

**Discovery Public School**  
**126 - 8th Street N.W.**  
**Faribault, MN 55021**  
**Regular Meeting**  
**September, 21 2023 @ 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.

1. **Call to Order and Roll Call:** *The meeting was called to order at 4:30 p.m. by Jim Severson. Jim Severson (Vice-Chair), Dan Weisser (Ex-Officio), Cody Hanson, Sharon Hansen and S. Sam Macklay (Secretary) were present. Ashley Estis (Osprey Wilds Liaison) was also present.*
2. **Approval of the Agenda:** *Jim S. asked for a motion to approve the agenda. Sam M. made a motion to approve the agenda. The motion was seconded by Cody H. The motion carried (4-0).*
3. **Approval of the June 15, 2023 Minutes:** *Sharon H. made a motion to approve the August 17, 2023 Regular Meeting minutes. The motion was seconded by Cody H. The motion carried (4-0).*
4. **Monthly Financial Statements:** *Both the June and August Financial Statements were reviewed by the board. (Approval of the June financials had been previously tabled.) Sam M. made a motion to accept the [As of] June 30, 2023 and the [As of] August 31, 2023 Financial Statements, as submitted in the school board packet. The motion was seconded by Sharon H. The motion carried (4-0).*
5. **Citizen Participation:** None.
6. **Reports:**
  - 6.1 **Director's Report:** Cash on Hand: \$194,241 Enrollment: 48 (new student starts Monday)
    - 1st Day of School was Tuesday 8/30.
    - Students Completed Adopt a Highway today (9/21).
    - Low Enrollment (advertise on Facebook?)
    - Ordered more DPS T-shirts and Sweatshirts.
  - 6.2 **Community:** Dan reported that enrollment is down in ISD #656. A new charter school has opened in Faribault.
  - 6.3 **Finance:** (Russ K., Jim S., Dan W.) Dan recently met with Travis and he feels that we are "on track". We do need to enroll three more students to match our budget model.
  - 6.4 **Academic Committee:** (Dan W., Jim S., Sharon H.)
    - The school year is off to a good start.
    - We used NWEA data to place students in math and reading intervention classes.
    - FALL NWEA testing begins on October 3, 2023
    - We are planning a visit to South Central College with the Freshman Seminar and Career Readiness classes. We hope to tour the campus in early October.
    - We have registered to offer the ACT test on April 23, 2023, after MCA testing is complete.
    - Ally Luthe and Sharon Hansen have begun meeting with all high school students about credits.

## **6.5 Environmental Education:** (Sharon H., Garret Bitker, Jim S.)

- We submitted our Environmental Learning Plan to Osprey Wilds at the beginning of September.
- Students in Freshman Seminar and Career Readiness did Adopt-a-Highway today. There wasn't a lot of trash, but they realized that it's not so bad walking and picking up some trash.
- In math class, juniors and seniors are learning about population growth. They examined topics related to population growth and each wrote a brief report on some aspect of it.
- In science class, middle school students are making micro composters. They examined the vermicomposting that students started last year and then built their own. Biology students are learning about birds and ecology. Chemistry students are studying pollution as they learn the periodic table.

## **7. Discussion Items:**

**7.1 School Board Training:** None.

**7.2 Substitute Teacher Pilot Program (Paras – Two Years):** Two of our paraprofessionals (Sonia F. and Madison V.) have been licensed as short-call substitute teachers.

**7.3 DPS – OW Renewal:** The summary of expected oversight and monitoring activities was included in the meeting packet. Dan reported that we are on schedule.

## **8. Action Items:**

**8.1 DPS 2023-2024 Revised Calendar:** Due to a change in the ISD #656 school calendar (they provide our school busses) we needed to revise our calendar. The Board reviewed and discussed the changes. *Sam M. made a motion to approve the revised DPS 2023-2024 School Calendar, as printed in the meeting packet. The motion was seconded by Cody H. The motion carried (4-0).*

**8.2 Discipline Policy:** The Board reviewed and discussed the current policy (printed in the meeting packet). *Cody H. made a motion to approve the current DPS Discipline Policy, without changes. The motion was seconded by Sharon H. The motion carried (4-0).*

**8.3 Crisis Management Policy (Annual Review per State Fire Marshall):** The Board reviewed and discussed the current policy (printed in the meeting packet). *Sam M. made a motion to approve the current DPS Discipline Policy, without changes. The motion was seconded by Cody H. The motion carried (4-0).*

**8.4 Bullying Policy:** The Board reviewed and discussed the current policy (printed in the meeting packet). The last paragraph of the written policy needed the following changes: It is important that you staff be perceived...If you they do not take action, you they could be held liable... ~~The recent events in Massachusetts are a reminder of what can happen to schools who are perceived as not taking bullying seriously. ...you the school~~ will be ready with a file full of documents to defend yourself itself. *Sam M. made a motion to approve the current Student Bullying Prohibition Policy, with the changes noted above. The motion was seconded by Sharon H. The motion carried (4-0).*

**8.5 Contract and Purchasing Policy:** The Board reviewed and discussed the current policy (printed in the meeting packet). Dan will ask Travis if the threshold amount is too large. A "\$" sign needs to be added to section 1.a. *Sam M. made a motion to approve the current DPS Purchasing of Materials and Services Policy, with the change noted above. The motion was seconded by Cody H. The motion carried (4-0).*

**8.6 Credit Card Policy:** The Board reviewed and discussed the current policy (printed in the meeting packet). The following changes are needed: **SUBJECT: USE OF WELLS-FARGO PURCHASING CREDIT CARDS**, 2. ...cardholders of ~~Wells-Fargo~~ purchasing credit cards. 3. ...~~commodities purchased for resale to students, hospitality or entertainment, drinking places.~~ The letterhead also needs to be corrected and moved to the top of the page. *Sam M. made a motion to approve the current Credit Card Purchasing Procedure, with the changes noted above. The motion was seconded by Sharon H. The motion carried (4-0).*

**8.7 Teacher Evaluation Policy:** The Board reviewed and discussed the current policy (printed in the meeting packet). *Sam M. made a motion to approve the current DPS Teacher Development, Evaluation, and Peer Support Model. The motion was seconded by Cody H. The motion carried (4-0).*

**8.8 ESL Program Policy:** The Board reviewed and discussed the current policy (printed in the meeting packet). Since we have not had an ELL student for a few years, there was a question about the “W-APT placement test” and its validity. Dan will research the question. In three places in the document; “MCA II” (test scores) needs to be replaced by “MCA III”. *Sharon H. made a motion to approve the current Discovery Public School of Faribault ESL Program, with the changes noted above. The motion was seconded by Cody H. The motion carried (4-0).*

**8.9 Director Evaluation Policy:** The Board reviewed and discussed the current policy (printed in the meeting packet). A direct question about the Director’s performance will be added to the parents’ and students’ “End of the Year Surveys”. *Sharon H. made a motion to approve the current DPS Evaluation Process. The motion was seconded by Cody H. The motion carried (4-0).*

**8.10 Fund Balance Policy:** The Board reviewed and discussed the current policy (printed in the meeting packet). *Sharon H. made a motion to approve the current Fund Balance Policy, with a revised fund balance goal of 20% - 25%. The motion was seconded by Cody H. The motion carried (4-0).*

**8.11 Nepotism Policy:** The Board reviewed and discussed the current policy (printed in the meeting packet). *Cody H. made a motion to approve the current DPS Nepotism Policy. The motion was seconded by Sharon H. The motion carried (4-0).*

**8.12 Capital Asset Capitalization Policy:** The Board reviewed and discussed the new policy that had been forwarded by Travis Berends (printed in the meeting packet). *Cody H. made a motion to approve the new Capital Assets Capitalization Policy. The motion was seconded by Sharon H. The motion carried (4-0).*

**8.13 General Fund Transfer:** Travis Berends requested that: “the Board approve a general fund transfer to the Food Service fund to cover the deficit for fy23 of \$1,104.78.” *Sharon H. made a motion to approve the general fund transfer. The motion was seconded by Cody H. The motion carried (4-0).*

**9. Adjournment:** The next Regular Board Meeting is scheduled for Thursday, October 12, 2023 at 4:30pm. *Jim S. made a motion to adjourn the meeting. The motion was seconded by Sam M. The motion carried (4-0).*

*Respectfully submitted: Sam Macklay, Secretary*