

**Discovery Public School
126 - 8th Street N.W.
Faribault, MN 55021
Regular Meeting
June 16, 2022 @ 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.

Per Statute 13D.021 subdivision 1.1:

"The DPS Board Chair has determined that an in-person meeting is not practical or prudent because of a health pandemic."

1. Call to Order and Roll Call –

___ Russ Kennedy, Chair

___ Jim Severson, Vice-Chair

___ Sarah Hammer

___ Authorizer (Osprey Wilds):

___ Guest(s):

___ Steven (Sam) Macklay;
Clerk/Treasurer

___ Cody Hanson

___ Sharon Hansen

___ Kari-Ann Schmidt

___ Dan Weisser, Ex-Officio

2. Approval of the Agenda-

Motion: _____ Second: _____ Carried: _____ Failed: _____ Abstain: _____

3. Approval of the May 19, 2022 Minutes-

Motion: _____ Second: _____ Carried: _____ Failed: _____ Abstain: _____

4. Monthly Financial Statement –

Motion: _____ Second: _____ Carried: _____ Failed: _____ Abstain: _____

5. Citizen Participation –

6. REPORTS –

1. **Director's Report –**

2. **Community – (Dan Weisser)**

3. **Finance – (Russ Kennedy, Jim Severson, Dan Weisser)**

4. **Academic Committee – (Dan Weisser, Jim Severson, Sharon Hansen)**

5. **Environmental Education - (Allie Peterson, Jim Severson, Sharon Hansen)**

7. DISCUSSION ITEMS:

7.1 SCHOOL BOARD TRAINING: NONE

8. ACTION ITEMS:

8.1 2022 – 2023 SCHOOL BOARD MEETING DATES -

Motion: _____ Second: _____ Carried: _____ Failed: _____ Abstain: _____

8.2 A CHANCE TO GROW CONTRACT 2022-2023 SY (3RD PARTY BILLING) -

Motion: _____ Second: _____ Carried: _____ Failed: _____ Abstain: _____

8.3 DPS CAPTIAL ASSETS AND CAPITALIZATION POLICY –

Motion: _____ Second: _____ Carried: _____ Failed: _____ Abstain: _____

8.4 PAM HANSON 2022-2023 CONTRACT (ENGLISH TEACHER) -

Motion: _____ Second: _____ Carried: _____ Failed: _____ Abstain: _____

8.5 ALLY LUTHE 2022-2023 CONTRACT (SOCIAL STUDIES TEACHER) -

Motion: _____ Second: _____ Carried: _____ Failed: _____ Abstain: _____

8.6 SHARON HANSEN 2022-2023 CONTRACT (MATH TECHER/INSTR LEADER) -

Motion: _____ Second: _____ Carried: _____ Failed: _____ Abstain: _____

8.7 CODY HANSON 2022-2023 CONTRACT (HEALTH/PE/ART TEACHER) -

Motion: _____ Second: _____ Carried: _____ Failed: _____ Abstain: _____

8.8 MARIA PALMER 2022-2023 CONTRACT (SPED TEACHER) -

Motion: _____ Second: _____ Carried: _____ Failed: _____ Abstain: _____

8.9 MICHELE HORAK 2022-2023 CONTRACT (SPED TEACHER) -

Motion: _____ Second: _____ Carried: _____ Failed: _____ Abstain: _____

8.10 GARRET BITKER 2022-2023 CONTRACT (SCIENCE TEACHER) -

Motion: _____ Second: _____ Carried: _____ Failed: _____ Abstain: _____

8.11 OFFICE MANAGER 2022-2023 HOURLY RATE -

Motion: _____ Second: _____ Carried: _____ Failed: _____ Abstain: _____

8.12 PARAPROFESSIONAL 2022-2023 HOURLY RATES -

Motion: _____ Second: _____ Carried: _____ Failed: _____ Abstain: _____

8.13 DPS DIRECTOR EVALUATION -

Motion: _____ Second: _____ Carried: _____ Failed: _____ Abstain: _____

8.14 DAN WEISSER 2022-2023 CONTRACT (EXECUTIVE DIRECTOR) -

Motion: _____ Second: _____ Carried: _____ Failed: _____ Abstain: _____

Our next meeting is scheduled for **July 21, 2022 at 4:30.**

Agenda items:

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

9. ADJOURNMENT:

Motion: _____ Second: _____ Carried: _____ Failed: _____ Abstain: _____

**Discovery Public School
126 - 8th Street N.W.
Faribault, MN 55021
Regular Meeting
May 19, 2022 @ 4:30pm**

The mission of Discovery Public School of Faribault is to meet the current and future needs of middle and high school students by providing a stable and consistent environment in which each student builds necessary social, academic, personal, and career skills for a satisfying and productive life.

Per MN statute 13D.021 subdivision 1.1: “The DPS Board Chair has determined that an in-person meeting is not practical or prudent because of a health pandemic.”

1. **Call to Order and Roll Call:** *The meeting was called to order at 4:30 p.m. by Russ Kennedy. Russ Kennedy (Chair), S. Sam Macklay (Secretary), Dan Weisser (Ex-Officio), Cody Hanson, and Sharon Hansen were present. Jim Severson (Vice-Chair) and Kari-Ann Schmidt attended remotely, via “Google Meet”.*
2. **Approval of the Agenda:** *Russ K. asked for a motion to approve the agenda. Sharon H. made a motion to amend the agenda, changing the order of action items so that 8.4 and 8.5 would be presented first. The motion was seconded by Cody H. The motion carried (6-0). Sharon H. then made a motion to approve the amended agenda. The motion was seconded by Cody H. The motion carried (6-0).*
3. **Approval of the April 21, 2022 Minutes:** *Sharon H. made a motion to approve the April 21, 2022 minutes. The motion was seconded by Sam M. The motion carried (6-0).*
4. **Monthly Financial Statement:** *The financial statement was reviewed and discussed by the board. There was a question about other expenditures (p.13) projected to be very high in May and June. Brenda Kes said she thought that was a mistake in the report and would research it. Sam M. made a motion to accept the [As of] April 30, 2022 Financial Statements, with the question addressed, as printed in the meeting packet. The motion was seconded by Sharon H. The motion carried (6-0).*
5. **Citizen Participation:** *Nalani McCutcheon, our liaison from Osprey Wilds, was present at the meeting to observe. Brenda Kes, from BerganKDV, attended remotely, via “Google Meet”, to present the revised working budget and the proposed budget to the Board.*
6. **Reports:**

6.1 Director’s Report: Cash on Hand: \$ 172,077.64 Enrollment: 48

- DPS had a Site Visit from Osprey Wilds on 5/12/22. Visit went well, a 2 year contract extension is planned.
- DPS Juniors and Seniors took a College Visit yesterday (5/18) to Mankato State University and SCTC – Mankato Branch. Trip went well and was very informative. We will hopefully continue to do this in the future.

- DPS Graduation will take place at the Paradise Center for the Arts at 5 PM on May 26th. (5 students are expected to walk.)

6.2 Community: No report.

6.3 Finance: (Russ K., Jim S., Dan W.) This report will be covered in agenda items 8.1 and 8.2.

6.4 Academic Committee: (Dan W., Jim S., Sharon H.)
NWEA Testing is completed.

Reading Growth

Goal: From FY20 to FY21, the aggregate percentage of students in grades 6-12 who meet their fall to spring NWEA RIT expected growth target as measured by the NWEA MAP Reading assessment will be at least 50%.

Results: 48.8% of students (20/41) met their expected growth target. Although our goal was not met, 104.0% of our projected growth was met, meaning the students who met their goal exceeded, and many students who did not meet their goal still showed growth.

Math Growth

Goal: From FY19 to FY21, the aggregate percentage of students in grades 6-12 who meet their fall to spring NWEA RIT expected growth target as measured by the NWEA MAP Math assessment will be at least 50%.

Results: 57.5% of students (23/40) met their expected growth target. In addition, 105.9% of projected growth was met.

Science Growth

Goal: From FY19 to FY21, the aggregate percentage of students in grades 6-12 who meet their fall to spring NWEA RIT expected growth target as measured by the NWEA MAP Science assessment will be at least 50%.

Results: 60.0% of students in 6th -10th grade (18/30) met their expected growth target, and 131.5% of projected growth was met. NWEA does not project goals for students in 11th and 12th grade. When calculated with an expected growth of 2 RIT points for those students, 55.0% of students (22/40) met their expected growth.

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

We are compiling data for our Environmental Literacy Plan, and it looks as if we will meet all of our goals. We are putting together our final results for the EE Survey for Osprey Wilds, and will share the results next month. A framed wildlife photo (taken by a local naturalist) was donated to the school and is now on display in the lobby.

7. Discussion Items:

7.1 School Board Training: None

7.2 Teacher Salaries: The Board reviewed the proposed salaries and wages for returning employees. The spread sheet included in the meeting packet has been slightly revised from the one presented last month. Ally Luthe will have \$1000 added to her salary for completing her master's degree and both Cody Hanson and Sharon Hansen will have \$500 added to their salaries for extra duties they are expected to perform.

7.3 Summer School: Because there will only be one or two students in attendance this summer, Dan has volunteered to teach/supervise them at no additional cost to the school. This will allow for more flexibility in the student contact hours and free up some funds for staff salary increases.

8. Action Items:

7. **8.1 Revised Budget FY 2021-2022:** Brenda Kes went over the Statement of Revenues and Expenditures with the Board, with emphasis on Working Budget Changes from Adopted. The actual document that we reviewed was revised since the financial statement was printed in the meeting packet. The bottom line was that the year should end with a 26.2% fund balance. *Sam M. made a motion to approve the FY 21-22 Working Budget, based on 48 ADM, as presented by Brenda. The motion was seconded by Cody H. The motion carried (6-0).*

8.2 Proposed Budget FY 2022-2023: Brenda Kes presented the DPS Long-range Budget Projection Model to the Board. This document was emailed to the Board members and hard copies were available at the meeting. The budget proposed for next year is based upon enrollment of 52 students (62.22 Pupil Units). Points of emphasis were as follows: Compensatory Revenue will be down nearly \$37,000. ESSER funds will help fill the shortfall for the next two years. Higher enrollment can stretch ESSER funds to the following year. Every eligible family needs to make an Application for Benefits, as this number greatly affects our funding. Next year we will be responsible for administering the Nutrition Program. The bottom line of this budget model is that we should end FY 22-23 with a 25.7% fund balance. *Sam M. made a motion that we adopt the FY 2022-2023 Projected Budget Model, as presented by Brenda. The motion was seconded by Sharon H. The motion carried (6-0).*

8.3 Kay Hammer Resignation from School Board: Kay has taken a job in Charleston, SC, and is no longer eligible to serve on the DPS Board of Directors. Her letter of resignation is printed in the meeting packet. *Sharon H. made a motion that we accept the resignation of Kay Hammer from the DPS Board of Directors. The motion was seconded by Cody H. The motion carried (6-0).*

8.4 DPS School Board Election: Sharon H. read the ballots and Sam M. tallied the votes. Twelve ballots were cast. Russ Kennedy received eleven votes, Kari-Ann Schmidt received seven votes, and Sarah Hammer received five write-in votes. *Sharon H. made a motion to certify the election of Russ Kennedy and Kari-Ann Schmidt to the DSP Board of Directors. The motion was seconded by Cody H. The motion carried (6-0).*

8.4(b) Appointment to the School Board: The Board members discussed appointing Sarah Hammer to the Board of Directors. She had previously expressed interest in the position. *Sharon H. made a motion to appoint Sarah Hammer to the DSP Board of Directors. The motion was seconded by Cody H. The motion carried (6-0).*

8.5 DPS / Osprey Wilds Contract Extension: The Board reviewed the amendments to the contract that were printed in the meeting packet. *Cody H. made a motion to approve the CHARTER SCHOOL CONTRACT AMENDMENT between Osprey Wilds Environmental Learning Center and Discovery Public School. The motion was seconded by Sharon H. The motion carried (6-0).*

8.6 DPS / Faribault Public Schools (ISD 656) Agreement for Vended Meals SY 2022-2023: The Board reviewed the Agreement (printed in the meeting packet). *Sam M. made a motion that we sign the School Nutrition Programs Agreement for Vended Meals Provided by a School Food Authority. The School Food Authority is Discovery Public School of Faribault and the Vendor is Faribault Public Schools, ISD 656. The motion was seconded by Sharon H. The motion carried (6-0).*

9. **Adjournment:** The next Regular Board Meeting is scheduled for June 16, 2022 at 4:30pm. *Russ K. made a motion to adjourn the meeting. The motion was seconded by Sharon H. The motion carried (6-0).*

Respectfully submitted: Sam Macklay, Secretary



Discovery Public School of Faribault #4081
Faribault, MN

Financial Statements

As of May 31, 2022

Prepared by:
Travis Berends
Outsourced Controller,
School Services

Discovery Public School of Faribault

May 2022

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***Management has elected to omit substantially all disclosures, government-wide financial statements and required supplementary information.
No CPA provides any assurance on these financial statements***

**Discovery Public School of Faribault
Faribault, Minnesota
May 2022 Financial Statements
Executive Summary**

Summary of Key Financial Indicators

- * Average Daily Membership (ADM) Overview –
 - Original Budget: 55 ADM
 - Revised Budget: 48 ADM
 - Actual: 48 ADM
- * The school has a budgeted surplus for the year of \$6,880. A projected cumulative fund balance of \$256,660 or 27.3% of expenditures at fiscal year-end.
- * The school has a Revised budget deficit for the year of \$7,085. A projected cumulative fund balance of \$242,348 or 26.2% of expenditures at fiscal year-end.
- * Projected Days Cash on Hand for the projected fiscal year-end is 66 days. Above 30 days meets best practices.

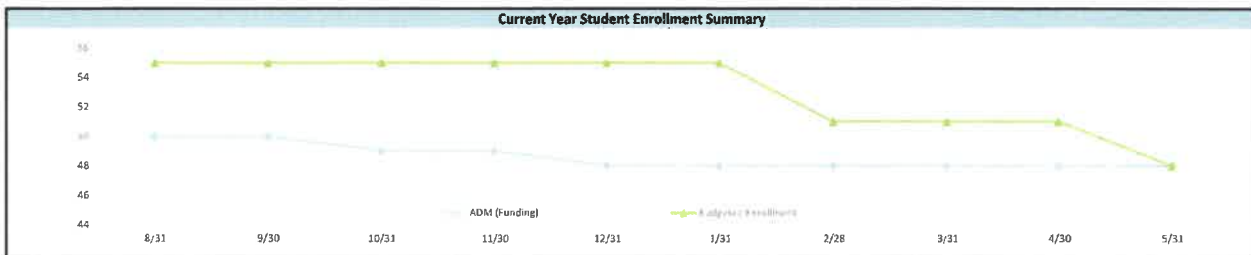
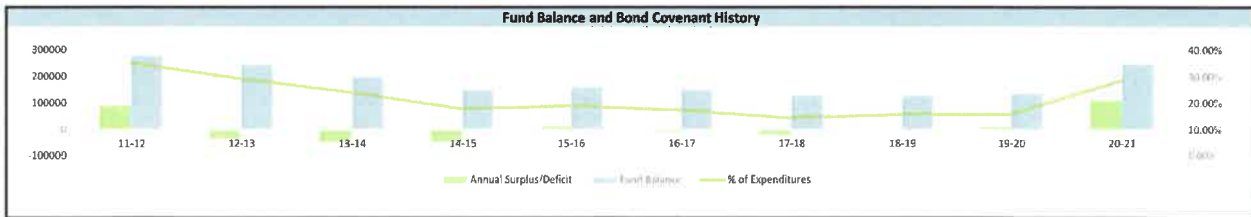
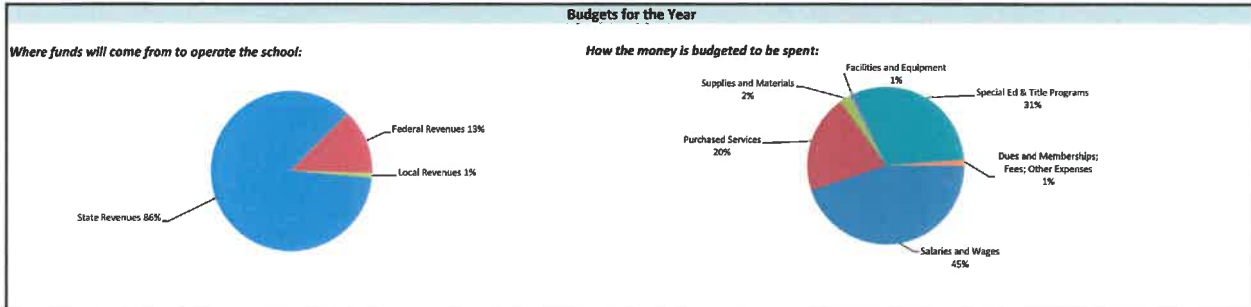
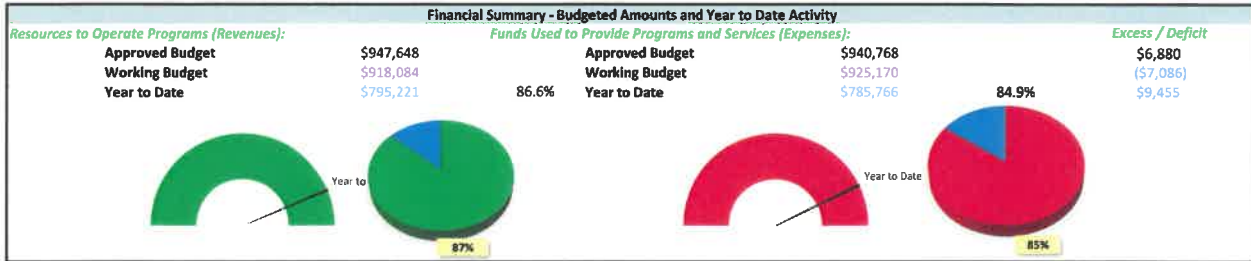
Financial Statement Key Points

- * As of month-end, 92% of the year was complete.
- * Cash Balance as of the reporting period is \$158,664 down from the previous month of \$181,652.
- * Prior year holdback balance is \$3,725 as of the reporting period. Amounts will be received, final payments will be made as MDE finalizes their review of annual entitlements.
- * Revenues received at end of the reporting period - 87%
- * Expenditures disbursed at end of the reporting period - 85%
- * Nothing significant to mention on the Revenues and Expenditures this month, all is on track currently when comparing budget to actual.

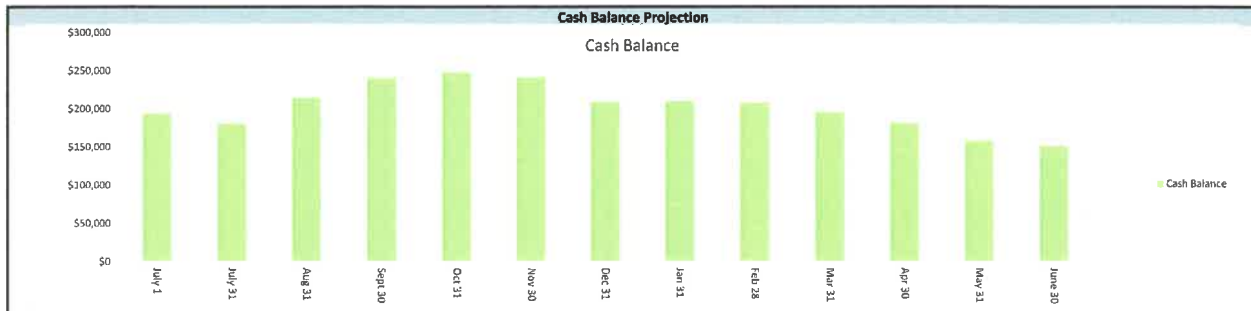
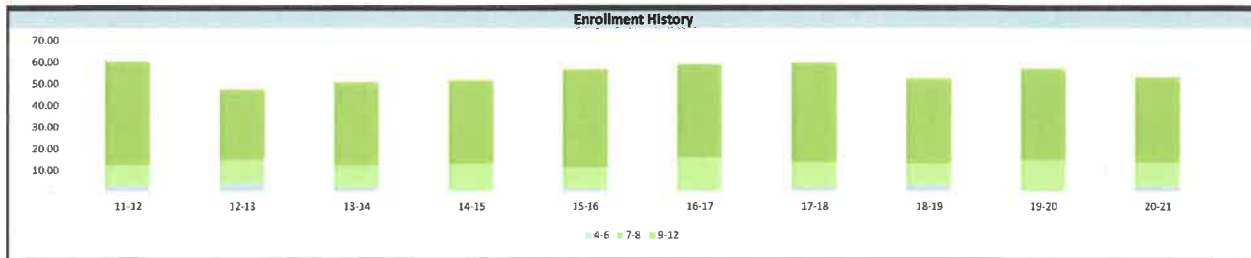
Other Items

- * FY23 Lease Aid Applications have been completed and submitted to MN Dept. of Education. They are currently in review status.
- * Supplemental information is provided, that shows checks that were written during the month, receipts that were posted this month, journal entries that were completed, payroll check history for the month and FY22 projected cashflow.

Discovery Public School of Faribault
Faribault MN
Financial Statements Dashboard
As of May 31, 2022



Discovery Public School of Faribault
Faribault MN
Financial Statements Dashboard
As of May 31, 2022



Discovery Public School of Faribault
Faribault MN
May 31, 2022

	Audited Balance June 30, 2021	Ending Balance May 31, 2022
<u>Assets</u>		
Current Assets		
Cash and Investments	194,904	158,664
Accounts Receivable	3,148	1,953
MDE/State Aids Receivable/(Deferred Rev.) 20-21	74,453	3,725
MDE/State Aids Receivable balance 21-22	0	49,825
Federal Aids Receivable	33,250	69,029
Prepaid Expenses and Deposits	21,213	16,807
Total Current Assets	326,968	300,003
Total All Assets	326,968	300,003
<u>Liabilities and Fund Balance</u>		
Current Liabilities		
Salaries and Wages Payable, fy 2020-21	36,673	33,336
Accounts Payable	10,424	8,874
Payroll Deductions and Contributions	30,372	(1,159)
Deferred Revenue	65	65
Total Current Liabilities	77,534	41,115
Fund Balance		
Audited Fund Balance 6-30-2021	249,433	249,433
Net Income fy 20-21 & fy 21-22		9,455
Total Fund Balance	249,433	258,888
Total Liabilities and Fund Balance	326,968	300,003

0

Discovery Public School of Faribault
Faribault MN

Statement of Revenues and Expenditures
May 31, 2022

	Number of Months					11	Percent of Budget	Working Budget Changes from adopted
	FY 20-21 Audited 51 ADM 12.14.21	FY 21-22 Adopted Budget 55 ADM, 64.9 pu as of 6-18-21	FY 21-22 Working Budget 5-19-22 48 ADM, 57 pu	Year to Date Activity 48 ADM				
General Fund - 02								
Revenues								
State Revenues								
General Education Aid	510,994	548,714	509,232	476,527		93.6%	(39,482)	
Charter School Lease Aid	66,240	66,241	66,241	23,184		35.0%	-	
Long-Term Facilities Maintenance	9,124	8,571	7,524	3,653		48.6%	(1,047)	
Special Education Aid	191,889	191,984	191,984	157,211		81.9%	(0)	
Estimated State Aid fyd 2021-22	0	0	0	49,825		0.0%	-	
Prior year - Over/under	(346)	0	0	0		0.0%	-	
Total State Revenues	777,900	815,510	774,980	710,399		91.7%		
Federal Revenues								
Title Programs, I & II	27,519	31,127	35,258	26,794		76.0%	4,131	
Special Education Aid, F419 & 425	17,399	14,971	20,373	17,849		87.6%	5,402	
CARES Funds, GEER & ESSER	9,070	52,505	69,421	31,793		45.8%	16,916	
CRF, Coronavirus Relief Funds	16,213			0		0.0%	-	
PPP Loan Revenues	115,973			0		0.0%	-	
REAP Funds	9,962	16,323	8,778	2,190		25.0%	(7,545)	
Total Federal Revenues	196,137	114,926	133,830	78,626		58.8%		
Local Revenues								
Donations & Contributions	6,316	6,000	6,500	6,111		94.0%	500	
Miscellaneous local Revenues, snack fund	489	2,774	2,774	85		3.1%	-	
Total Local Revenues	6,805	8,774	9,274	6,196		66.8%		
Total Revenues	980,842	939,210	918,084	795,221		80.6%	(21,126)	

Statement of Revenues and Expenditures

May 31, 2022

	Number of Months		11	91.7%	
	FY 20-21 Audited 51 ADM 12.14.21	FY 21-22 Adopted Budget 55 ADM, 64.9 pu as of 6-18-21	FY 21-22 Working Budget 5-19-22 48 ADM, 57 pu	Year to Date Activity 48 ADM	Percent of Budget
Expenditures					Working Budget Changes from adopted
Salaries and Benefits not including special ed	397,009	419,807	377,885	308,138	(41,922)
Contracted Services	62,541	64,605	65,139	60,878	534
Legal fees	1,248	3,212	3,212	0	-
Communications Services	4,182	3,577	4,800	4,356	1,223
Postage	647	517	455	241	(62)
Utilities	14,296	14,000	14,000	14,000	-
Property and Liability Insurance	9,150	10,450	10,450	9,791	-
Repairs and Maintenance, mowing and plowing	2,040	5,459	2,500	1,141	(2,959)
Contracted Transportation	0	360	500	403	140
Entry Fees/Student Travel	0	881	881	0	-
Travel, Conferences, and Staff Training	55	200	200	39	-
Building Lease	75,654	73,601	73,601	73,600	-
Other Rentals and Operating Leases	4,283	3,734	4,500	4,084	766
Supplies - Non Instructional	7,060	7,389	7,389	7,016	-
Supplies - Bldg Maint	2,305	2,500	2,500	1,895	-
Computer Software License (SMART Finance & google)	5,449	5,376	5,376	4,977	-
Instructional Supplies	2,916	4,868	4,281	3,241	(587)
Textbooks & Media resources	1,716	1,515	1,332	403	(183)
Fuel	71	186	186	0	-
Equipment & Technology Equipment	416	7,267	7,267	21	-
Dues and Memberships; Fees	6,784	8,550	8,551	6,265	1
Other Expenses	0	2,691	2,690	0	(1)
Misc. Expenses					
State Special Ed	202,288	202,088	202,088	175,171	-
Title Programs - Federal	27,519	38,050	35,258	26,794	(2,792)
Federal Special Ed, Director and Specialists	17,399	14,972	20,373	17,849	5,401
CRF, Coronavirus Relief Funds	16,213			0	-
CARES Federal Funds,	9,070	32,505	69,421	31,793	36,916
Subtotal Expenditures	870,310	928,360	924,835	785,432	(3,525)
Transfers to Other Funds	0	3,970	0	0	(3,970)
Total Expenditures	870,310	932,330	924,835	785,432	(7,495)
Expenditures Working Budget adjustments					
General Fund Net Income	110,532	6,880	(6,751)	9,788	(13,631)

Statement of Revenues and Expenditures

May 31, 2022

	FY 20-21 Audited 51 ADM 12.14.21	FY 21-22 Adopted Budget 55 ADM, 64.9 pu as of 6-18-21	Number of Months FY 21-22 Working Budget 5-19-22 48 ADM, 57 pu	11 Year to Date Activity 48 ADM	91.7% Percent of Budget	Working Budget Changes from adopted
Food Services Fund - 02						
Revenues						
State Revenues	0	0	0	0	0.0%	-
Federal Revenues	1,049	8,438	0	0	0.0%	(8,438)
Sale of Lunches and Other Local Revenues	505	0	0	0	0.0%	-
Transfer from General Fund	0	3,970	0	0	0.0%	(3,970)
Total Revenues	1,554	12,408	0	0	0%	(12,408)
Expenditures						
Salaries and Wages	0	2,400	0	0	0.0%	(2,400)
Employee Benefits	0	0	0	0	0.0%	-
Purchased Services, Food & Milk, 490 & 495	1,049	10,008	0	0	0.0%	(10,008)
Supplies and Materials	0	0	335	334	0.0%	335
Equipment	0	0	0	0	0.0%	-
Dues and Memberships	0	0	0	0	0.0%	-
Total Expenditures	1,049	12,408	335	334	2.8%	(12,073)
Food Services Fund Net Income	505	0	(335)	(334)		(335)
Total All Funds						
Revenues						
State Revenues	777,900	815,510	774,980	710,399	91.7%	(40,530)
Federal Revenues	197,186	123,364	133,830	78,626	58.8%	10,466
Local Revenues	7,309	8,774	9,274	6,196	66.8%	500
Transfers						
Total Revenues	982,396	947,648	918,084	795,221	86.6%	(29,564)
Expenditures						
Salaries and Benefits	397,009	422,207	377,885	341,474	90.4%	(44,322)
Purchased Services	175,145	190,604	180,238	168,533	93.5%	(10,366)
Supplies and Materials	19,516	21,834	21,399	17,867	83.5%	(435)
Equipment	416	7,267	7,267	21	0.3%	-
Other (Fundraising, Special Ed, Dues, etc.)	279,274	298,856	338,381	257,872	76.2%	39,525
Total Expenditures	871,359	940,768	925,170	785,766	84.9%	(15,598)
Total Revenues All Funds	982,396	947,648	918,084	795,221	86.6%	(29,564)
Total Expenditures All Funds	871,359	940,768	925,170	785,766	84.9%	(15,598)
Net Income - All Funds	111,036	6,880	(7,086)	9,455		(13,966)
per budget model						
			(13,966)			
Net working budget adjustments revenue less expense						
			1			
Fund Balance, All Funds as of June 30, 2021	138,397	249,433	249,433			
Projected Fund Balance, All Funds, June 30, 2022	249,433	256,313	242,347			
	28.6%	27.2%	26.2%			

Discovery Public School of Faribault
Check History

Calendar	Ck Date	Gross Pay	Taxes				Before Tax			After Tax			Net Pay
			FIT-EIC	SIT	OASDI	Medicare	Retire	TSA	DEFCOMP	FLEX	Other	Other	
Ackmann, Yvonne Marie													
S202221-0	05/13/2022	1,149.75	71.25	ID 31 39.68 MN	71.28	16.67	74.73 PERA						876.14
S202222-0	05/31/2022	1,277.50	83.20	46.07 MN	79.21	18.53	83.04 PERA						967.45
		2,427.25	154.45	85.75	150.49	35.20		0.00	0.00	0.00	0.00		1,843.59
Blais, David A													
S202221-0	05/13/2022	1,500.00	0.00	ID 74 0.00 MN	93.00	21.75	112.50 TRA						1,272.75
S202222-0	05/31/2022	1,500.00	0.00	0.00 MN	93.00	21.75	112.50 TRA						1,272.75
		3,000.00	0.00	0.00	186.00	43.50		0.00	0.00	0.00	0.00		2,545.50
Flores, Sonia													
S202221-0	05/13/2022	1,212.75	77.14	ID 37 42.83 MN	75.19	17.59	78.83 PERA						921.17
S202222-0	05/31/2022	1,304.19	85.71	47.41 MN	80.86	18.91	84.77 PERA						986.53
		2,516.94	162.85	90.24	156.05	36.50		0.00	0.00	0.00	0.00		1,907.70
Hansen, Sharon Marie													
S202221-0	05/13/2022	2,208.33	150.52	ID 53 75.97 MN	130.47	30.52	165.62 TRA			103.99			1,551.24
S202222-0	05/31/2022	2,208.33	150.52	75.97 MN	130.47	30.51	165.62 TRA			103.99			1,551.25
		4,416.66	301.04	151.94	260.94	61.03		0.00	207.98		0.00		3,102.49
Hanson, Cody A													
S202221-0	05/13/2022	1,791.67	139.05	ID 54 67.25 MN	106.95	25.02	134.38 TRA			66.75			1,252.27
S202222-0	05/31/2022	1,791.67	139.05	67.25 MN	106.94	25.01	134.38 TRA			66.75			1,252.29
		3,583.34	278.10	134.50	213.89	50.03		0.00	133.50		0.00		2,504.56
Hanson, Pamela A													
S202221-0	05/13/2022	1,791.67	0.00	ID 66 0.00 MN	103.49	24.21	134.38 TRA			122.35		28.40	1,378.84
S202222-0	05/31/2022	1,791.67	0.00	0.00 MN	103.50	24.20	134.38 TRA			122.35		28.40	1,378.84
		3,583.34	0.00	0.00	206.99	48.41		0.00	244.70		56.80		2,757.68

Discovery Public School of Faribault
Check History

Calendar	Ck Date	Gross Pay	Taxes				Before Tax			After Tax			Net Pay
			FIT-EIC	SIT	OASDI	Medicare	Retire	TSA	DEFCOMP	FLEX	Other	Other	
Horak, Michele D													
S202221-0	05/13/2022	2,041.67	83.19	ID 64 64.90 MN	116.87	27.34	153.13 TRA		156.63			1,439.61	
S202222-0	05/31/2022	2,041.67	83.19	64.90 MN	116.87	27.33	153.13 TRA		156.63			1,439.62	
		4,083.34		129.80		54.67		0.00	313.26		0.00		
			166.38		233.74		306.26		0.00		0.00	2,879.23	
Johnson, Lawrence													
S202221-0	05/13/2022	373.50	0.00	ID 72 0.85 MN	23.16	5.42	24.28 PERA					319.79	
S202222-0	05/31/2022	495.00	0.00	6.93 MN	30.69	7.17	32.18 PERA					418.03	
		868.50		7.78		12.59		0.00	0.00		0.00		
			0.00		53.85		56.46		0.00		0.00	737.82	
Luthe, Alexandra F													
S202221-0	05/13/2022	1,875.00	149.04	ID 59 72.78 MN	112.79	26.38	140.63 TRA		55.74			1,317.64	
S202222-0	05/31/2022	1,833.33	145.00	70.62 MN	110.21	25.78	137.50 TRA		55.74			1,288.48	
		3,708.33		143.40		52.16		0.00	111.48		0.00		
			294.04		223.00		278.13		0.00		0.00	2,606.12	
Natole, Karen T.													
S202221-0	05/13/2022	1,812.50	117.02	ID 35 76.72 MN	103.05	24.10	117.81 PERA		150.28		49.00	1,174.52	
S202222-0	05/31/2022	2,037.50	141.58	90.76 MN	117.01	27.37	132.44 PERA		150.28		49.00	1,329.06	
		3,850.00		167.48		51.47		0.00	300.56		98.00		
			258.60		220.06		250.25		0.00		0.00	2,503.58	
Palmer, Maria													
S202221-0	05/13/2022	1,576.52	101.16	ID 69 70.67 MN	97.74	22.86	118.24 TRA					1,165.85	
S202222-0	05/31/2022	1,228.60	71.64	52.93 MN	76.17	17.81	92.15 TRA					917.90	
		2,805.12		123.60		40.67		0.00	0.00		0.00		
			172.80		173.91		210.39		0.00		0.00	2,083.75	
Peterson, Allison L													
S202221-0	05/13/2022	1,708.33	86.00	ID 65 56.79 MN	105.92	24.78	128.12 TRA					1,306.72	
S202222-0	05/31/2022	1,708.33	86.00	56.79 MN	105.91	24.77	128.12 TRA					1,306.74	
		3,416.66		113.58		49.55		0.00	0.00		0.00		
			172.00		211.83		256.24		0.00		0.00	2,613.46	

Discovery Public School of Faribault
Check History

Calendar	Ck Date	Gross Pay	Taxes				Before Tax			After Tax		Net Pay
			FIT-EIC	SIT	OASDI	Medicare	Retire	TSA	DEFCOMP	FLEX	Other	Other
VanErp, Madison												
S202221-0	05/13/2022	1,039.50	43.32	ID 67 43.08 MN	64.45	15.07	67.57 PERA					806.01
S202222-0	05/31/2022	1,105.50	50.72	46.38 MN	68.54	16.03	71.86 PERA					851.97
		2,145.00		89.46		31.10		0.00		0.00	0.00	
			94.04		132.99		139.43		0.00		0.00	1,657.98
Weisser, Dan R.												
S202221-0	05/13/2022	2,625.00	187.75	ID 8 92.43 MN	162.75	38.06	196.88 TRA					1,929.23
S202222-0	05/31/2022	2,625.00	187.75	92.43 MN	162.75	38.07	196.88 TRA					1,929.22
		5,250.00		184.86		76.13		0.00		0.00	35.80	
			375.50		325.50		393.76		0.00		0.00	3,858.45
Employee Count	14											
Totals:		45,654.48	2,429.80	1,422.39	2,749.24	643.01	3,306.05	0.00	0.00	1,311.48	190.60	33,601.91

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Discovery Public School of Faribault

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
WF		9097		Wire	1	1007	MN DEPT OF REVENUE - WIRE TRSF		No	Yes	No	05/04/2022	779.70
WF		9098		Wire	1	1054	TEACHERS RETIREMENT ASSOCIATIO		No	Yes	No	05/04/2022	2,635.44
WF		9099		Wire	1	1074	PUBLIC EMPLOYEES RETIREMENT AS		No	Yes	No	05/04/2022	940.85
WF		9100		Wire	1	1143	IRS - WIRE TRANSFER		No	Yes	No	05/04/2022	4,827.20
WF		9101		BP	1	1231	Syand Corporation		No	Yes	No	05/10/2022	157.50
WF		9102		BP	1	1249	Indigo Education		No	Yes	No	05/10/2022	5,000.00
WF		9103		BP	1	1348	Consolidated Communications		No	Yes	No	05/10/2022	408.60
WF		9104		BP	1	1405	The Hanover Insurance Group		No	Yes	No	05/10/2022	10,064.58
WF		9105		BP	1	1412	AFLAC Inc		No	Yes	No	05/10/2022	125.08
WF		9106		Wire	1	1392	Bill.com		No	Yes	No	05/09/2022	78.64
WF		9107		Wire	1	1197	Medica		No	Yes	No	05/11/2022	6,164.29
WF		9108		Wire	1	1240	Wells Fargo Bank-Business Acct		No	Yes	No	05/11/2022	92.71
WF		9109		Wire	1	1190	Wells Fargo Business Card		No	Yes	No	05/13/2022	419.88
WF		9110		Wire	1	1007	MN DEPT OF REVENUE - WIRE TRSF		No	Yes	No	05/13/2022	703.95
WF		9111		Wire	1	1054	TEACHERS RETIREMENT ASSOCIATIO		No	Yes	No	05/13/2022	2,711.55
WF		9112		Wire	1	1074	PUBLIC EMPLOYEES RETIREMENT AS		No	Yes	No	05/13/2022	782.32
WF		9113		Wire	1	1143	IRS - WIRE TRANSFER		No	Yes	No	05/13/2022	4,579.20
WF		9114		BP	1	1064	JOSTEN'S		No	Yes	No	05/19/2022	270.00
WF		9115		BP	1	1064	JOSTEN'S		No	Yes	No	05/19/2022	68.50
WF		9116		BP	1	1375	Culligan of Faribault		No	Yes	No	05/19/2022	54.60
WF		9117		BP	1	1399	Reuvers Psych Consulting LLC	S Corporation	No	Yes	No	05/19/2022	1,120.00
WF		9118		BP	1	1060	QUILL		No	Yes	No	05/23/2022	159.79
WF		9119		BP	1	1064	JOSTEN'S		No	Yes	No	05/23/2022	92.95
WF		9120		BP	1	1180	AFLAC		No	Yes	No	05/23/2022	190.61
WF		9121		BP	1	1353	Strategic Staffing Solutions, LLC	Ind/Sole Proprietor	No	Yes	No	05/23/2022	787.50
WF		9122		BP	1	1353	Strategic Staffing Solutions, LLC	Ind/Sole Proprietor	No	Yes	No	05/23/2022	735.00
WF		9123		BP	1	1372	BerganKDV Outsourced Services LLC		No	Yes	No	05/23/2022	3,375.00
WF		9124		BP	1	1403	Employers Preferred Ins. Co.		No	Yes	No	05/23/2022	2,217.00
WF		9125		BP	1	1406	1DAPE LLC	LLC - C Corp	No	Yes	No	05/23/2022	86.57
WF		9126		BP	1	1060	QUILL		No	Yes	No	05/31/2022	44.85
WF		9127		BP	1	1060	QUILL		No	Yes	No	05/31/2022	(8.97)
WF		9128		BP	1	1060	QUILL		No	Yes	No	05/31/2022	6.79
WF		9129		BP	1	1186	Hoa D. Nguyen		No	Yes	No	05/31/2022	7,300.00
WF		9130		BP	1	1249	Indigo Education		No	Yes	No	05/31/2022	380.00
WF		9131		BP	1	1312	Karen Natole		No	Yes	No	05/31/2022	38.76
WF		9132		BP	1	1356	Loffler Companies, Inc.		No	Yes	No	05/31/2022	545.54

Discovery Public School of Faribault
Payment Reg by Bank and Check

Pay/Void													
Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Date	Amount
WF		9133		BP	1	1360	ACT, Inc.		No	Yes	No	05/31/2022	244.00
Bank Total: \$58,179.98													
Report Total: \$58,179.98													

Discovery Public School of Faribault
Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
8227	202211	05/31/2022	P	JE		Recode Gen Ed to ESSER II	Hanson, Cody - 54	E	01	300	212	000	000	140	Lic Classroom Tchr	0.00	12,900.00
							Hanson, Cody - 54	E	01	300	212	011	155	140	Lic Classroom Tchr	12,900.00	0.00
							Hanson, Cody - 54	E	01	300	240	000	000	140	Lic Classroom Tchr	0.00	12,900.00
							Hanson, Cody - 54	E	01	300	240	011	155	140	Lic Classroom Tchr	12,900.00	0.00
																\$25,800.00	\$25,800.00

Discovery Public School of Faribault
Cash Flow Projection Summary
2021-22 School Year

Period Ending	Cash Inflows (Revenues)				Cash Outflows (Expenditures)				Cash Balance
	State Aid Payments	Federal Aid Payments	Other Receipts	Prior Year State/Federal Holdback	Total Receipts	Salaries and Benefits	Other Expenditures	Rent	Total Expenditures
									<i>Beginning Balance</i>
July 31	58,200		296		58,496	25,428	31,857	14,600	71,885
Aug 31	58,215		24	41,208	99,446	24,689	33,400	7,300	65,388
Sept 30	67,869	9,962	311	22,902	101,045	31,585	36,703	7,300	75,588
Oct 31	60,757	-	-	19,582	80,339	31,641	33,887	7,300	72,828
Nov 30	61,437	3,690	430	(6)	65,550	31,203	33,657	7,300	72,160
Dec 31	49,251	2,000	-		51,251	30,537	45,590	7,300	83,427
Jan 31	59,078	-	6,000	5,386	70,464	29,808	32,311	7,300	69,418
Feb 28	65,123	-	-	(721)	64,402	31,781	27,312	7,300	66,393
Mar 31	60,926	3,907	632	-	65,466	30,571	40,195	7,300	78,066
Apr 30	59,824	-	-	(3,220)	56,604	31,990	31,870	7,300	71,160
May 31	59,896	-	15	8,884	68,795	33,602	50,880	7,300	91,782
June 30	73,384	91,468	1,067		165,919	41,973	55,438	-	97,411
Projected Totals	733,959	111,028	8,774	94,015	947,775	374,807	453,100	87,600	915,507
	733,959	111,028	8,774	94,015	947,775	374,807	453,100	87,600	915,507

Assumptions: 10% State Aid Holdback

Management has elected to omit substantially all disclosures, government-wide financial statements, and required supplementary information. No CPA provides any

School Board Meeting Dates for the 2022 - 2023 School Year

@ 4:30pm in the School's Cafeteria

Discovery Public School would like to encourage parent involvement with the school. Please note that our school board meetings are open to the public. Please feel free to attend any or all of the meetings. Your support is greatly appreciated!

July 21, 2022

January 19, 2023

August 18, 2022

February 23, 2023

September 15, 2022

March 16, 2023

October 13, 2022

April 20, 2023

November 17, 2022

May 18, 2023

December 15, 2022

June 15, 2023

Please do not hesitate to contact us should you have any questions!

DRAFT



1800 Second Street NE, Minneapolis MN 55418 | 612-789-1236 | www.actg.org

CONTRACT For 3rd Party Reimbursement Services

This Agreement, is made and entered into by and between **Discovery Public School of Faribault** (hereinafter referred to as the “DISTRICT”) and **A Chance To Grow, Inc.**, (thereinafter referred to as the “CONTRACTOR”).

RECITALS

Whereas, the DISTRICT desires to enter into an agreement with a qualified CONTRACTOR with expertise in providing IEP 3rd party billing; and

Whereas, the CONTRACTOR is duly qualified and will provide the requested consulting services;

Whereas, the DISTRICT is willing to enter into an agreement with the CONTRACTOR to provide these services; and

Whereas, the CONTRACTOR understands and agrees that:

1. The CONTRACTOR will act as an independent contractor in the performance of all duties under this agreement;
2. The CONTRACTOR is not an agent, servant or employee of the DISTRICT and shall not make any such representations nor hold themselves out as such;
3. The CONTRACTOR shall have no authority to bind the DISTRICT for the performance of any services or to otherwise obligate the DISTRICT, the CONTRACTOR’s authority being specifically limited to the duties assigned to the CONTRACTOR under this Agreement;
4. The CONTRACTOR shall not be considered, under the provisions of this Agreement or otherwise, as having employee status, and accordingly, the CONTRACTOR shall be responsible for payment of all taxes, including federal, state and local taxes arising out of the CONTRACTOR’s activities under this Agreement, including, but not limited to, federal and state income tax, FICA, unemployment insurance taxes, and any other taxes or business license fees as required;
5. The CONTRACTOR shall not accrue any continuing contract rights for the services performed to this Agreement;
6. The CONTRACTOR shall comply with all applicable School Board policies, procedures, rules and regulations that are relevant to the CONTRACTOR’s provision of services under this Agreement.
7. Services provided are for students with a disability and whose Individual Education Program (IEP) contain documentation of the need for services. This service is unique to students identified as special education students. It is specifically designed instruction and not available to non-disabled students. The decision to provide this service was made by the IEP team. This service is provided at no cost to the parent. Facilities where this service is provided are of high quality.
8. The CONTRACTOR holds and will maintain the licensure required to perform services outlined in this contract.

NOW, THEREFORE, in consideration of the mutual covenants contained in this agreement, the parties agree as follows.

ARTICLE I

SERVICES TO BE PROVIDED

Section 1. Provision of Services. The CONTRACTOR agrees to provide third party reimbursement services to eligible students at District. Shall complete necessary paperwork for submission of claims. Shall investigate student eligibility in the MN-ITS system. Shall provide any state approved documentation that is needed to in order to submit claims through MN-ITS. This may include consent forms and/ or log sheets. Shall complete billing on a monthly basis in which timely documentation by DISTRICT has been received.

ARTICLE II

COMPENSATION

Section 1. Compensation/Fees. The CONTRACTOR shall provide the agreed to services at a rate not to exceed \$37 per hour, with an annual fee of \$250.00. Total maximum threshold of expenditure is not to exceed \$250.00 plus 8% of what is billed. If this maximum is reached without written agreement from both parties, the CONTRACTOR does so at its own risk and expense. This agreement will occur during the school year from July 1, 2022 to June 30, 2023. EXECUTIVE DIRECTOR has the authority to sign legally binding contracts up to \$25,000. Contracts beyond \$25,000 must be approved by DISTRICT Board Chair.

The CONTRACTOR services to be provided will be determined solely by the DISTRICT. The CONTRACTOR will not provide any services above and beyond those services in which the DISTRICT specifically requests. Furthermore, the CONTRACTOR agrees that during the term of this Agreement, s/he will not accept monetary payment or other remuneration from any entity or individual other than the DISTRICT for providing consulting services to a student or child currently enrolled or receiving education services or funding from the DISTRICT, unless specifically permitted by the DISTRICT. It is the responsibility of the CONTRACTOR to submit an invoice for payment, within 30 of services provided. Payments are due within thirty (30) days of receipt of invoice. Interest charges will apply to invoices outstanding more than 30 days. The monthly rate is one and one-half percent. Failure to pay within sixty (60) days will result in the suspension of services until the account is brought current.

ARTICLE III

SERVICES

Section 1. Services. The Services provided by the CONTRACTOR pursuant to this Agreement will be determined exclusively by the DISTRICT. Contracts are reviewed annually. During this review period, the EXECUTIVE DIRECTOR will collect documentation of services provided, the dates thereof, costs of service and remaining balance on the contract. If incongruences between the contract and work performed occur, the SPECIAL EDUCATION DIRECTOR, will work with the CONTRACTOR to resolve the issue. The Agreement will remain in effect for the 2022-2023 school year but may be terminated by either party upon written notice to the other; however, any termination shall not be effective less than thirty (30) days) following said notice.

ARTICLE IV

INSURANCE AND OTHER BENEFITS

Section 1. Insurance. During the term of this Agreement, it is specifically agreed and understood that the CONTRACTOR shall not be eligible for, nor provided, insurance coverage of any kind, including, but not limited to, health, medical, dental, life, and long-term disability.

Section 2. Other Benefits. It is specifically agreed and understood that the CONTRACTOR shall not be eligible for, nor provided, any other benefits, including, but not limited to, working compensation and unemployment benefits.

- **Section 3. Liability Insurance.** Contractor must provide and maintain, during the life of this agreement, insurance coverage with minimum limits as follows:
 - General Liability Insurance
 - a. Commercial Liability – Occurrence (Form CG 00 01 98 or its equivalent)
 - i. Combined Single Limit \$1,000,000
 - ii. Personal Injury Limit \$1,000,000
 - iii. Products Completed Operations \$3,000,000
 - iv. General Aggregate \$3,000,000
 - Professional Liability Insurance with limits of \$1,000,000 each occurrence, \$3,000,000 aggregate.
 - Contractor must provide the District with 30 day notice of cancellation, non-renewal or material change to coverage.

ARTICLE V **INDEMNIFICATION**

The CONTRACTOR agrees to hold harmless the DISTRICT and its board members, its administrators, its employees, its officers, its attorneys, its insurers, agents, contractors, and representatives from any and all damages and claims that may arise by reason of any acts or omissions on the part of the CONTRACTOR, or the CONTRACTOR's employees or agents, in regard to the CONTRACTOR's performance of duties under this Agreement, and for any action commenced against the DISTRICT or any of its board members, its administrators, its employees, its officers, its attorneys, its insurers, agents, contractors, and representatives arising out of the actions taken by the CONTRACTOR pursuant to this Agreement, the CONTRACTOR shall assume full responsibility and shall indemnify the DISTRICT and its board members, its administrators, its employees, its officers, its attorneys, its insurers, agents, contractors, and representatives from and against any and all related liabilities, demands, claims, suits, losses, damages, causes of action, fines or judgments, including costs, attorney's and witness fees, and expenses incident thereto.

ARTICLE VI **GENERAL**

Section 1. Data. The CONTRACTOR agrees that any information and data received by the CONTRACTOR during the term of this Agreement shall be treated and maintained by the CONTRACTOR in accordance with all applicable federal, state and local laws, rules and regulations governing same, including, but not limited to, the provision of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. The CONTRACTOR also agrees to comply with all of the provisions and requirements of DISTRICT's data privacy policies. Any data or materials, including, but not limited to, reports, studies, photographs, negatives, or any and all other documents prepared by the CONTRACTOR in the performance of the CONTRACTOR's obligations under this Agreement shall be the exclusive property of the DISTRICT, and any such data and materials shall be remitted to the DISTRICT by the CONTRACTOR upon completion or termination of the Agreement.

Section 2. Entire Agreement. The agreement is the entire agreement between the DISTRICT and the CONTRACTOR and it supersedes all prior written or oral agreements. There are no covenants, promises, undertakings, or understandings outside of this Agreement other than those as specifically set forth. Any term, condition, prior course of dealing, course of performance, usage of trade, understanding, or agreement purporting to modify, vary, supplement, or explain any provision of this Agreement is null and void and of no effect unless in writing and signed by representatives of both parties authorized to amend this Agreement.

Section 3. Special Education Provisions. The Services provided are specially designed instruction, at no cost to the parents, to meet the unique needs of a student with a disability or related services in order for a child with a disability to benefit from specially designed instruction.

ARTICLE VI **NON-SOLICITATION**

Section 1. In return for the services provided by the CONTRACTOR and its employees, the DISTRICT will not solicit the employment of an employee of Agency for a period of 18 months after the last services provided by the employee to the DISTRICT. In the event DISTRICT does solicit employees of the CONTRACTOR, it promises to pay the CONTRACTOR \$60,000 in liquidated damages immediately upon demand by the CONTRACTOR. The CONTRACTOR shall still have a right to a temporary and permanent injunction against such solicitation in addition to liquidated damages and payment of all attorney fees incurred by the CONTRACTOR in enforcement of the non-solicitation provisions.

This agreement was entered into on the date set forth below and undersigned, represent that they are authorized to enter into this Agreement on behalf of the respective parties and state that this Agreement has been read by them and that the undersigned understand and fully agree to each provision of this Agreement, and acknowledge receipt of a copy of this Agreement.

<hr/> District Representative Signature	<hr/> Title	<hr/> Date
---	-------------	------------

<hr/> Contractor Signature	<hr/> Title	<hr/> Date
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A Chance To Grow provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, or gender identity. In addition to federal law requirements, A Chance To Grow complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, leaves of absence, compensation and training.

Attachment A

A Chance to Grow, Inc.

Proposed 3rd Party Billing Fee Schedule

Proposed Services/Fees: \$250.00 annual fee plus \$37.00 (per hour)

Includes but not limited to the following services:

Completion of necessary paperwork

Checking student's eligibility

Training of District staff as needed

Providing information for parents (consent forms, FAQ's about 3rd party billing, etc.) of eligible students

Establish interim rates for billing

Filling out annual data forms for Special Education Director or Executive Director's signature

****Please be advised, there is not guarantee made by the CONTRACTOR as to the amount of reimbursement the DISTRICT will receive. The reimbursement amount relies on several factors, including but not limited to: meeting deadlines, student attendance, services provided, etc.**

Attachment B

Contact for 3rd Party Billing Services

Primary Contact for the Agency:

Barb Ewald
(612) 706-5517

Fax Number: (612) 706-5555

Mailing Address:

A Chance To Grow, Inc.
1800 2nd Street NE
Minneapolis, MN 55418

Discovery Public Schools of Faribault

CAPITAL ASSETS CAPITALIZATION POLICY

I. PURPOSE

The purpose of this policy is to ensure proper financial reporting for capital assets. This policy outlines the steps involved in the process in determining which expenditures would be considered to be a capital expenditure that would be considered a capital asset.

II. GENERAL REQUIREMENTS

The School considers any expenditure, which are capital in nature, with an individual initial cost of more than \$2,500, and an estimated useful life in excess of one year, to be a capitalized asset. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Where applicable, assets purchased together and for a common purpose should be grouped and capitalized as one asset. Donated capital assets are recorded at estimated fair market value at the date of donation. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Capital assets are depreciated using the straight-line method over its estimated useful life.



Karen Natole <knatole@isd4081.org>

Fwd: Capital Asset Policy

1 message

Dan Weisser <dweisser@isd4081.org>
To: Karen Natole <knatole@isd4081.org>

Tue, Jun 7, 2022 at 11:30 AM

We should put this on the board agenda

Dan Weisser
Executive Director
Discovery Public School of Faribault
507-331-5423

----- Forwarded message -----

From: **Travis Berends** <travis.berends@bergankdv.com>
Date: Thu, Apr 21, 2022 at 1:11 PM
Subject: Capital Asset Policy
To: Dan Weisser <dweisser@isd4081.org>
Cc: Brenda Kes <Brenda.Kes@bergankdv.com>

Good Afternoon Dan,

Last Fall many of our auditors were recommending that schools set a minimum capital asset threshold policy of \$2,500. Currently Discovery Schools has a policy of \$500.

Brenda and I both agree with the auditors recommendation.

If you concur, please add to your next Board meeting agenda to adopt a new capital asset threshold policy of \$2,500. Please let me know after the Board has approved, so I can update on our end.

I have attached a sample copy that you are more than welcome to use.

Reach out if you have any questions,

Travis Berends

(He/Him/His)

Outsourced Controller, School Services

EAGAN, MN 55122

DIRECT: 952.563.6849 | MAIN: 651.463.2233

travis.berends@bergankdv.com

bergankdv

bergankdv.com | **DO MORE.**



DPS Capitalization Policy.doc

33K

Teacher Contract for Minnesota Public School Districts

Discovery Public School of Faribault

The School Board of Independent School District Number 4081-07 of the State of Minnesota, Faribault, Minnesota, enters into this contract, pursuant to M.S. 122A.40, as amended with **Pamela Hanson**, a legally qualified licensed teacher who agrees to teach at Discovery Public School of Faribault for the school year 2022 to 2023.

The following provisions shall apply and are a part of this contract:

1. **Duties**: Said teacher will perform the service of **English Teacher**.
2. **Basic Services**: Said teacher shall faithfully perform the services prescribed by the school board, or its designated representative, whether or not such services are specifically described in this contract, abide by the rules and regulations as established by the school board and the State of Minnesota, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the school district as assigned in such grades or subjects for which the teacher has the necessary license.
3. **Duration**: This contract is subject to the provisions of M.S. 122A.40, as amended, and to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge for cause of teachers. Thereafter, this contract shall remain in full force and effect except if modified by mutual consent of the school board and the teacher or unless terminated as provided by law, or written resignation pursuant to M.S. 122A.40.
4. **Duty Year**: The teacher's duty year and vacation days shall be as adopted by the school board, and the teacher agrees to teach on those legal holidays on which the school board is authorized to conduct school if the school board so determines. The school calendar year begins August 22nd, 2022 and runs through June 1st, 2023 totaling 177 days of instruction, workshops, and Staff Development days. The teacher's work day will run from 7:45am - 3:45pm Monday - Thursday and 7:45am - 3:15pm on Friday. In the event a duty day is lost due to an emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the school board. The teacher is allowed to use up to 12 days of paid time off (PTO) during this time frame. Unused PTO time is payable at the end of the school year. In the event of an early termination or resignation, PTO payout is pro-rated based on the number of days actually worked during the current contracted school year.
5. **Additional Services**: The school board, or its designated representative, may assign the teacher to extracurricular, co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph one. Said extracurricular, co-curricular, or other assignments may be described in paragraph 7A of this contract or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The school board, or its designated representative, may make any additions or amendments during the duty year as shall be necessary. Said extracurricular, co-curricular, or other assignments and compensation, if any, for such assignment shall not become a part of the teacher's Continuing Contract rights unless the words, "continuing contract," are recorded immediately following the assignment.

6. **Reference:** This contract shall be subject to the agreement between the school district and the exclusive representative, if any, and the provisions of the Public Employment Labor Relations Act, as amended.

7. **Special Provisions:** (Insert here any other contractual provisions.)

A. In addition, said teacher agrees to perform the following basic services:

1. ☐ Attend all faculty meetings and teacher in-services including summer meetings. _____
2. ☐ Co-Graduation Coordinator _____
3. ☐ Clean and/or supervise cleaning of designated area. _____
4. ☐ Supervisory duties such as lunch, detention, bus and etc. _____

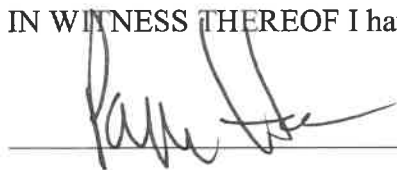
8. In consideration thereof, the school board agrees to pay said teacher the following annual salary:

\$ _____ \$ 44,000.00 _____ Salary; exclusive of fringe benefits

Such salary shall be paid as authorized and in such installments of either 18 pay periods or 24 periods during the term of the year as may be determined by appropriate school board regulation. This contract shall be paid in installments of **24** pay periods.

This contract is pending approval of an Out Of Field Permission application and shall be made effective only after it has been authorized by the school board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS THEREOF I have signed my signature this 27th day of May, 2022.



Ms. Pamela Hanson

IN WITNESS THEREOF, we have subscribed our signatures this 16th day of July, 2022.
Independent School District Number 4081-07

Mr. Russ Kennedy - School Board Chair

Mr. Dan Weisser – Executive Director

* ATTACHED: DPS Staff Retention Stipend

Notice of Stipend
Schoolwide Ongoing Covid Mitigation Support

05/20/22

Dear valued staff member,

The intent of this notice is to inform you that you are eligible to receive a stipend for your ongoing engagement in our schoolwide effort to provide a safe school setting for all individuals by working to support the additional Covid mitigation measures that are in place.

This is a one-time stipend for the extra time and effort that has been required of you in support of our Safe Return to In-Person Learning Plan. This support may include any aspect of the Safe Return Plan, but is not limited to: additional cleaning/sanitizing, assisting with and ensuring physical distancing and cohorting, breakfast/lunch changes, assisting in contact tracing as needed, and ensuring additional respiratory etiquette and hand hygiene.

This stipend will be for the amount of \$1,000, and will be paid out 9/1/22 as long as you are still employed by DPS on that date.

The other terms and conditions of your appointment remain unchanged.

Thank you for your ongoing commitment to Discovery Public School.

Sincerely,

Dan Weisser
Executive Director

Pam Hanson

Staff Name-PRINT

Pam Hanson

Staff Signature

5/27/22

Date



Teacher Contract

Discovery Public School of Faribault

The School Board of Independent School District Number 4081-07 of the State of Minnesota, Faribault, Minnesota, enters into this contract, pursuant to M.S. 122A.40, as amended with **Alexandra Luthe**, a legally qualified licensed teacher who agrees to teach at Discovery Public School of Faribault for the school year 2022 to 2023.

The following provisions shall apply and are a part of this contract:

1. **Duties**: Said teacher will perform the service of **Social Studies Teacher**.
2. **Basic Services**: Said teacher shall faithfully perform the services prescribed by the school board, or its designated representative, whether or not such services are specifically described in this contract, abide by the rules and regulations as established by the school board and the State of Minnesota, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the school district as assigned in such grades or subjects for which the teacher has the necessary license.
3. **Duration**: This contract is subject to the provisions of M.S. 122A.40, as amended, and to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge for cause of teachers. Thereafter, this contract shall remain in full force and effect except if modified by mutual consent of the school board and the teacher or unless terminated as provided by law, or written resignation pursuant to M.S. 122A.40.
4. **Duty Year**: The teacher's duty year and vacation days shall be as adopted by the school board, and the teacher agrees to teach on those legal holidays on which the school board is authorized to conduct school if the school board so determines. The school calendar year begins August 22nd, 2022 and runs through June 1st, 2023 totaling 177 days of instruction, workshops, and Staff Development days. The teacher's work day will run from 7:45am - 3:45pm Monday - Thursday and 7:45am - 3:15pm on Friday. In the event a duty day is lost due to an emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the school board. The teacher is allowed to use up to 12 days of paid time off (PTO) during this time frame. Unused PTO time is payable at the end of the school year. In the event of an early termination or resignation, PTO payout is pro-rated based on the number of days actually worked during the current contracted school year.
5. **Additional Services**: The school board, or its designated representative, may assign the teacher to extracurricular, co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph one. Said extracurricular, co-curricular, or other assignments may be described in paragraph 7A of this contract or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The school board, or its designated representative, may make any additions or amendments during the duty year as shall be necessary. Said extracurricular, co-curricular, or other assignments and compensation, if any, for such assignment shall not become a part of the teacher's Continuing Contract rights unless the words, "continuing contract," are recorded immediately following the assignment.

6. **Reference:** This contract shall be subject to the agreement between the school district and the exclusive representative, if any, and the provisions of the Public Employment Labor Relations Act, as amended.

7. **Special Provisions:** (Insert here any other contractual provisions.)

A. In addition, said teacher agrees to perform the following basic services:

1. ☐ Attend all faculty meetings and teacher in-services including summer meetings. _____
2. ☐ Co-Graduation Coordinator _____
3. ☐ Clean and/ or supervise cleaning of designated area. _____
4. ☐ Supervisory duties such as lunch, detention, bus and etc. _____

8. In consideration thereof, the school board agrees to pay said teacher the following annual salary:

\$ _____ \$ 46,000.00 _____ Salary, exclusive of fringe benefits

Such salary shall be paid as authorized and in such installments of either 18 pay periods or 24 periods during the term of the year as may be determined by appropriate school board regulation. This contract shall be paid in installments of **24** pay periods.

This contract shall be made effective only after it has been authorized by the School Board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS THEREOF I have signed my signature this 27 day of May, 2022.



Ms. Alexandra Luthe

IN WITNESS THEREOF we have subscribed our signatures this 16th day of June, 2022.
Independent School District Number 4081-07

Mr. Russ Kennedy - School Board Chair

Mr. Dan Weisser – Executive Director

* ATTACHED: DPS Staff Retention Stipend

Notice of Stipend
Schoolwide Ongoing Covid Mitigation Support

05/20/22

Dear valued staff member,

The intent of this notice is to inform you that you are eligible to receive a stipend for your ongoing engagement in our schoolwide effort to provide a safe school setting for all individuals by working to support the additional Covid mitigation measures that are in place.

This is a one-time stipend for the extra time and effort that has been required of you in support of our Safe Return to In-Person Learning Plan. This support may include any aspect of the Safe Return Plan, but is not limited to: additional cleaning/sanitizing, assisting with and ensuring physical distancing and cohorting, breakfast/lunch changes, assisting in contact tracing as needed, and ensuring additional respiratory etiquette and hand hygiene.

This stipend will be for the amount of \$1,000, and will be paid out 9/1/22 as long as you are still employed by DPS on that date.

The other terms and conditions of your appointment remain unchanged.

Thank you for your ongoing commitment to Discovery Public School.

Sincerely,

Dan Weisser
Executive Director

Alexandra Luthe

Staff Name-PRINT

Alexandra Luthe

Staff Signature

5/27/2022

Date



Teacher Contract

Discovery Public School of Faribault

The School Board of Independent School District Number 4081-07 of the State of Minnesota, Faribault, Minnesota, enters into this contract, pursuant to M.S. 122A.40, as amended with **Sharon Hansen**, a legally qualified licensed teacher who agrees to teach at Discovery Public School of Faribault for the school year 2022 to 2023.

The following provisions shall apply and are a part of this contract:

1. **Duties**: Said teacher will perform the service of **Math Teacher; Instructional Leader**.
2. **Basic Services**: Said teacher shall faithfully perform the services prescribed by the school board, or its designated representative, whether or not such services are specifically described in this contract, abide by the rules and regulations as established by the school board and the State of Minnesota, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the school district as assigned in such grades or subjects for which the teacher has the necessary license.
3. **Duration**: This contract is subject to the provisions of M.S. 122A.40, as amended, and to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge for cause of teachers. Thereafter, this contract shall remain in full force and effect except if modified by mutual consent of the school board and the teacher or unless terminated as provided by law, or written resignation pursuant to M.S. 122A.40.
4. **Duty Year**: The teacher's duty year and vacation days shall be as adopted by the school board, and the teacher agrees to teach on those legal holidays on which the school board is authorized to conduct school if the school board so determines. The school calendar year begins August 22nd, 2022 and runs through June 1st, 2023 totaling 177 days of instruction, workshops, and Staff Development Days. The Instructional Leader will also be expected to perform summer duties when deemed necessary by the Executive Director. The teacher's work day will run from 7:45am - 3:45pm Monday–Thursday and 7:45am - 3:15pm on Fridays. In the event a duty day is lost due to an emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the school board. The teacher is allowed to use up to 12 days of paid time off (PTO) during this time frame. Unused PTO time is payable at the end of the school year. In the event of an early termination or resignation, PTO payout is pro-rated based on the number of days actually worked during the current contracted school year.
5. **Additional Services**: The school board, or its designated representative, may assign the teacher to extracurricular, co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph one. Said extracurricular, co-curricular, or other assignments may be described in paragraph 7A of this contract or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The school board, or its designated representative, may make any additions or amendments during the duty year as shall be necessary. Said extracurricular, co-curricular, or other assignments and compensation, if any, for such assignment shall not become a part of the teacher's Continuing Contract rights unless the words, "continuing contract," are recorded immediately following the assignment.

6. **Reference:** This contract shall be subject to the agreement between the school district and the exclusive representative, if any, and the provisions of the Public Employment Labor Relations Act, as amended.

7. **Special Provisions:** (Insert here any other contractual provisions.)

A. In addition, said teacher agrees to perform the following basic services:

1. Attend all faculty meetings and teacher in-services including summer meetings.
2. Clean and/ or supervise cleaning of designated area.
3. Supervisory duties such as lunch, detention, bus and etc.
4. Title One Coordinator
5. Testing Coordinator
6. 504 Coordinator
7. Environmental Education Coordinator
8. IT Coordinator

8. In consideration thereof, the school board agrees to pay said teacher the following annual salary:

\$ \$54,500.00 Salary, exclusive of fringe benefits

Such salary shall be paid as authorized and in such installments of either 18 pay periods or 24 periods during the term of the year as may be determined by appropriate school board regulation. This contract shall be paid in installments of **24** pay periods.

This contract shall be effective only after it has been authorized by the school board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS THEREOF I have signed my signature this 27th day of May, 2022.



Mrs. Sharon Hansen

IN WITNESS THEREOF we have subscribed our signatures this 16th day of June, 2022.
Independent School District Number 4081-07

Mr. Russ Kennedy - School Board Chair

Mr. Dan Weisser – Executive Director

*** ATTACHED: DPS Staff Retention Stipend**

Notice of Stipend
Schoolwide Ongoing Covid Mitigation Support

05/20/22

Dear valued staff member,

The intent of this notice is to inform you that you are eligible to receive a stipend for your ongoing engagement in our schoolwide effort to provide a safe school setting for all individuals by working to support the additional Covid mitigation measures that are in place.

This is a one-time stipend for the extra time and effort that has been required of you in support of our Safe Return to In-Person Learning Plan. This support may include any aspect of the Safe Return Plan, but is not limited to: additional cleaning/sanitizing, assisting with and ensuring physical distancing and cohorting, breakfast/lunch changes, assisting in contact tracing as needed, and ensuring additional respiratory etiquette and hand hygiene.

This stipend will be for the amount of \$1,000, and will be paid out 9/1/22 as long as you are still employed by DPS on that date.

The other terms and conditions of your appointment remain unchanged.

Thank you for your ongoing commitment to Discovery Public School.

Sincerely,

Dan Weisser
Executive Director

Sharon Hansen

Staff Name-PRINT



Staff Signature

5/27/22

Date



Teacher Contract

Discovery Public School of Faribault

The School Board of Independent School District Number 4081-07 of the State of Minnesota, Faribault, Minnesota, enters into this contract, pursuant to M.S. 122A.40, as amended with **Cody Hanson**, a legally qualified licensed teacher who agrees to teach at Discovery Public School of Faribault for the school year 2022 to 2023.

The following provisions shall apply and are a part of this contract:

1. **Duties**: Said teacher will perform the service of **Physical Education, Health, and Art Teacher**.
2. **Basic Services**: Said teacher shall faithfully perform the services prescribed by the school board, or its designated representative, whether or not such services are specifically described in this contract, abide by the rules and regulations as established by the school board and the State of Minnesota, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the school district as assigned in such grades or subjects for which the teacher has the necessary license.
3. **Duration**: This contract is subject to the provisions of M.S. 122A.40, as amended, and to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge for cause of teachers. Thereafter, this contract shall remain in full force and effect except if modified by mutual consent of the school board and the teacher or unless terminated as provided by law, or written resignation pursuant to M.S. 122A.40.
4. **Duty Year**: The teacher's duty year and vacation days shall be as adopted by the school board, and the teacher agrees to teach on those legal holidays on which the school board is authorized to conduct school if the school board so determines. The school calendar year begins August 22nd, 2022 and runs through June 1st, 2023 totaling 177 days of instruction, workshops, and Staff Development days. The teacher's work day will run from 7:45am-3:45pm Monday - Thursday and 7:45am-3:15pm on Friday. In the event a duty day is lost due to an emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the school board. The teacher is allowed to use up to 12 days of paid time off (PTO) during this time frame. Unused PTO time is payable at the end of the school year. In the event of an early termination or resignation, PTO payout is pro-rated based on the number of days actually worked during the current contracted school year.
5. **Additional Services**: The school board, or its designated representative, may assign the teacher to extracurricular, co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph one. Said extracurricular, co-curricular, or other assignments may be described in paragraph 7A of this contract or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The school board, or its designated representative, may make any additions or amendments during the duty year as shall be necessary. Said extracurricular, co-curricular, or other assignments and compensation, if any, for such assignment shall not become a part of the teacher's Continuing

Contract rights unless the words, "continuing contract," are recorded immediately following the assignment.

6. **Reference:** This contract shall be subject to the agreement between the school district and the exclusive representative, if any, and the provisions of the Public Employment Labor Relations Act, as amended.

7. **Special Provisions:** (Insert here any other contractual provisions.)

A. In addition, said teacher agrees to perform the following basic services:

1. ☐ Attend all faculty meetings and teacher in-services including summer meetings. _____
2. ☐ Clean and/ or supervise cleaning of designated area. _____
3. ☐ Supervisory duties such as lunch, detention, bus and etc. _____
4. ☐ Sports Club Coordinator _____
5. ☐ Lunch Server _____

8. In consideration thereof, the school board agrees to pay said teacher the following annual salary:

\$ _____ \$ 44,500.00 _____ Salary, exclusive of fringe benefits

Such salary shall be paid as authorized and in such installments of either 18 pay periods or 24 periods during the term of the year as may be determined by appropriate school board regulation. This contract shall be paid in installments of **24** pay periods.

This contract is pending approval of an out of field permission application and shall be effective only after it has been authorized by the school board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS THEREOF I have signed my signature this 27 day of May, 2022.



Mr. Cody Hanson

IN WITNESS THEREOF we have subscribed our signatures this 16th day of June, 2022.
Independent School District Number 4081-07

Mr. Russ Kennedy - School Board Chair

Mr. Dan Weisser – Executive Director

* ATTACHED: DPS Staff Retention Stipend

Notice of Stipend
Schoolwide Ongoing Covid Mitigation Support

05/20/22

Dear valued staff member,

The intent of this notice is to inform you that you are eligible to receive a stipend for your ongoing engagement in our schoolwide effort to provide a safe school setting for all individuals by working to support the additional Covid mitigation measures that are in place.

This is a one-time stipend for the extra time and effort that has been required of you in support of our Safe Return to In-Person Learning Plan. This support may include any aspect of the Safe Return Plan, but is not limited to: additional cleaning/sanitizing, assisting with and ensuring physical distancing and cohorting, breakfast/lunch changes, assisting in contact tracing as needed, and ensuring additional respiratory etiquette and hand hygiene.

This stipend will be for the amount of \$1,000, and will be paid out 9/1/22 as long as you are still employed by DPS on that date.

The other terms and conditions of your appointment remain unchanged.

Thank you for your ongoing commitment to Discovery Public School.

Sincerely,

Dan Weisser
Executive Director

Cody Hanson

Staff Name-PRINT

Cody Hanson

Staff Signature

5-27-22

Date



Teacher Contract

Discovery Public School of Faribault

The School Board of Independent School District Number 4081-07 of the State of Minnesota, Faribault, Minnesota, enters into this contract, pursuant to M.S. 122A.40, as amended with **Maria Palmer**, a legally qualified licensed teacher who agrees to teach at Discovery Public School of Faribault for the school year 2022 to 2023.

The following provisions shall apply and are a part of this contract:

1. **Duties**: Said teacher will perform the service of **Special Education Teacher**.
2. **Basic Services**: Said teacher shall faithfully perform the services prescribed by the school board, or its designated representative, whether or not such services are specifically described in this contract, abide by the rules and regulations as established by the school board and the State of Minnesota, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the school district as assigned in such grades or subjects for which the teacher has the necessary license.
3. **Duration**: This contract is subject to the provisions of M.S. 122A.40, as amended, and to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge for cause of teachers. Thereafter, this contract shall remain in full force and effect except if modified by mutual consent of the school board and the teacher or unless terminated as provided by law, or written resignation pursuant to M.S. 122A.40.
4. **Duty Year**: The teacher's duty year and vacation days shall be as adopted by the school board, and the teacher agrees to teach on those legal holidays on which the school board is authorized to conduct school if the school board so determines. The school calendar year begins August 22nd, 2022 and runs through June 1st, 2023 totaling 177 days of instruction, workshops, and Staff Development days. The teacher's work day will run from 7:45am-3:45pm Monday - Thursday and 7:45am-3:15pm on Friday. In the event a duty day is lost due to an emergency, the teacher agrees to perform duties on such other day in lieu thereof, as determined by the school board. The teacher is allowed to use up to 12 days of paid time off (PTO) during this time frame. Unused PTO time is payable at the end of the school year. In the event of an early termination or resignation, PTO payout is pro-rated based on the number of days actually worked during the current contracted school year.
5. **Additional Services**: The school board, or its designated representative, may assign the teacher to extracurricular, co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph one. Said extracurricular, co-curricular, or other assignments may be described in paragraph 7A of this contract or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The school board, or its designated representative, may make any additions or amendments during the duty year as shall be necessary. Said extracurricular, co-curricular, or other assignments and compensation, if any, for such assignment shall not become a part of the teacher's Continuing

Contract rights unless the words, "continuing contract," are recorded immediately following the assignment.

6. **Reference:** This contract shall be subject to the agreement between the school district and the exclusive representative, if any, and the provisions of the Public Employment Labor Relations Act, as amended.

7. **Special Provisions:** (Insert here any other contractual provisions.)

A. In addition, said teacher agrees to perform the following basic services:

1. Attend all faculty meetings and teacher in-services including summer meetings. _____
2. Clean and/ or supervise cleaning of designated area. _____
3. Supervisory duties such as lunch, detention, bus and etc. _____
4. Attend Special Education related seminars and conferences, including summer meetings, as assigned by the Executive Director.

8. In consideration thereof, the school board agrees to pay said teacher the following annual salary:

\$ _____ \$ 40,000.00 _____ Salary, exclusive of fringe benefits

Such salary shall be paid as authorized and in such installments of either 18 pay periods or 24 periods during the term of the year as may be determined by appropriate school board regulation. This contract shall be paid in installments of **24** pay periods.

This contract shall only be accepted after approval of a Tier 2 License Application and will be made effective only after it has been authorized by the school board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS THEREOF I have signed my signature this May day of 27th, 2022.



Ms. Maria Palmer

IN WITNESS THEREOF, we have subscribed our signatures this 16th day of June, 2022.
Independent School District Number 4081-07

Mr. Russ Kennedy - School Board Chair

Mr. Dan Weisser – Executive Director

* ATTACHED: DPS Staff Retention Stipend

Notice of Stipend
Schoolwide Ongoing Covid Mitigation Support

05/20/22

Dear valued staff member,

The intent of this notice is to inform you that you are eligible to receive a stipend for your ongoing engagement in our schoolwide effort to provide a safe school setting for all individuals by working to support the additional Covid mitigation measures that are in place.

This is a one-time stipend for the extra time and effort that has been required of you in support of our Safe Return to In-Person Learning Plan. This support may include any aspect of the Safe Return Plan, but is not limited to: additional cleaning/sanitizing, assisting with and ensuring physical distancing and cohorting, breakfast/lunch changes, assisting in contact tracing as needed, and ensuring additional respiratory etiquette and hand hygiene.

This stipend will be for the amount of \$1,000, and will be paid out 9/1/22 as long as you are still employed by DPS on that date.

The other terms and conditions of your appointment remain unchanged.

Thank you for your ongoing commitment to Discovery Public School.

Sincerely,

Dan Weisser
Executive Director

Maria Elaine Palmer

Staff Name-PRINT

Maria C. Palmer

Staff Signature

5/27/22

Date



Teacher Contract

Discovery Public School of Faribault

The School Board of Independent School District Number 4081-07 of the State of Minnesota, Faribault, Minnesota, enters into this contract, pursuant to M.S. 122A.40, as amended with **Michele Horak**, a legally qualified licensed teacher who agrees to teach at Discovery Public School of Faribault for the school year 2022 to 2023.

The following provisions shall apply and are a part of this contract:

1. **Duties**: Said teacher will perform the service of **Special Education Teacher**.
2. **Basic Services**: Said teacher shall faithfully perform the services prescribed by the school board, or its designated representative, whether or not such services are specifically described in this contract, abide by the rules and regulations as established by the school board and the State of Minnesota, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the school district as assigned in such grades or subjects for which the teacher has the necessary license.

"It is an expectation of Special Education teachers that due process paperwork be completed in accordance with statute, so the forms can be used to best serve students with disabilities. The paperwork serves as a guide for teachers to design instruction and assist students with disabilities in making progress towards their goals and objectives. If paperwork is not completed per due process requirements, the district runs the risk of a complaint of due process hearing filed by the parent.

In order to address previous shortcomings in this area, this employment agreement includes the expectation of regular check-ins with the Director of Special Education in order to track and complete due process work in acceptable timelines.

Failure to meet the expectations outlined above could result in further consequences, which may include failure of the district to renew your employment contract for next year. If you have questions or are unclear please address this with the School Director so you can meet the above requirements."
3. **Duration**: This contract is subject to the provisions of M.S. 122A.40, as amended, and to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge for cause of teachers. Thereafter, this contract shall remain in full force and effect except if modified by mutual consent of the school board and the teacher or unless terminated as provided by law, or written resignation pursuant to M.S. 122A.40.
4. **Duty Year**: The teacher's duty year and vacation days shall be as adopted by the school board, and the teacher agrees to teach on those legal holidays on which the school board is authorized to conduct school if the school board so determines. The school calendar year begins August 22nd, 2022 and runs through June 1st, 2023 totaling 177 days of instruction, workshops, and Staff Development days. The teacher's work day will run from 7:45am-3:45pm Monday - Thursday and 7:45am-3:15pm on Friday. In the event a duty day is lost due to an emergency, the teacher agrees to perform duties on such other day in lieu thereof, as determined by the school board. The teacher is allowed to use up to 12 days of paid time off (PTO) during this time frame. Unused PTO time is payable at the end of the school year. In the event of an early termination or resignation, PTO payout is pro-rated based on the number of days actually worked during the current contracted school year.

5. **Additional Services:** The school board, or its designated representative, may assign the teacher to extracurricular, co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph one. Said extracurricular, co-curricular, or other assignments may be described in paragraph 7A of this contract or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The school board, or its designated representative, may make any additions or amendments during the duty year as shall be necessary. Said extracurricular, co-curricular, or other assignments and compensation, if any, for such assignment shall not become a part of the teacher's Continuing Contract rights unless the words, "continuing contract," are recorded immediately following the assignment.
6. **Reference:** This contract shall be subject to the agreement between the school district and the exclusive representative, if any, and the provisions of the Public Employment Labor Relations Act, as amended.
7. **Special Provisions:** (Insert here any other contractual provisions.)
- A. In addition, said teacher agrees to perform the following basic services:
1. Attend all faculty meetings and teacher in-services including summer meetings. _____
 2. Clean and/ or supervise cleaning of designated area. _____
 3. Supervisory duties such as lunch, detention, bus and etc. _____
 4. Attend Special Education related seminars and conferences, including summer meetings, as assigned by the Executive Director.

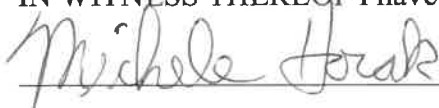
8. In consideration thereof, the school board agrees to pay said teacher the following annual salary:

\$ _____ \$ 50,000.00 _____ Salary, exclusive of fringe benefits

Such salary shall be paid as authorized and in such installments of either 18 pay periods or 24 periods during the term of the year as may be determined by appropriate school board regulation. This contract shall be paid in installments of **24** pay periods.

This contract shall be made effective only after it has been authorized by the school board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS THEREOF I have signed my signature this 14th day of JUNE, 2022.



Mrs. Michele Horak

IN WITNESS THEREOF, we have subscribed our signatures this 16th day of June, 2022.
Independent School District Number 4081-07

Mr. Russ Kennedy - School Board Chair

Mr. Dan Weisser – Executive Director

* ATTACHED: DPS Staff Retention Stipend

Notice of Stipend
Schoolwide Ongoing Covid Mitigation Support

05/20/22

Dear valued staff member,

The intent of this notice is to inform you that you are eligible to receive a stipend for your ongoing engagement in our schoolwide effort to provide a safe school setting for all individuals by working to support the additional Covid mitigation measures that are in place.

This is a one-time stipend for the extra time and effort that has been required of you in support of our Safe Return to In-Person Learning Plan. This support may include any aspect of the Safe Return Plan, but is not limited to: additional cleaning/sanitizing, assisting with and ensuring physical distancing and cohorting, breakfast/lunch changes, assisting in contact tracing as needed, and ensuring additional respiratory etiquette and hand hygiene.

This stipend will be for the amount of \$1,000, and will be paid out 9/1/22 as long as you are still employed by DPS on that date.

The other terms and conditions of your appointment remain unchanged.

Thank you for your ongoing commitment to Discovery Public School.

Sincerely,

Dan Weisser
Executive Director

Michele Horak

Staff Name-PRINT

Michele Horak

Staff Signature

6-14-22

Date



Teacher Contract

Discovery Public School of Faribault

The School Board of Independent School District Number 4081-07 of the State of Minnesota, Faribault, Minnesota, enters into this contract, pursuant to M.S. 122A.40, as amended with **Garret Bitker**, a legally qualified licensed teacher who agrees to teach at Discovery Public School of Faribault for the school year 2022 to 2023.

The following provisions shall apply and are a part of this contract:

1. **Duties**: Said teacher will perform the service of **Science Teacher**.
2. **Basic Services**: Said teacher shall faithfully perform the services prescribed by the school board, or its designated representative, whether or not such services are specifically described in this contract, abide by the rules and regulations as established by the school board and the State of Minnesota, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the school district as assigned in such grades or subjects for which the teacher has the necessary license.
3. **Duration**: This contract is subject to the provisions of M.S. 122A.40, as amended, and to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge for cause of teachers. Thereafter, this contract shall remain in full force and effect except if modified by mutual consent of the school board and the teacher or unless terminated as provided by law, or written resignation pursuant to M.S 122A.40.
4. **Duty Year**: The teacher's duty year and vacation days shall be as adopted by the school board, and the teacher agrees to teach on those legal holidays on which the school board is authorized to conduct school if the school board so determines. The school calendar year begins August 30th, 2022 and runs through June 1st, 2023 totaling 177 days of instruction, workshops and Staff Development days. The teacher's work day will run from 7:45am - 3:45pm Monday - Thursday and 7:45am - 3:15pm on Fridays. In the event a duty day is lost due to an emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the school board. The teacher is allowed to use up to 12 days of paid time off (PTO) during this time frame. Unused PTO time is payable at the end of the school year. In the event of an early termination or resignation, PTO payout is pro-rated based on the number of days actually worked during the current contracted school year.
5. **Additional Services**: The school board, or its designated representative, may assign the teacher to extracurricular, co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph one. Said extracurricular, co-curricular, or other assignments may be described in paragraph 7A of this contract or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The school board, or its designated representative, may make any additions or amendments during the duty year as shall be necessary. Said extracurricular, co-curricular, or other assignments and compensation, if any, for such assignment shall not become a part of the teacher's Continuing Contract rights unless the words, "continuing contract," are recorded immediately following the assignment.

6. **Reference:** This contract shall be subject to the agreement between the school district and the exclusive representative, if any, and the provisions of the Public Employment Labor Relations Act, as amended.

7. **Special Provisions:** (Insert here any other contractual provisions.)

A. In addition, said teacher agrees to perform the following basic services:

1. Attend all faculty meetings and teacher in-services including summer meetings. _____
2. Clean and/ or supervise cleaning of designated area. _____
3. Supervisory duties such as lunch, detention, bus and etc. _____

8. In consideration thereof, the school board agrees to pay said teacher the following annual salary:

\$ _____ \$ 52,000.00 _____ Salary, exclusive of fringe benefits

Such salary shall be paid as authorized and in such installments of either 18 pay periods or 24 periods during the term of the year as may be determined by appropriate school board regulation. This contract shall be paid in installments of 24 pay periods.

This contract shall be made effective only after it has been authorized by the school board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS THEREOF I have signed my signature this 31 day of May, 2022.



Mr. Garret Bitker

IN WITNESS THEREOF, we have subscribed our signatures this 16th day of June, 2022.
Independent School District Number 4081-07

Mr. Russ Kennedy - School Board Chair

Mr. Dan Weisser – Executive Director

Teacher Salaries 2022 – 2023

Name	Position	Returning	2020-2021	2021-2022	2022-2023
Dan Weisser	Director	Yes	\$61,000	\$63,000	\$64,000
Sharon Hansen	Math Teacher/ Instructional Leader	Yes	\$49,500 (Environmental Education Coordinator/IT Coordinator)	\$53,000 Masters +	\$54,500 Extra Duties +
Cody Hanson	Health / PE Teacher	Yes	\$41,000 (Sports Club Coordinator, Lunch Server)	\$43,000 Lunch +	\$44,500 Lunch +
Michele Horak	SPED Teacher	???	\$48,000	\$49,000	\$50,000
Maria Palmer	SPED Teacher	???, would need to get a Tier 2 License.	\$37,000	\$39,000	\$40,000
Ally Luthe	Social Studies	Yes	\$41,000 (+ Graduation Coordinator)	\$44,000 Masters +	\$46,000 Masters +
Allie Peterson	Science Teacher	No	\$39,000	\$41,000	
Pamela Hanson	English Teacher	Yes	\$38,000	\$43,000	\$44,000
Karen Natole	Office Manager	Yes	\$24 / hr	\$25 / hr	\$25.50 / hr
Yvonne Ackmann	Para	Yes		\$18.25 / hr	\$18.75 / hr
Sonia Flores	Para	Yes		\$19.25 / hr +Spanish Interpreter	\$20.75 / hr
Madison Vanerp	Para	Yes		\$16.50 / hr	\$17.50 / hr

Paras - \$0.50 base raise, more based on additional duties/performance

All Returning Employees – Covid-19 Retention Stipend - \$1,000 paid out 9/1 has been discussed and approved by the Finance Committee.

Executive Director Evaluation

Employee Information

Employee Name: **Dan Weisser**
Job Title: **Executive Director**

Review Period: **2021 - 2022 SY**
Date: **06/16/2022**

Executive Director: Supervises all administrative, professional, paraprofessional, and non-teaching personnel. Reports to the school board.

School Board Communication

1. Executive Director, Ex-Officio school board member, regularly communicates with the Chairman of the School Board and other board members.

Exceeds Expectations
Meets Expectations
Needs Improvement

2. Regularly Attend School Board Meetings

Exceeds Expectations
Meets Expectations
Needs Improvement

3. Reports to and seeks input from School Board

Exceeds Expectations
Meets Expectations
Needs Improvement

4. Develops and implements recommendations of the School Board regarding the governance of Discovery Public School

Exceeds Expectations
Meets Expectations
Needs Improvement

5. Regularly report to the School Board on school activities and relevant matters

Exceeds Expectations
Meets Expectations
Needs Improvement

6. Sits on the School Board as a non-voting ex-officio member

Exceeds Expectations
Meets Expectations
Needs Improvement

Personnel and Programs

1. Within the school community, inspire a culture of excellence that is centered on the School's vision.

Exceeds Expectations
Meets Expectations
Needs Improvement

2. Manages and supervises all full and part-time staff

Exceeds Expectations
Meets Expectations
Needs Improvement

3. Oversees annual evaluations of teacher's and other administrative staff
Oversees the development and maintenance of job descriptions, personnel policies and procedures

Exceeds Expectations
Meets Expectations
Needs Improvement

4. Insure that all teachers are highly qualified and certified

Exceeds Expectations
Meets Expectations
Needs Improvement

5. Coordinates and oversees staff development and training that is aligned to the State Requirements and School's Accountability Plan

Exceeds Expectations
Meets Expectations
Needs Improvement

6. Conducts regular staff meetings

Exceeds Expectations
Meets Expectations
Needs Improvement

Financial

1. Oversees the development of the School's annual budget in coordination with the School Board.

Exceeds Expectations
Meets Expectations
Needs Improvement

2. Presents the annual budget to the School Board for final approval, and is responsible for the implementation of the budget.

Exceeds Expectations
Meets Expectations
Needs Improvement

3. Maintains on-going communication regarding financial decisions with the Finance Committee and attends monthly meetings

Exceeds Expectations
Meets Expectations
Needs Improvement

4. Oversees the preparation of monthly financial reports to the Finance Committee and the School Board

Exceeds Expectations
Meets Expectations
Needs Improvement

5. Oversees the reporting of the financial data to the State Department of Education

Exceeds Expectations
Meets Expectations
Needs Improvement

6. Oversees all financial transactions including payroll

Exceeds Expectations
Meets Expectations
Needs Improvement

Parents / Community

1. Maintains an open door policy for parents.

Exceeds Expectations
Meets Expectations
Needs Improvement

2. Participates in teacher-parent conferences when appropriate

Exceeds Expectations
Meets Expectations
Needs Improvement

3. Articulates the schools mission and vision to parents and the community
Conducts annual parent surveys and recommends changes to School Board
when appropriate

Exceeds Expectations
Meets Expectations
Needs Improvement

4. Conducts community outreach programs in order to create a positive influence
in the community

Exceeds Expectations
Meets Expectations
Needs Improvement

Comments

Additional Comments:



Executive Director Contract

Discovery Public School of Faribault

The School Board of Independent School District Number 4081-07 of the State of Minnesota, Faribault, Minnesota, enters into this contract, pursuant to M.S. 122A.40, as amended with **Dan Weisser**, a legally qualified licensed teacher who agrees to work at Discovery Public School of Faribault for the school year 2022 to 2023.

The following provisions shall apply and are a part of this contract:

1. **Primary Duties:** Said teacher will perform the service of **Executive Director**.
2. **Basic Services:** Said teacher shall faithfully perform the services prescribed by the school board, or its designated representative, whether or not such services are specifically described in this contract, abide by the rules and regulations as established by the school board and the State of Minnesota, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the school district as assigned in such grades or subjects for which the teacher has the necessary license.
3. **Duration:** This contract is subject to the provisions of M.S. 122A.40, as amended, and to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge for cause of teachers. Thereafter, this contract shall remain in full force and effect except if modified by mutual consent of the school board and the teacher or unless terminated as provided by law, or written resignation pursuant to M.S 122A.40.
4. **Duty Year:** The Executive Director's duty year and vacation days shall be as adopted by the school board, and the Executive Director agrees to work on those legal holidays on which the school board is authorized to conduct school if the school board so determines. The Executive Director agrees to work 177 days for the school year July 1st, 2022 through June 30th, 2023 as follows: the regular school year from August 22nd, 2022 to June 1st, 2023 totaling 177 days of instruction and workshops, 5 days as needed in the month of July 2022, 15 days as needed in the month of August 2022, and 15 days as needed in the month of June 2023. The Executive Director's work day will run from 7:45 am - 3:45 pm Monday through Thursday and 7:45 am - 3:15 pm on Friday. In the event a duty day is lost due to an emergency, the Executive Director agrees to perform duties on such other day, in lieu thereof, as determined by the school board. The Executive Director is allowed to use up to 16 days of paid time off (PTO) during this time frame. Unused PTO time is payable at the end of the school year. In the event of an early termination or resignation, PTO payout is pro-rated based on the number of days actually worked during the current contracted school year.
5. **Additional Services:** The school board, or its designated representative, may assign the Executive Director to extracurricular, co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph one. Said extracurricular, co-curricular, or other assignments may be described in paragraph 7A of this contract, or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The school board, or its designated representative, may make any additions or amendments during the duty year as shall be necessary. Said extracurricular, co-curricular, or other assignments and compensation, if any, for such assignment shall not become a part of the Executive Director's

Continuing Contract rights unless the words, "continuing contract," are recorded immediately following the assignment.

6. **Reference:** This contract shall be subject to the agreement between the school district and the exclusive representative, if any, and the provisions of the Public Employment Labor Relations Act, as amended.

7. **Special Provisions:** (Insert here any other contractual provisions.)

A. In addition, said Executive Director agrees to perform the following basic services:

1. ☐ ELL Coordinator
2. ☐ Title One Director
3. ☐ Attend all faculty meetings and teacher in-services including summer meetings. _____
4. ☐ Clean and/or supervise cleaning of designated areas. _____

8. In consideration thereof, the school board agrees to pay said Executive Director the following annual salary:

\$ <u> \$64,000.00 </u>	For basic services
\$ <u> \$ 0,000.00 </u>	For additional services as set forth in paragraph seven
\$ <u> \$64,000.00 </u>	Total salary, exclusive of fringe benefits

This contract shall be paid in installments of **24** pay periods.

This contract shall be effective only after it has been authorized by the school board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS THEREOF I have signed my signature this 31st day of May 2022.



Mr. Dan Weisser

IN WITNESS THEREOF we have subscribed our signatures this 16th day of June 2022.
Independent School District Number 4081-07

Mr. Russ Kennedy - School Board Chair

Mr. Jim Severson – School Board Vice-Chair

* ATTACHED: DPS Staff Retention Stipend

Notice of Stipend
Schoolwide Ongoing Covid Mitigation Support

05/20/22

Dear valued staff member,

The intent of this notice is to inform you that you are eligible to receive a stipend for your ongoing engagement in our schoolwide effort to provide a safe school setting for all individuals by working to support the additional Covid mitigation measures that are in place.

This is a one-time stipend for the extra time and effort that has been required of you in support of our Safe Return to In-Person Learning Plan. This support may include any aspect of the Safe Return Plan, but is not limited to: additional cleaning/sanitizing, assisting with and ensuring physical distancing and cohorting, breakfast/lunch changes, assisting in contact tracing as needed, and ensuring additional respiratory etiquette and hand hygiene.

This stipend will be for the amount of \$1,000, and will be paid out 9/1/22 as long as you are still employed by DPS on that date.

The other terms and conditions of your appointment remain unchanged.

Thank you for your ongoing commitment to Discovery Public School.

Sincerely,

Dan Weisser
Executive Director

Dan Weisser

Staff Name-PRINT

Dan Weisser

Staff Signature

5-31-22

Date