

Discovery Public School
126 - 8th Street N.W.
Faribault, MN 55021
Regular Meeting
December 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:** *Russ called the meeting to order at 4:30 p.m.* Russ Kennedy (Chair), Dan Weisser (Ex-Officio), Sharon Hansen (Vice-Chair), S. Sam Macklay (Secretary), and Cody Hanson were present.
2. **Approval of the Agenda:** Russ asked for a motion to approve the agenda. *Sam made a motion to approve the agenda. Cody seconded the motion. The motion carried (4-0).*
3. **Approval of the November 20, 2025 Minutes:** *Sharon made a motion to approve the November 20, 2025 Regular Meeting minutes. Cody seconded the motion. The motion carried (4-0).*
4. **Monthly Financial Statement:** The Board reviewed and discussed the financial report. Sam summarized Adam Hewitt's answers to the questions about the Creative Planning invoice(s) and the drop in the Cash Balance [from] last month. *Sam made a motion to accept the [As of] November 30, 2025 Financial Reports, as printed in the meeting packet. Cody seconded the motion. The motion carried (4-0).*

5. **Citizen Participation:** None.

6. **Reports:**

6.1 Director's Report: Cash Balance: \$107,781 Enrollment: 51

- Dan and Sharon attended the Required OW Virtual Meeting on 12/11. The main topic was Charter School Contract Renewal. The information given was a good review of the school's requirements and responsibilities.
- DPS will have a Holiday party for staff/students on Tuesday 12/23 before heading into the Holiday break. DPS is holding a Food Drive, all donated will be given to St. Vincent De Paul.

6.2 Community: No Report

6.3 Finance Committee: (Russ K., Dan W., Sam M., Adam Hewitt/Creative Planning) Notes from the meeting with Dan, Sam and Adam Hewitt on 12/16/25:

*Documentation of vendors that are paid more than 5% of the annual budget must be submitted to MDE this week

*Paid Leave Act. Inform employees, amend employees' handbook, inform payroll guy.

*Discussion about whether including employee pay stubs in the financial report was appropriate.

*Discussed TeleTeachrs Inc. invoice.

*Discussed schedule for federal funding reimbursement (depends upon closing out of last fiscal year).

*Discussed enrollment verses Average Daily Membership. We decided to report 47 ADM (to MDE) as our best estimate for the current school year.

*Discussed the fund balance and the projection in the financial reports. Realistically, it is going to be lower than ideal this year, but not as low as the projection.

*Grant Awards and applications need to be finalized. REAP has already been awarded but we need to draw funds. Adam will arrange a tutorial so Dan can get access to the MEGS system and pursue applications to SAMS, G5 and Title grants.

6.4 Academic Committee: (Dan W., Sharon H.) No updates this month.

6.5 Environmental Education: (Sharon H., Garret Bitker)

The trout eggs for “Trout In The Classroom” have hatched. We received 108 eggs.

Environmental Literacy Plan Update: Indicator 2 - Knowledge

We have two strategies/evaluation methods for Indicator 2. Students have completed the required evaluations for both strategies.

Indicator 2 Goal: 70% of students at DPS have the knowledge, or are increasing their knowledge, of human and natural systems and processes as measured by curriculum-based measures across the contract period.

Strategy 1: Students in Middle School Science class will learn about environmental topics, such as energy cycles, pollution, and climate change. Specific topics will rotate on a three-year cycle, so students will not repeat the same topic while in middle school.

Evaluation Method 1: Middle school students will take a pre-test and posttest on the topic studied. Seventy percent of middle school students will complete a pretest and posttest to measure learning before and after the unit. The mean score from pretest to posttest will increase by at least 10%

Results: Eleven out of 12 students (91.6%) completed the pretest, and 13/13 students (100%) completed the posttest. The mean score on a 10-point scale went from 5.27 to 5.54, which is an increase of 5.1%.

Strategy 2: Students in 11th-12th grade science classes will complete research on an environmental topic of their choice and write a summary of their research and what they learned. This research will be used to complete the strategies for Indicators 4 and 5.

Evaluation Method 2: Seventy percent of students in 11th-12th grade science classes who complete the research on an environmental topic of their choice will score at least 75 on a 100-point rubric.

Results: Of 10 students enrolled in the Environmental Science class (11th-12th grade), 8 students completed the research project. Fifty percent of students (4/8) scored at least 75 on a 100-point rubric.

7. Discussion Items:

7.1 School Board Training: None

7.2 Director Evaluation: None this month. Dan will explain his process for some important aspects of his duties at the next board meeting.

7.3 OW Site Visit (12/9/25): We reviewed the very positive follow-up letter (printed in the meeting packet). Curriculum mapping was discussed.

7.4 2024-2025 DPS Annual Report Feedback: Dan and Sharon reported that OW asked that four “fixes” be made before February 15. They anticipate no trouble meeting the requests.

8. Action Items:

8.1 DPS Employee Handbook Addition (MN Paid Leave Act): The Board reviewed the wording for the addition to the Employee Handbook. The numbers will be different because we qualify as a small business. *Sam made a motion to approve the addition of MN PAID LEAVE to the DPS Employee Handbook, as*

printed in the meeting packet, but with the numbers revised: DPS will split the premium (0.66% of covered wages) with the employees, each paying 0.33%. Sharon seconded the motion. The motion carried (4-0).

8.2 DPS Lead Testing Policy: The Board reviewed the proposed policy (printed in the meeting packet). Dan reported on its recent implementation in the building. *Sharon made a motion to adopt the DPS Lead Testing and Remediation Policy. Cody seconded the motion. The motion carried (4-0).*

8.3 DPS Language Access Plan: The Board reviewed the proposed plan (printed in the meeting packet). We verified that the timeline is being followed. *Sam made a motion to adopt the Language Access Plan to Ensure Effective Communication with Multilingual Students and Families. Cody seconded the motion. The motion carried (4-0).*

9. **Adjournment:** The next Regular Board Meeting is scheduled for Thursday, January 15, 2026 at 4:30pm in the school cafeteria. *At 5:02pm, Russ made a motion to adjourn the meeting. Cody seconded the motion. The motion carried (4-0).*

Respectfully submitted: Sam Macklay, Secretary