

**Discovery Public School**  
**126 - 8th Street N.W.**  
**Faribault, MN 55021**  
**Regular Meeting**  
**June 20, 2024 @ 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 Russ Kennedy. Russ Kennedy (Chair), Dan Weisser (Ex-Officio), Cody Hanson, Sharon Hansen, Ally Luthe and S. Sam Macklay (Secretary) were present.*
2. **Approval of the Agenda:** *Russ K. asked for a motion to approve the agenda. Cody H. made a motion to approve the agenda. The motion was seconded by Sam M. The motion carried (5-0).*
3. **A. Approval of the May 16, 2024 Minutes:** *Sharon H. made a motion to approve the May 16, 2024 Regular Meeting minutes. The motion was seconded by Sam M. The motion carried (5-0).*  
**B. Approval of the 2024 Annual Meeting Minutes:** *Sharon H. made a motion to approve the 2024 Annual Meeting minutes. The motion was seconded by Cody H. The motion carried (5-0).*
4. **Monthly Financial Report:** *The Board reviewed and discussed the financial report. Sam M. made a motion to accept the May 31, 2023 Financial Report, as printed in the meeting packet. The motion was seconded by Ally L. The motion carried (5-0).*
5. **Citizen Participation:** *None.*
6. **Reports:**
  - 6.1 **Director's Report:**                      Cash Balance: \$144,405                      Enrollment: 50
    - All the tasks for the OW-DPS Renewal Contract have been accomplished (with some last minute communications) and the contract is ready for Board approval.
    - Session 1 of Summer School is currently taking place. 5 students are enrolled; all are currently expected to receive Credit.
    - Graduation took place at the Paradise Theater on TH May 30th at 5 PM. 5 students walked for Graduation, 2 are still finishing up Summer School and will hopefully earn their diplomas. They are both currently on track. Very good turnout.
  - 6.2 **Community:** *No Report.*
  - 6.3 **Finance:** *(Russ K., Jim S., Dan W.) There was no official meeting this month. The 2024-2025 budget has already been approved. Dan was in communication with Travis about some changes in the format of the financial report that Osprey Wilds has requested.*

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

Our mission related goal with Osprey Wilds is:

Measure 1.1 [CCR]: From FY24 to FY28, the aggregate percentage of students in grades 9-12 who will be on-track to graduate will be equal to or greater than 70%.

Results: This year we have 71.4% (25/35) students on track to graduate.

Next month I will be assembling all of our data for our Annual Report, so I will provide a full summary of our progress on our goals with Osprey Wilds.

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

Our final results for our Environmental Literacy Plan have been shared with Osprey Wilds. I have reported on all indicators except Indicator 1: Awareness.

Our evaluation method for this area is: During the year, students in the Biology classes (9th-10th grade) will create a project demonstrating their awareness of the environmental impact of a topic they chose. Seventy-five percent of students who complete a project will earn an average score of 80 or greater on a 100 point rubric that reflects their awareness of the topics studied.

Our results: Of 10 tenth grade biology students 5 completed the project, and 3 of them (60%) earned a score of 80 or greater on a 100 point rubric. We changed our schedule right before the school year to place all 9th grade students in Physical Science and 10th grade in Biology more like traditional public schools. The tenth grade class this year was a particularly difficult group that doesn't accurately reflect our population as a whole.

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

**7.1 School Board Training:** None. Osprey Wilds has some new requirements that we will have to address in the future.

**7.2 DPS Custodian:** Dan has hired Nate Kallestad for \$22/hr. He anticipates ~10 hours a week when school is in session.

**7.3 Director Evaluation:** The annual evaluation (basically a job description checklist) will be conducted at this meeting (Action Item 8.16). Going forward, this will be a discussion item at each Board Meeting in an effort to revise the school leader evaluation process to include attainment of contractual goals and expectations as an element of the performance evaluation in accordance with MN §124E.07 Subd. 6.

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

**8.1 OW-DPS Renewal Contract:** The Board members previously reviewed the contract and discussed the Renewal Application Report at the meeting. *Sharon H. made a motion to ratify the CHARTER SCHOOL CONTRACT Between Osprey Wilds Environmental Learning Center and Discovery Public School of Faribault – District #4081, for the period of July 1, 2024-June 30, 2029. The motion was seconded by Cody H. The motion carried (5-0).*

**8.2 DPS Local Literacy Plan:** The Board reviewed the Plan (printed in the meeting packet). This is a new statutory requirement (the READ act) that must be submitted to MDE, annually. This is our initial plan. *Sam M. made a motion that we ratify the Local Literacy Plan Template: 2024-25 School Year. The motion was seconded by Cody H. The motion carried (5-0).*

**8.3 MIYO Health (formerly Tele Teachers) 24-25 SY Contract:** Dan reported that there have been no suitable applicants for our open Special Education Teacher position. This year Christy Rappoport has provided Special Education Services via Tele Teachers’ “cloud-based platform” (remotely by computer). Dan says that she is a wonderful teacher and has been assured that she will continue working for us. He has established a dedicated space, with few distractions, for Christy to meet with our students and an attendant paraprofessional. The board reviewed the statement of work and the Master Services Agreement (printed in the meeting packet). *Sharon H. made a motion that Discovery Public School of Faribault enter into agreement with MIYO Health, to provide Special Education Services/ .9 FTE and/or approximately 16 Students, from August 12, 2024 to June 30, 2025. The motion was seconded by Ally L. The motion carried (5-0).*

**8.4 DPS Employee Handbook:** The Board reviewed and discussed the PTO/ESST policy on page 32 of the handbook. *Sharon H. made a motion that the following section be added to the Paid Time Off/ Employee Sick and Safe Time Policy (after the Part Time Staff section): All Staff: Unused PTO and ESST will be paid out only if the employee is still employed at DPS on the last day of the school year in which school is in session. The motion was seconded by Cody H. The motion carried (5-0).*

**8.5 Cody Hanson SY24-25 Agreement (Health/ PE/ Art Teacher):** The Board reviewed the agreement (printed in the meeting packet). *Sam M. made a motion that Discovery Public School of Faribault enter into agreement with Cody Hanson to perform the services of Physical Education Teacher, Health Teacher, Art Teacher, Sports Club Coordinator, and Lunch Server for the school year 2024 to 2025. The motion was seconded by Sharon H. The motion carried (4-0). Cody H. abstained.*

**8.6 Ally Luthe SY24-25 Agreement (Social Studies Teacher):** The Board reviewed the agreement (printed in the meeting packet). *Sam M. made a motion that Discovery Public School of Faribault enter into agreement with Alexandra Luthe to perform the services of Social Studies Teacher, 504 Coordinator, and Graduation Co-Coordinator, for the school year 2024 to 2025. The motion was seconded by Sharon H. The motion carried (4-0). Ally L. abstained.*

**8.7 Sharon Hansen SY24-25 Agreement (Math Teacher):** The Board reviewed the agreement (printed in the meeting packet). *Sam M. made a motion that Discovery Public School of Faribault enter into agreement with Sharon Hansen to perform the services of Math Teacher, Graduation Co-Coordinator, Instructional Leader, Title I Coordinator, Testing Coordinator, Environmental Education Coordinator, and IT Coordinator for the school year 2024 to 2025. The motion was seconded by Cody H. The motion carried (4-0). Sharon H. abstained.*

**8.8 Pam Hanson SY24-25 Agreement (English Teacher):** The Board reviewed the agreement (printed in the meeting packet). *Sam M. made a motion that Discovery Public School of Faribault enter into agreement with Pamela Hanson to perform the service of English Teacher for the school year 2024 to 2025. The motion was seconded by Sharon H. The motion carried (5-0).*

**8.9 Garret Bitker SY24-25 Agreement (Science Teacher):** The Board reviewed the agreement (printed in the meeting packet). *Cody H. made a motion that Discovery Public School of Faribault enter into agreement with Garret Bitker to perform the service of Science Teacher for the school year 2024 to 2025. The motion was seconded by Ally L. The motion carried (5-0).*

**8.10 Maria Palmer SY24-25 Agreement (Special Education Teacher):** The Board reviewed the agreement (printed in the meeting packet). *Cody H. made a motion that Discovery Public School of Faribault [pending approval of a Tier 1 or Tier 2 license application] enter into agreement with Maria Palmer to perform the service of Special Education Teacher for the school year 2024 to 2025. The motion was seconded by Sharon H. The motion carried (5-0).*

**8.11 Office Manager’s Hourly Wage:** The Board and the Finance Committee previously discussed and agreed upon a rate increase (\$1.00/hour) for our office manager. *Sharon H. made a motion that the hourly wage of the Office Manager, Karen Natole, be increased to \$27.50/hour, beginning July 1, for the 2024 to 2025 school year. The motion was seconded by Cody H. The motion carried (5-0).*

**8.12 Paraprofessionals’ Hourly Wages:** The Board agreed upon a (\$0.75/hour) rate increase for our paraprofessionals. *Sharon H. made a motion that we pay Yvonne Ackmann \$20.25/hour, Sonia Flores \$22.25/hour, and Madison VanErp \$19.00/hour, for the 2024 to 2025 school year. The motion was seconded by Cody H. The motion carried (5-0).*

**8.13 DPS 2024-2025 School Year Calendar:** The Board reviewed the calendar (printed in the meeting packet). *Sam M. made a motion to approve the Discovery Public School 2024-2025 School Calendar. The motion was seconded by Cody H. The motion carried (5-0).*

**8.14 MSHSL Membership Renewal:** The membership renewal form was printed in the meeting packet. Annual membership is required for our sports co-op with Bethlehem Academy. *Sam M. made a motion to approve the 2024-2025 RESOLUTION FOR MEMBERSHIP IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE. The motion was seconded by Ally L. The motion carried (5-0).*

**8.15 SY 2024-2025 Food Service Contract:** The Board reviewed the Agreement (printed in the meeting packet). There is a 13% increase in the cost since last year. The staff members involved with the food service are very pleased with quality and price of meals provided by this vendor. *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 (5-0).*

**8.16 DPS Director Evaluation:** Dan left the room and the Board completed the annual Executive Director Evaluation for the 2023- 2024 school year. The Board agreed that Dan “meets expectations” in all areas of the evaluation. We also feel Dan has exceeded expectations in his work on the contract renewal with our authorizer. *Sam M. made a motion that we submit the just-completed evaluation to our authorizer. The motion was seconded by Cody H. The motion carried (5-0).*

**8.17 Dan Weisser SY24-25 Agreement (Executive Director):** The Board reviewed the agreement (printed in the meeting packet). *Sam M. made a motion that Discovery Public School of Faribault enter into agreement with Dan Weisser to perform the services of Executive Director, EEL Coordinator, and Title One Director for the school year 2024 to 2025. The motion was seconded by Sharon H. The motion carried (5-0).*

**9. Adjournment:** The next Regular Board Meeting is scheduled for Thursday, July 18<sup>th</sup>, 2024 at 4:30pm. *Sharon H. made a motion to adjourn the meeting. The motion was seconded by Cody H. The motion carried (5-0).*

**Respectfully submitted: Sam Macklay, Secretary**