

**Discovery Public School**  
**126 - 8th Street N.W.**  
**Faribault, MN 55021**  
**Regular Meeting**  
**January 18, 2024 @ 4:30pm**

We believe all children can learn.

We believe a trusting, caring, and nurturing environment must pervade the entire school.

We believe in including as many children as possible in all of the learning opportunities.

We believe all of our actions should be consistent with our purpose and vision.

We believe students should be taught “how” to think, not “what” to think.

We believe the primary purpose of education is to teach children “how” to learn.

We believe children must take responsibility for and be actively involved in their learning.

1. **Call to Order and Roll Call:** *The meeting was called to order at 4:30 p.m. by Russ Kennedy. Russ Kennedy (Chair), Jim Severson (Vice-Chair), Sharon Hansen, Cody Hanson, and Dan Weisser (Ex-Officio) were present.*
2. **Approval of the Agenda:** *Jim S. made a motion to approve the agenda. The motion was seconded by Cody H. The motion carried (4-0).*
3. **Approval of the December 14, 2023 regular meeting minutes:** *Sharon H. made a motion to approve the December 14, 2023 Regular Meeting minutes. The motion was seconded by Cody H. The motion carried (4-0).*
4. **Monthly Financial Statement:** *The financial statement was reviewed by the board. Cody H made a motion to accept the [As of] December 31, 2023 Financial Statements, as submitted in the school board packet. The motion was seconded by Jim S. The motion carried (4-0).*
5. **Citizen Participation:** None.
6. **Reports:**
  - 6.1 **Director’s Report:** \* Cash on Hand: (see note below) \*Enrollment: 54  
  
\*Cash on Hand: It was determined that we would use the cash flow month ending cash balance in place of COH. That is what Creative Planning (formerly Bergan KDV) does for their other schools.  
  
\*All Food from the December Food Drive was donated to St. Vincent's food shelf. Students collected 258 food items.  
  
\*DPS will be planning to complete an Annual Pennies 4 Patients fundraiser during the month of February (the name of the fundraiser has changed to Light the Night, but we call it Pennies 4 Patients here)
  - 6.2 **Community:** None
  - 6.3 **Finance:** (Russ K., Jim S., Dan W.) Dan met with Travis. Travis has found several options for a new audit company for next year. He also offered input for how to comply with the new ESST regulations.

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

We have met with all of the juniors and seniors to set goals and review credits. We will meet with these students again after second quarter grades are finalized.

Students have begun working on their five-paragraph essays that we use for Indicator 8: Proficiency in Other Areas. Our goal in that area is: From FY19 to FY23, the aggregate percentage of students in grades 6-12 who achieve a score of at least 3.0 on a five-paragraph essay as measured by the MCA GRAD Writing Rubric will be at least 80%. So far about one-third of the students have completed a satisfactory essay with a score of at least 3.0.

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

Our trout farm is doing well. We have over 300 baby trout hatched. Our school has one of the best hatch rates of any of the schools in the program.

Students learned to tie flies for fly fishing this morning. A person from the Trout in the Schools program came in to demonstrate. Students seemed to enjoy it, and all of them participated.

### **7. Discussion Items:**

#### **7.1 School Board Training:** OW Sounding Board – Staff Retention

The board discussed the article included in the packet. We recognized that staff retention is always important, and that keeping our pay rate competitive is increasingly challenging for a small school.

#### **7.2 DPS Financial Audit Options (Next Year):**

Travis has found a few good options to conduct our financial audit next year.

#### **7.3 DPS-OW Renewal Process:**

We expect to receive our renewal evaluation soon.

#### **7.4 Employee Sick and Safe Time (ESST):**

The board discussed how to best implement ESST at DPS. The details are recorded in the action item 8.2 DPS Employee Handbook (Add ESST Language).

### **8. Action Items:**

**8.1 DPS Financial Audit:** The board reviewed the results of our annual financial audit. Results were good with no adverse findings. *Jim S. made a motion to approve our financial audit conducted by Struss CPAs. The motion was seconded by Cody H. The motion carried (4-0).*

#### **8.2 DPS Employee Handbook (Add ESST Language):**

The board reviewed the requirements and agreed to the following procedure for implementation:

Teachers will continue to receive the same 12 days of PTO, but will be paid out at their individual hourly rate (calculated based on their annual salary) at the end of the fiscal year.

Dan and Karen will still receive the same amount of PTO, but will be paid out at their individual hourly rate in June.

All part time staff will receive 48 hours of ESST frontloaded each year, with 24 hours frontloaded as of January 1, 2024 for the remainder of FY24. Unused time will be paid out at their hourly rate.

The DPS Employee Handbook will be updated to reflect this plan for approval at our next board meeting. *Sharon H. made a motion to approve the plan detailed here to provide Employee Sick and Safe time to all employees at DPS. The motion was seconded by Cody H. The motion carried (4-0).*

9. **Adjournment:** Board members were reminded that our next Regular Board Meeting is scheduled for February 22, 2024 at 4:30pm. *Russ K. made a motion to adjourn the meeting. The motion was seconded by Jim S. The motion carried (4-0).*

*Respectfully submitted: Sharon Hansen*