Discovery Public School
126 - 8th Street N.W.
Faribault, MN 55021
Regular Meeting
August 21, 2025 @ 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, S. Sam Macklay (Secretary) and Ally Luthe were present.

2. **Approval of the Agenda:** Russ asked for a motion to approve the agenda. *Ally made a motion to approve the agenda. The motion was seconded by Cody. The motion carried (4-0).*

3. **Approval of the July 17, 2025 Minutes:** *Sam made a motion to approve the July 17, 2025 Regular Meeting minutes. The motion was seconded by Ally. The motion carried (4-0).*

4. **Monthly Financial Statement:** The Board reviewed and discussed the financial report. There were a couple of questions about the new format that will be addressed at the next meeting of the Finance Committee. *Sam made a motion to accept the [As of] July 31, 2025 Financial Report, as printed in the meeting packet. The motion was seconded by Cody. The motion carried (4-0).*

5. **Citizen Participation:** None.

6. **Reports:**

6.1 Director's Report: Cash Balance: $97,043 Enrollment: 53

- DPS Teacher Workshop takes place 8/25 – 8/28. Open House for new and returning students is on Thursday 8/28, from noon until 5pm.
- The first day of school is Tuesday, September 2nd.

6.2 Community: DPS currently has one student playing football with Bethlehem Academy. Their first scrimmage is on Saturday.

6.3 Finance Committee: (Russ K., Dan W., Sam M., Adam Hewitt/Creative Planning) Dan reported that the $15,000 line of credit is still not in place because of a paperwork issue that will be soon resolved. The official audit will be presented to the Board at the October 23rd regular meeting. The finance committee will be meeting at Russ' office on September 16th at 10:30am.

6.4 Academic Committee: (Dan W., Sharon H.) No report.

6.5 Environmental Education: (Sharon H., Garret Bitker) No report.

7. **Discussion Items:**

7.1 School Board Training: None

7.2 Director Evaluation: None.

7.3 Policy Revisions Required: Updated Model Procurement Policy. The Board reviewed the current policy and tried to determine what changes are required to fulfill the statutory requirements. Dan will reach out to OW with our questions and report back at the next meeting.

8. **Action Items:**

8.1 "Read Act" Literacy Lead 2025-2026: As a requirement for implementation of the MDE Read Act we must contract with a literacy lead before August 30, 2025 (even though funding has not yet been announced). Sharon Hansen has agreed to fulfill the duties of the Local Literacy Lead for the 2025-2026 school year. A copy of the Notice of Stipend was included in the meeting packet. *Cody made a motion that we appoint Sharon Hansen as our Local Literacy Lead for the 2025-2026 school year and approve a stipend in the amount of $2000. The motion was seconded by Ally. The motion carried (4-0).*

8.2 Balance Transfer from General Fund to Food Service Fund: Adam Hewitt informed us that in preparation for the audit, we cannot have a negative balance in our Food Service Fund (common for Charter Schools that use a catered food service). An August 20th email from Adam requested a transfer of $1887.49. *Sam made a motion that we transfer $1887.49 from the general fund (Fund 1) into the food service fund (Fund 2). The motion was seconded by Ally. The motion carried (4-0).*

8.3 Homeroom/New Bell Schedule: Dan and the teachers feel that a fifteen minute homeroom period will be helpful to the staff and students in communicating, keeping up on assignments, and team building. Snack time will also happen during homeroom. MDE considers a homeroom period to be instructional time. *Sam made a motion that we insert a fifteen minute homeroom period into our class schedule and approve the new bell schedule (printed in the meeting packet). The motion was seconded by Cody. The motion carried (4-0).*

8.4 DPS Procurement Policy: *Sam made a motion that (per Discussion Item 7.3) we table this Action Item until the September meeting. The motion was seconded by Cody. The motion carried (4-0).*

9. **Adjournment:** The next Regular Board Meeting is scheduled for Thursday, September 18th, 2025 at 4:30pm in the school cafeteria. *At 5:00pm, Russ made a motion to adjourn the meeting. The motion was seconded by Cody. The motion carried (4-0).*

Respectfully submitted: Sam Macklay, Secretary