- 5.) Discovery School has been really stabled this year with enrollment.

01-08 **Committee Updates:**

08.1 Community: N/A

08.2 Finance: Russ and Jim met by with Brenda. Discovery is in very good financial shape, while we could benefit more from free and reduce lunches from students. We are not getting the \$28,000 that we could use. Board Members discussed how to get parents to fill out the report and what the deadline is for this school year. Board Members asked for this to be on the agenda at February 2018 Board Meeting.

08.3 Academic Committee: (Dan Weisser, Dirk Wells and Jim Severson)-Dan Weisser made sure NWEA was up-to-date for spring testing. The 11th and 12th Graders will be preparing for the ACT test. Teachers are helping with ACT testing and were given the practice test for Math, English and science. Dan Weisser and Dirk Wells met with students individually to discuss their individual goals for the spring test. Our Remediation Report was sent to Audubon over the Christmas break.

08.4 Environmental Education: Sam Macklay said the Science class is planning a field trip to either the Zoo or the Science Museum in the spring. The students also started a mouse farm to save on expenses to feed the school's snake. By doing this, they learn planning and forecasting, setting up a breeder, maintaining a good farm while also knowing when to separate according to age, while also collecting data.

01-09 **Discussion Items:**

09.1 2016-2017 Audit Report by Sarah Struss: Sarah Struss said that our audit for June 30, 2017 was clean and fairly stated. Sarah also reported that the school has been pretty stable throughout the year. The June 30, 2017 Balance Sheet shows Total Assets of \$235,004 in 2016 and \$233,247 for 2017. For the school's Statement of Revenues, Expenditures and Changes in Fund Balance: Governmental Funds for June 30, 2017 shows for Total Revenues for 2016 \$856,098, while 2017 was \$856,334. This shows the school being pretty stable for the year. Sarah's suggestions to the board is keep being involved to help the school be sustainable and also encourages board members to keep communication up with Struss CPA and always ask question or clarification if need be.

09.2 Building Security Evaluation: Board Members and the Director feel the bid from Flex-Comm Security is the best one. We will submit it to Mr. Lee (the bldg. owner). They will install the new front door entry system and intercoms and two areas for monitor viewing with DVR and 7 new cameras. The other companies would only do one or the other. Flex-Comm Security will also give the school a \$1,766.85 educational discount.

09.3 Schools Succession Plan: The Director gave the Board Members an example of a Succession Plan. Board Members are asked to look it over and give opinions or suggestions at the next board meeting.

09.4 Parent-Teacher Handbook: Russ Kennedy, Jim Severson and Dan Weisser are going to get together to make the final tune ups and have it ready hopefully for the next board meeting.

09.5 Standards for Effective Charter School Governance: The Director handed out Standards for Effective Charter School Governance sheet that he received from the Leadership conference. They state three standards for a board to be really effective:

- a.) Focus Relentlessly on Student Achievement
- b.) Ensure Exceptional School Leadership
- c.) commit to Exemplary Governance.

The board feels we should look this sheet over at every meeting to always be sure we are doing this; how can we continue to improve and what strategic moves can be done for a better school and board.

01-10 **Action Items:**

10.1 Eickhoff's 2018 Fertilizing & Weed Control Contract: *Russ Kennedy made a motion to accept Eickhoff's contract excluding the Aeration and thatching/spring clean-up being done. Dirk Wells seconded the motion. Motion passed unanimously.*

01-11 **Adjournment:**

Board members are reminded that our next board meeting is scheduled for February 22, 2018 at 4:30p.m. A motion was made by Russ Kennedy to adjourn. It was seconded by Kay Hammer. Motion carried unanimously.

Respectfully submitted: Sheila Karn, Treasurer and Board Member.