

Discovery Public School
924 – 1st Street N.E.
Faribault, MN 55021
Regular Meeting
March 19, 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 Russ Kennedy. Russ Kennedy (Chair), Jim Severson (Vice-Chair), S. Sam Macklay (Secretary), Sharon Hansen, Cody Hanson, and Dan Weisser (Ex-Officio), were present. Kari-Ann Schmidt attended by speaker phone. Kay Hammer arrived at 4:42 p.m.*
2. **Approval of the Agenda:** *Sharon H. made a motion to approve the agenda with the numbering corrected and the addition of action item 9.4. The motion was seconded by Jim S. The motion carried (6-0).*
3. **Approval of the February 20, 2020 minutes:** *Cody H. made a motion to approve the February 20, 2020 minutes. The motion was seconded by Jim S. The motion carried (5-0, Sam M. abstained).*
4. **Approval of the March 4, 2020 SPECIAL Meeting minutes:** *Jim S. made a motion to approve the March 4, 2020 SPECIAL Meeting minutes. The motion was seconded by Sharon H. The motion carried (5-0, Sam M. abstained).*
5. **Monthly Financial Statement:** *The financial statement was reviewed by the board. Jim S. made a motion to accept the November 2019 Financial Statements, as submitted in the school board packet. The motion was seconded by Russ K. The motion carried (6-0).*
6. **Citizen Participation:** *None.*
7. **Reports:**

7.1 Director’s Report: Cash on Hand: \$127,047.45 Enrollment: 57

*Several seniors dropped off due to attendance. A couple of students chose to go to online school.

*Electrical work has started on Mr. Lee’s building. Project completion is a concern with the current pandemic. It is unclear what effect this could have on construction.

I spoke with Mr. Lee today, he does anticipate that the building will be ready by July 1. He says contractors are scheduled and the project is on track.

*Pennies for Patients Donation was \$925 (Leukemia and Lymphoma Society)

*All Minnesota School ordered closed from March 18th – March 27th. Faribault Public Schools and DPS closed on Monday and Tuesday as well. Staff reported to prepare for Distance Learning/E Learning. Curriculum Mapping was turned in to Director and Instructional Leader before Teachers were advised to

work from home. Students were allowed to loan out Chromebooks or pick up paper copies of work during this week to prepare for Distance Learning.

7.2 Community: (Dan W.) Discovery Public School is partnering with Faribault Public Schools to provide meals to students in need.

7.3 Finance: (Russ K., Jim S., Dan W.) Dan met with Brenda Kes by phone. They reviewed the steps necessary to assure uninterrupted funding.

7.4 Academic Committee: (Dan W., Jim S., Sharon H.) Sharon reported that the ACT testing for this year has been cancelled (due to COVID-19), but our juniors who were scheduled to take the test will have another opportunity next year. Since the MCA tests have also been cancelled, those scores will not be available for our annual report to our authorizer, ACNW. ACNW has not communicated to us how we will be evaluated but our local liaison, Nalani McCutcheon, has encouraged us to "... do our best."

7.5 Environmental Education: (Sam M., Jim S., Sharon H.) Sharon reported that we will be unable to implement many of the aspects of our Environmental Learning Plan because of the Governor's order for (exclusively) distance learning. The ELP will need to be revised and adapted to the new circumstances.

8. Discussion Items:

8.1 School Board Training: Rod Haenke joined the meeting, via video chat. Sharon H. introduced and demonstrated the Online Boards Training Tool (for MN Charter School Boards) that was developed through a MDE grant. Rod explained that the purpose of the training is to educate the board members about their legal responsibilities. We discussed options for taking the training and documenting completion. We decided to view the modules as a group, during regular meetings, and document completion in the minutes.

8.2 Lease for 20-21 School Year: The Board discussed how best to add negotiated requirements to the new lease with Mr. Lee. We intend to sign the new lease before July 1, 2020, when the current lease ends.

8.3 Governor Walz Executive Order: The Board reviewed Emergency Executive Order 20-02. Dan W. and Sharon H. are currently working on a plan of action for meeting the requirements of the Order. They will review the plan, as it evolves, with Rod Haenke.

9. Action Items:

9.1 Indigo Education Contract (SPED): *Jim S. made a motion that we table the approval of the contract (for the 2020-2021 school year) with Indigo Education, until the next meeting. The motion was seconded by Kay H. The motion carried (7-0).*

9.2 Coronavirus (COVID-19) Preliminary Plan of Action: Sharon H. presented the following document to the Board:

COVID-19 eLearning Plan

March 19, 2020

To reduce the spread of COVID-19 within the Faribault Community, and to comply with Governor Tim Walz's executive order, we have developed a plan for students to continue learning at home using eLearning. Staff were present this week to develop a plan for each of their classes that provides quality learning experiences for students while we cannot teach them face-to-face.

Our plan:

- Students will work from Google Classroom to direct their daily activities. All students are enrolled the Google Classroom counterpart to their regular classes
- Students must check in daily for each of their classes to be counted present for attendance
- Students must complete the assigned work to earn a grade/credit
- To support families that do not have a computer at home, we have offered to loan out our Chromebooks to families that need one
- Teachers are encouraged to set up class “hangouts” using Google so there can be communication between students as wells as student-teacher communications
- Special Education will schedule video chat meetings and will be using paraprofessionals to work with students remotely to fully support students with IEPs during this period

To help out families that are struggling to provide meals for their students, DPS is working with the Faribault Community Education to provide breakfast and lunch to any student in the community. Families have been notified of four pickup locations within the community.

Sam M. made a motion that we adopt the eLearning Plan. The motion was seconded by Cody H. The motion carried (7-0).

9.3 DPS Hourly Staff: Dan expressed to the Board how important it is to take care of our hourly employees during the pandemic. The paraprofessionals will still be working with students under the direction of the special education teachers. Karen will still have many administrative tasks. Keeping the school disinfected will be an ongoing job for the custodian. Our public funding for these positions will remain the same as it was before the Executive Order. *Sam M. made a motion that, during the school closure (or until the school year ends), we pay the paraprofessionals their current hourly wage for 7hrs/day for all days that school would have been in session. We will pay Karen Natole her current hourly wage for 8hrs/day for all days that school would have been in session. We will pay Scott Boyd his current hourly wage for 6hrs/week. The motion was seconded by Sharon H. The motion carried (7-0).*

9.4 New Accounts Payable Software: The board reviewed a letter from Brenda Kes (BerganKDV) requesting that the Board approve the use of an automated accounts payable software tool named **Bill.com**. Karen and Dan have vetted the software and Dan answered questions from the board. *Sharon H. made a motion that we allow BerganKDV to use **Bill.com** to manage our bill payments. The motion was seconded by Cody H. The motion carried (7-0).*

10. Adjournment: Board members were reminded that our next Regular Board Meeting is scheduled for April 16, 2020 at 4:30pm. *Russ K. made a motion to adjourn the meeting. The motion was seconded by Jim S. The motion carried (7-0).*

Respectfully submitted: Sam Macklay, Secretary