

Discovery Public School
126 - 8th Street N.W.
Faribault, MN 55021
Regular Meeting
September 18, 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), Sharon Hansen (Vice-Chair), S. Sam Macklay (Secretary), Cody Hanson, Sarah Hammer, Ally Luthe and Brooke Rindahl were present.*
2. **Approval of the Agenda:** *Russ asked for a motion to approve the agenda. Sam made a motion to approve the agenda with the addition of Item 8.3 Student Teaching Contract. The motion was seconded by Sarah. The motion carried (7-0).*
3. **Approval of the August 21, 2025 Minutes:** *Cody made a motion to approve the August 21, 2025 Regular Meeting minutes. The motion was seconded by Ally. The motion carried (7-0).*
4. **Monthly Financial Statement:** *The Board reviewed and discussed the financial report. Sam made a motion to accept the [As of] August 31, 2025 Financial Reports, as printed in the meeting packet. The motion was seconded by Brooke. The motion carried (7-0).*
5. **Citizen Participation:** *One of our students was present to observe the meeting.*
6. **Reports:**

6.1 Director's Report: Cash Balance: \$135,414 Enrollment: 48

- The school year is off to an excellent start, enrollment is a little lower than expected.
- Adopt a Highway will be completed by 9th/12th grade students on Friday 9/19.
- DPS has been prioritized for support under Minnesota's North Star accountability system, in accordance with the federal Every Student Succeeds Act (ESSA).
- Dan attended a Kickoff Event with the COMPASS support team at the Southeast Service Cooperative today (9/18). Dan did receive 6 hours of Administrative CEU's for the conference.
- Dan attended the OW Required Annual (Virtual) Meeting on 9/11/25. The main topics discussed were Compliance, Technical Assistance, and Oversight for the 25-26 school year. (Things that should be on our radar: READ Act, Language Access Plan, Required Policies, Completion of Aerie tasks).

6.2 Community: DPS has committed to helping with the "Haunted Trail" fundraiser at the River Bend Environmental Center, again this year.

6.3 Finance Committee: (Russ K., Dan W., Sam M., Adam Hewitt/Creative Planning) The committee met (Adam remotely) at Russ' office on September 16th at 10:30am. We discussed the new format of the Financial Reports and requested some changes, going forward. The "Fund Balance Change" (p.7) calculation method was questioned. We also wanted to know the difference between "All Funds" (p.6&7)

and “General Funds” (p.8, 9&10) and why both categories were needed. Is the fund balance an asset or a liability (p.12)? We talked about how soon we should revise our adopted budget to reflect our current enrollment and reduction in Title I funds. The committee will next meet on October 21st.

6.4 Academic Committee: (Dan W., Sharon H.) Summary data for our contract with Osprey Wilds was printed in the board packet. Science MCA Results will be made available in the next 10 days.

6.5 Environmental Education: (Sharon H., Garret Bitker) We have updated our Environmental Literacy Plan for the 2025-26 school year. We kept most of our strategies, including the cross curricular strategy that spans Indicators 4 and 5. We also added a strategy/evaluation method for the research the students complete in science class to Indicator 2. This will give us an additional way to meet our goal in that indicator area, which is one we have struggled with.

7. Discussion Items:

7.1 School Board Training: The Minnesota Government Data Practices Act. The “Sounding Board” article was included in the meeting packet. We reviewed the various classifications and rules for handling data on individuals, as they apply to charter schools. Dan discussed the practical application of the Act in the day-to-day operation of the school.

7.2 Director Evaluation: Dan summarized the topics covered at the COMPASS event that he attended (see Item 6.1). The Board instructed him to include the CEU (6) documentation in his personnel file.

7.3 OW Required Annual Meeting on 9/11/25: Per the email included in the meeting packet, Dan attended the required meeting (see Item 6.1). Russ is slated to attend the 10/9/25 virtual meeting.

7.4 Language Access Plan: (Must be in place this school year.) The Board reviewed the Plan (printed in the meeting packet) and discussed the needs and resources that will be required.

7.5 Charter School Assurances: The meeting packet included instructions from MDE on the revision and updating of Annual Charter School Assurances. The Board will complete the Assurances at the next regular meeting.

7.6 Required Policy Revision: (Updated Model Procurement Policy.) Using the template provided by Osprey Wilds, we have revised our Procurement Policy to bring it into compliance with MDE statutory requirements.

8. Action Items:

8.1 DPS Updated Procurement Policy: *Sam made a motion to approve the revised Purchasing, Procurement and Contracting policy, as printed in the meeting packet. The motion was seconded by Sharon. The motion carried (7-0).*

8.2 Community Resources Bank Line of Credit: To establish our (required by statute) \$15,000 line of credit, we have to name our source of collateral and our authorized signatories. *Sam made a motion that we approve the use “accounts receivable” as collateral for the line of credit and that we authorize Dan Weisser and Russ Kennedy to sign the loan documents on behalf of Discovery Public School. The motion was seconded by Ally. The motion carried (7-0).*

8.3 Student Teaching Contract: One of our paraprofessionals is pursuing a teaching degree at Southwest Minnesota State University and has asked if she could do some of her student teaching at Discovery Public School. The meeting packet included a Memorandum of Agreement between the University and the

District. The Board reviewed the Agreement and discussed the practical implications [liaison person(s), insurance coverage, and the separation of para duties, substitute teaching duties, and student teaching time]. *Sam made a motion that we approve the Memorandum of Agreement between Southwest Minnesota State University and Discovery Public School. The motion was seconded by Sharon. The motion carried (7-0).*

9. **Adjournment:** The next Regular Board Meeting is scheduled for Thursday, October 23rd, 2025 at 4:30pm in the school cafeteria. *At 5:19pm, Russ made a motion to adjourn the meeting. The motion was seconded by Cody. The motion carried (7-0).*

Respectfully submitted: Sam Macklay, Secretary