

**Discovery Public School
126 - 8th Street N.W.
Faribault, MN 55021
Regular Meeting
June 18, 2026 @ 4:30 pm**

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 –

<input type="checkbox"/> Russ Kennedy, Chair	<input type="checkbox"/> Cody Hanson
<input type="checkbox"/> Sharon Hansen, Vice-Chair	<input type="checkbox"/> Sarah Hammer
<input type="checkbox"/> Steven (Sam) Macklay, Clerk/Treasurer	<input type="checkbox"/> Ally Luthe
<input type="checkbox"/> Authorizer (Osprey Wilds):	<input type="checkbox"/> Chris Whitmire
<input type="checkbox"/> Guest(s):	<input type="checkbox"/> Dan Weisser, Ex-Officio

2. Approval of the Agenda-

Motion: _____ Second: _____ Carried: _____ Failed: _____ Abstain: _____

3. Approval of May 21, 2026, Regular Meeting Minutes-

Motion: _____ Second: _____ Carried: _____ Failed: _____ Abstain: _____

4. Approval of May 21, 2026, Annual Meeting Minutes-

Motion: _____ Second: _____ Carried: _____ Failed: _____ Abstain: _____

5. Monthly Financial Statement-

Motion: _____ Second: _____ Carried: _____ Failed: _____ Abstain: _____

6. Citizen Participation –

7. REPORTS –

1. Director's Report –

2. Community – (Dan Weisser)

3. Finance – (Russ Kennedy, Sam Macklay, Dan Weisser, Adam Hewitt/Creative Planning)

4. Academic Committee – (Dan Weisser, Sharon Hansen)

5. Environmental Education – (Sharon Hansen, Garret Bitker)

8. DISCUSSION ITEMS:

8.1 SCHOOL BOARD TRAINING: OW Sounding Board: Charter School Mergers: What Boards Need to Know

***Brandon Katzung Hokanson completed his required Board Training in June by attending the Virtual Training offered by Osprey Wilds**

8.2 DIRECTOR EVALUATION: Formal School Board Director Evaluation: Action Item 9.13

***Director Update on Annual Administrative CEU Requirements (Dan will present CEU's he completed, 25 hours required)**

8.3 OW Check-in Enrollment/Finances

8.4 Advertising (Digital Billboard)

8.5 Cardiac Emergency Response Plan

8.6 New SPED Director w/ Indigo Education

8.7 SPED Teachers 26-27

8.8 Staff Wages 26-27

9. ACTION ITEMS:

9.1 Employee Handbook Page 32:

Motion: _____ Second: _____ Carried: _____ Failed: _____ Abstain: _____

9.2 DPS Food Service Contract SY 26-27:

Motion: _____ Second: _____ Carried: _____ Failed: _____ Abstain: _____

9.3 Rachael Ingalls Teaching Agreement (Literacy Lead):

Motion: _____ Second: _____ Carried: _____ Failed: _____ Abstain: _____

9.4 Cody Hanson Teaching Agreement:

Motion: _____ Second: _____ Carried: _____ Failed: _____ Abstain: _____

9.5 Sharon Hansen Teaching Agreement:

Motion: _____ Second: _____ Carried: _____ Failed: _____ Abstain: _____

9.6 Sara Caron Teaching Agreement:

Motion: _____ Second: _____ Carried: _____ Failed: _____ Abstain: _____

9.7 Garret Bitker Teaching Agreement:

Motion: _____ Second: _____ Carried: _____ Failed: _____ Abstain: _____

9.8 Brandon Katzung Hokanson Teaching Agreement:

Motion: _____ Second: _____ Carried: _____ Failed: _____ Abstain: _____

9.9 Office Manager Hourly Wage:

Motion: _____ Second: _____ Carried: _____ Failed: _____ Abstain: _____

9.10 Paraprofessional Hourly Wage:

Motion: _____ Second: _____ Carried: _____ Failed: _____ Abstain: _____

9.11 School Board Self-Assessment: Sounding Board Model Board Performance Evaluation and Training Self-Assessment

Motion: _____ Second: _____ Carried: _____ Failed: _____ Abstain: _____

9.12 Director Evaluation:

Motion: _____ Second: _____ Carried: _____ Failed: _____ Abstain: _____

9.13 Dan Weisser Director Agreement:

Motion: _____ Second: _____ Carried: _____ Failed: _____ Abstain: _____

Our next regular meeting is scheduled for:
Thursday, July 16, 2026 @ 4:30 p.m.

Agenda items:

Board members are requested to check their schedules to confirm this date and time *prior to Adjournment* today.

10. ADJOURNMENT:

Motion: _____ Second: _____ Carried: _____ Failed: _____ Abstain: _____

Discovery Public School
126 - 8th Street N.W.
Faribault, MN 55021
Regular Meeting
May 21, 2026 @ 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 4:25 p.m. by Russ Kennedy. Russ Kennedy (Chair), Dan Weisser (Ex-Officio), Sharon Hansen (Vice-Chair), Cody Hanson, Ally Luthé and Chris Whitmire were present. Sam Macklay (Clerk/Treasurer) arrived at 4:31 p.m. Adam Hewitt (Creative Planning) attended remotely.*
2. **Approval of the Agenda:** *Russ asked for a motion to approve the agenda. Cody made a motion to approve the agenda. The motion was seconded by Ally. The motion carried (5-0).*
3. **Approval of the April 16, 2026 Minutes:** *Sharon made a motion to approve the April 16, 2026 Regular Meeting minutes. The motion was seconded by Cody. The motion carried (5-0).*
4. **Monthly Financial Statement:** *The Board reviewed the financial report. Cody made a motion to accept the [As of] April 30, 2026 Financial Reports, as printed in the meeting packet. The motion was seconded by Sharon. The motion carried (5-0).*
5. **Citizen Participation:** *Teacher Brandon Katzung-Hokanson was present to observe the meeting.*
6. **Reports:**

6.1 **Director's Report:** Cash Balance: \$95,056 Enrollment: 50

- Adopt a Highway was completed today (5/21/26). 9th/12th grade students participated in the trash pickup.
- DPS's fundraiser (Discovery Donations!) raised \$1,837.25. Money raised will go towards new school Chromebooks for the students to use next school year.
- DPS staff/students took a trip to Whitewater State Park to release the trout they raised for the Trout in the Classroom program on 4/23/26. The trip went well, the weather was good, and the trout were released.
- DPS graduation is scheduled to take place at the Paradise Center for the Arts at 5 PM on June 4, 2026. We are expecting to have 5 Seniors walking.

6.2 **Community:** *The DPS Engineering Club is sponsoring a float in the Heritage Day Parade. It will feature the high milage car that the club built and competed with this year.*

6.3 **Finance Committee:** *(Russ K., Dan W., Sam M., Adam Hewitt/Creative Planning) Dan, Sam and Adam met (video conference) on May 19th at 10:30am. Adam explained the Summer Accrual entries on page 7 of the financial reports. He also explained how to track funds from fund raising. We discussed the report formatting requirements, switching snow removal from Building Maintenance to Contracted Services, budgeting more for PTO payouts next year, projected fund balances and the Director's salary.*

6.4 Academic Committee: (Dan W., Sharon H.) The committee met on May 20th at 2:00pm.

NWEA Testing is nearly complete. So far, results are not looking good. We only have one or two students left to take the test, so we don't expect these results to change significantly.

Math

Measure 4.3 [CCR]: From FY24 to FY28, the aggregate percentage of students in grades 6-12 who meet their fall to spring NWEA RIT expected growth target as measured by the NWEA MAP Math assessment will be at least 50%.

Currently we have 26.2% (11/42) of students who met their fall to spring goal.

Reading

Measure 3.3 [CCR]: From FY24 to FY28, the aggregate percentage of students in grades 6-12 who meet their fall to spring NWEA RIT expected growth target as measured by the NWEA MAP Reading assessment will be at least 50%.

Currently we have 39.0% (16/41) of students who met their fall to spring goal.

Science

Measure 7.2 [CCR]: From FY24 to FY28, the aggregate percentage of students in grades 6-12 who meet their fall to spring NWEA RIT expected growth target as measured by the NWEA MAP Science assessment will be at least 50%.

Currently we have 55% (22/40) of students who met their fall to spring goal.

ACT scores were pretty positive. Most of our students scored in the high teens. The goal number to be "college ready" is around 22, but we are proud of the scores these students earned.

6.5 Environmental Education: (Sharon H., Garret Bitker) The committee met on May 21st at 3:00pm. Results for our ELP are coming in.

The Biology project for Indicator 1: Awareness is wrapping up soon. One student explored how color affects how frequently fish bite. Another student used Vaseline on index cards to analyze particulate matter in various classrooms. The evaluation method for this Indicator is: *During the year, students in the Biology classes (10th grade) will create a project demonstrating their awareness of the environmental impact of a topic they chose. 70% percent of students who complete a project will earn an average score of 70 or greater on a 100-point rubric that reflects their awareness of the topics studied.*

The seniors still need to take the survey for Indicator 3: Attitudes after completing Adopt-a-Highway today. The evaluation method for this Indicator is: *75% of students who participate in the trash clean-up will complete a short survey and rate a 2 or higher on question 4 (impact of actions on environment) and commit to picking up garbage in the future.* Not including the seniors, our results are around 88% of students rating a 2 or higher on question 4 (impact of action on the environment).

7. Discussion Items:

7.1 School Board Training: Model Board Performance Evaluation and Training Self-Assessment. The "Sounding Board" article was included in the meeting packet. Members were asked to review the Board assessment tool. We will be completing this at the next regular meeting.

7.2 Director Evaluation: A formal School Board Director Evaluation will take place at the June meeting.

7.3 OW Charter School Board Meeting Observation Form: The Board reviewed and discussed the feedback provided by Emily Edstrom Moore who observed the April meeting.

7.4 New SPED Director w/ Indigo Education: Dan was informed that Kori Ryan (our current SPED Director) has taken a different position. Kori will be involved in the transition to a new director, provided by Indigo Education.

8. Action Items:

8.1 DPS 2025-2026 Revised Budget (final): Adam Hewitt presented the Budget Projection Model that was included in the meeting packet. This included our original budget for the school year, our current Working Budget and the projected budgets for the next four years. He discussed the basis of the models including conservative enrollment projections, expected funding, ongoing costs and inflation. Building the fund balance is also a priority. He also answered questions from the Board members. *Sam made a motion to approve the 2025-2026 Working Budget, as printed in the meeting packet. The motion was seconded by Cody. The motion carried (6-0).*

8.2 DPS 2026-2027 Proposed Budget: *Sam made a motion to approve the 2026-2027 Projected Budget, as printed in the meeting packet. The motion was seconded by Sharon. The motion carried (6-0).*

8.3 DPS School Board Elections (Cody Hanson and Open Seat): Sharon and Chris counted the votes and verified the ballots submitted. Cody Hanson and Brandon Katzung-Hokanson were both elected as Directors of the Board of Discovery Public School. Both agreed to serve on the Board for a three-year term and have a background check. Cody (incumbent) ran unopposed and received 16 votes. Brandon (11 votes) defeated April Garza (3 votes). Two ballots were marked for both Brandon and April and were disregarded (for the open seat). *Sam made a motion to certify the results of the School Board Election. The motion was seconded by Sharon. The motion carried (5-0, Cody abstained).*

8.4 DPS Building Lease: The Lease Agreement (printed in the meeting packet) was reviewed by the Board. It is the same as the previous lease. *Cody made a motion to lease our current school property, owned by Hoa Nguyen, from July 1, 2026 until June 30, 2029. The motion was seconded by Ally. The motion carried (6-0).*

8.5 DPS 2026-2027 School Year Calendar: The Board reviewed the calendar (printed in the meeting packet). The first five unscheduled closing (snow) days will be e-learning days. *Cody H. made a motion to approve the Discovery Public School 2026-2027 School Calendar. The motion was seconded by Sharon. The motion carried (6-0).*

8.6 A Chance To Grow (3rd Party Billing): IEP 3rd party billing is required by Special Education rules. The board reviewed the contract (printed in the meeting packet). *Sharon made a motion that Discovery Public School of Faribault enter into agreement with A Chance To Grow, Inc., to provide third party reimbursement services to eligible students, for the 2026-2027 school year. The motion was seconded by Cody. The motion carried (6-0).*

8.7 The Stepping Stones Group, School Psychologist Contract: The Board reviewed the Agreement (printed in the meeting packet). This is a different contractor than last year but was recommended by Kori Ryan. The cost is \$140/hour, not to exceed \$8,400 without Board approval. *Cody made a motion that Discovery Public School of Faribault enter into agreement with The Stepping Stones Group, to provide School Psychologist services for students with a disability or suspected disability and whose IEPs contain documentation of the need for services, from August 2026 through June 30, 2027. The motion was seconded by Ally. The motion carried (6-0).*

8.8 Adopt a Highway Renewal: Dan and the teachers feel this is a worthy activity for our students and our adopted highway is low traffic, making it relatively safe. *Cody made a motion that we renew our Adopt a Highway Agreement (printed in the meeting packet) with MnDOT. The motion was seconded by Ally. The motion carried (6-0).*

8.9 Brandon Katzung-Hokanson Summer School Teacher Agreement (Session 1): The Board reviewed the agreement (printed in the meeting packet). *Shaaron made a motion that Discovery Public School of Faribault enter into an agreement with Brandon Katzung-Hokanson to teach Session One of summer school in the year 2026, contingent on enrollment of students. The motion was seconded by Cody. The motion carried (6-0).*

8.10 Dan Weisser Summer School Teacher Agreement (Session 2): The Board reviewed the agreement (printed in the meeting packet). *Sharon made a motion that Discovery Public School of Faribault enter into an agreement with Dan Weisser to teach Session Two of summer school in the year 2026, contingent on enrollment of students. The motion was seconded by Cody. The motion carried (6-0).*

8.11 READ ACT Training Stipend (Sharon Hansen and Sara Caron): Documentation of the Notice of Stipends and Completion of Trainings were in the meeting packet. *Sam made a motion to approve the payment of the stipends to Sharon and Sara. The motion was seconded by Ally. The motion carried (5-0, Sharon abstained).*

8.12 MSHSL Agreement: Our sports co-op (boys' football and basketball) with Bethlehem Academy has been beneficial to both schools. *Sam made a motion to submit our Resolution for Membership for the 2026-2027 School Year with the Minnesota State High School League. The motion was seconded by Cody. The motion carried (6-0).*

8.13 Health Insurance for Teachers with Adjusted Schedules: The Board discussed Dan's request that the two teachers who will be less than full time next year still receive the Health Insurance benefit. *Sam made a motion that the two teachers with adjusted schedules for the 2026-2027 school year be provided with the Health Insurance benefit and that will be explicit in their Teacher Agreements. The motion was seconded by Ally. The motion carried (5-0, Sharon abstained).*

8.14 MIYO Health Contract: This year Christy Rappoport has provided Special Education Services (remotely by computer). Dan says that she is an excellent teacher and has been assured that she will continue working for us. The board reviewed the statement of work and the Master Services Agreement (printed in the meeting packet). *Sharon made a motion that Discovery Public School of Faribault enter into agreement with MIYO Health, to provide from August 25, 2026 through January 31, 2027 Special Education Teacher/0.8 FTE or approximately 16 Students, and from February 1, 2027 through June 30, 2027 Special Education Teacher/0.26 FTE for mentoring and supporting the new special education teacher (approx. 10 hours per week). The motion was seconded by Cody. The motion carried (6-0).*

8.15 2026-2027 School Board Meeting Calendar: *Cody made a motion to approve the School Board Meeting Dates as printed in the packet. The motion was seconded by Ally. The motion carried (6-0).*

9. Adjournment: The next Regular Board Meeting is scheduled for Thursday, June 18, 2026 at 4:30pm in the school cafeteria. *Russ made a motion to adjourn the meeting. The motion was seconded by Cody. The motion carried (6-0). Meeting adjourned at 5:43pm.*

Respectfully submitted: Sam Macklay, Clerk/Treasurer

**Discovery Public School
126 - 8th Street N.W.
Faribault, MN 55021
Annual Meeting
May 21, 2026 @ 5:30pm**

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 5:45 p.m. by Russ Kennedy. Russ Kennedy (Chair), Sharon Hansen (Vice-Chair), S. Sam Macklay (Clerk/Treasurer), Cody Hanson, Alexandra Luthe, Chris Whitmire, and Dan Weisser (Ex-Officio) were present. Cody left the meeting at 5:55.*

2. **Approval of the Agenda:** *Cody H. made a motion to approve the agenda. The motion was seconded by Ally L. The motion carried (6-0).*

3. **Citizen Participation:** None.

4. **Discussion Items:**
 - 4.1 **Review of Last Year's Minutes:** The Board reviewed the minutes from the May 15, 2025 meeting.

 - 4.2 **Board Member Conflict of Interest Forms:** The Board Members filled out the required, annual, Conflict of Interest Disclosure Form, Administration and Members of the School Board. This was done as a group activity.

5. **Action Items:**
 - 5.1 **Election of Officers:** *Sam nominated Russ Kennedy for the School Board Chair position. Russ accepted the nomination. Cody seconded the motion. The motion carried (5-0, Russ abstained). Sam nominated Sharon Hansen for the Vice-Chair position. Sharon accepted the nomination. Cody seconded the motion. The motion carried (5-0, Sharon abstained). Sharon nominated Sam Macklay for the Clerk/Treasurer position. Sam accepted the nomination. Cody H seconded the motion. The motion carried (5-0, Sam abstained).*

 - 5.2 **Discuss 3 Year Strategic Plan / Academic Improvement Plan:** The Board reviewed and discussed the 2025-2028 strategic plan (included in the meeting packet). The Strategic Planning Areas are: Academic Proficiency and Growth, Graduation Rates, College and Career Readiness, Attendance, Enrollment, and Community Partnerships. Much of the discussion was about improving Academic Proficiency and Growth (specifically Indicator Area 0.1.2 from Schedule S, from our authorizer's renewal evaluation) and strategies for improving attendance. Sharon H. agreed to update and publish the plan. *Sharon made a motion to update and revise the formal 2025-2028 Strategic Plan / Academic Improvement Plan based upon our discussion. The motion was seconded by Ally. The motion carried (5-0).*

9. **Adjournment:** Board members were reminded that our next Annual Board Meeting is scheduled for May 20, 2027 at 5:30pm. *Russ made a motion to adjourn the meeting. The motion was seconded by Sharon. The motion carried (5-0). The meeting adjourned at 6:28pm.*

Respectfully submitted: Sam Macklay, Clerk/Treasurer

DISCOVERY

Public School

of Faribault

Discovery Public School of Faribault
Faribault, Minnesota
District 4081

May - 2026
Financial Report

Discovery Public School of Faribault

May 2026

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**Discovery Public School of Faribault
Faribault, Minnesota
May 2026 Financial Reports
Executive Summary**

Summary of Key Financial Indicators

- * Average Daily Membership (ADM) Overview –
 - o Original Budget: 55 ADM
 - o Revised Budget: 48 ADM
 - o Actual: 48.13 ADM as of 06/03/2026
- * The school revised budget has a deficit for the year of \$59,661. A projected cumulative fund balance of \$89,818 or 8.2% of expenditures at fiscal year-end.
- * Projected Days Cash on Hand for the projected fiscal year-end is 20 days. Above 30 days meets best practices.

Financial Statement Key Points

- * As of month-end, 92% of the year was complete.
- * Cash Balance as of the reporting period is \$75,242.
- * Revenues received at end of the reporting period – 89.3%
- * Expenditures disbursed at end of the reporting period – 89.8%

Balance Sheet

- The beginning balances shown are based on audited information as of June 30, 2025.
- The balance sheet shows a summary of the financial balances of the district.

Statement of Revenue and Expenditures

- This report shows the board approved budget, a revised budget, the year-to-date activity (revenues and expenditures) through the month end, and an indication of the percentage of budget to actuals.

Cash Flow Projection

- The cash flow projection tracks the activity of revenues and expenditures from previous months and estimates our future cash balance based on our budgeted revenues and expenditures.

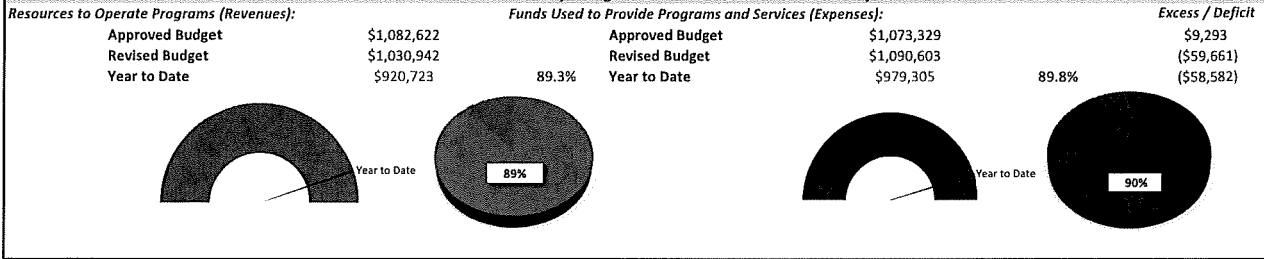
Other Items

- * Supplemental information is provided shows cash receipts report, check register report and journal entries that were completed.
- * Reports prepared by Adam Hewitt at Creative Planning – adam.hewitt@creativeplanning.com.

These financial statements are prepared in a modified format in that they exclude footnotes and required supplementary information to be considered a full set of financial statements. The excluded portions will be included in the fiscal year-end audited financial statements. These financial statements have not been compiled, reviewed or audited by a CPA.

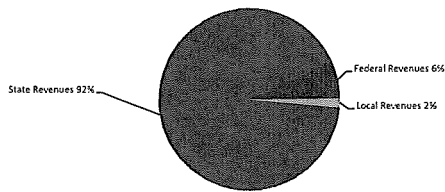
Discovery Public School of Faribault
Faribault, MN
Financial Statements Dashboard
As of May 31, 2026

Financial Summary - Budgeted Amounts and Year to Date Activity

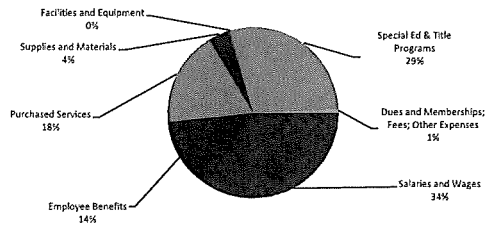


Budgets for the Year

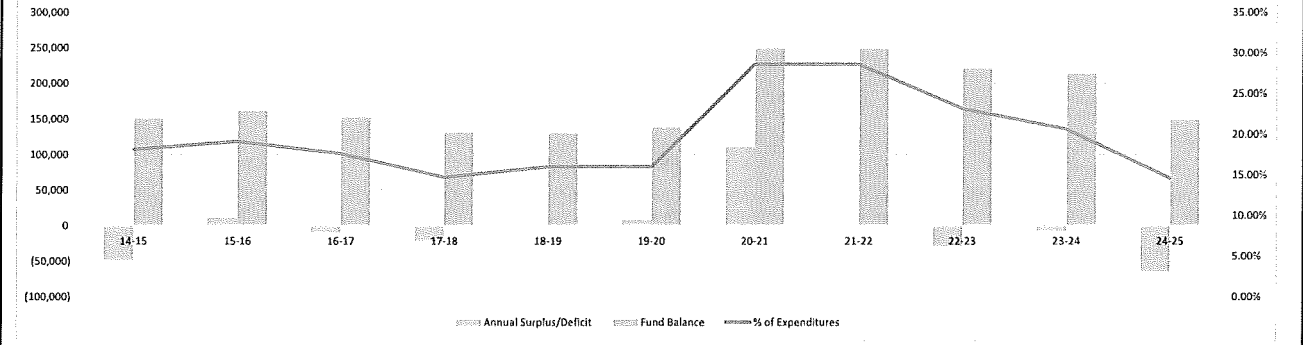
Where funds will come from to operate the school:



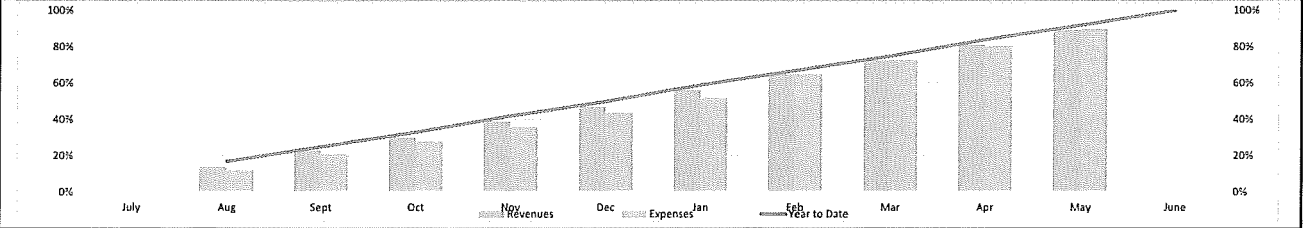
How the money is budgeted to be spent:



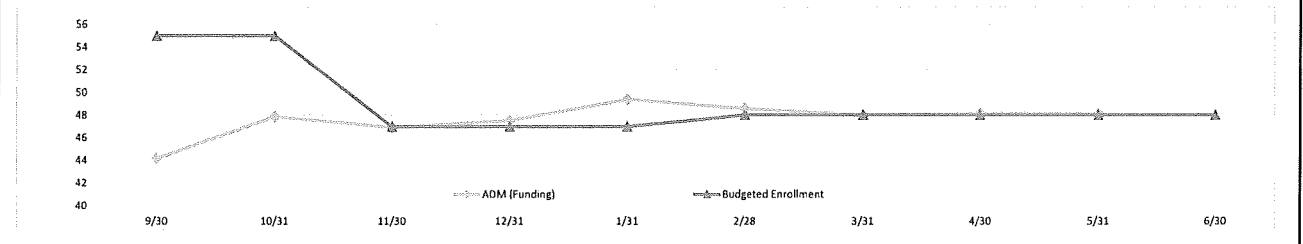
Fund Balance History



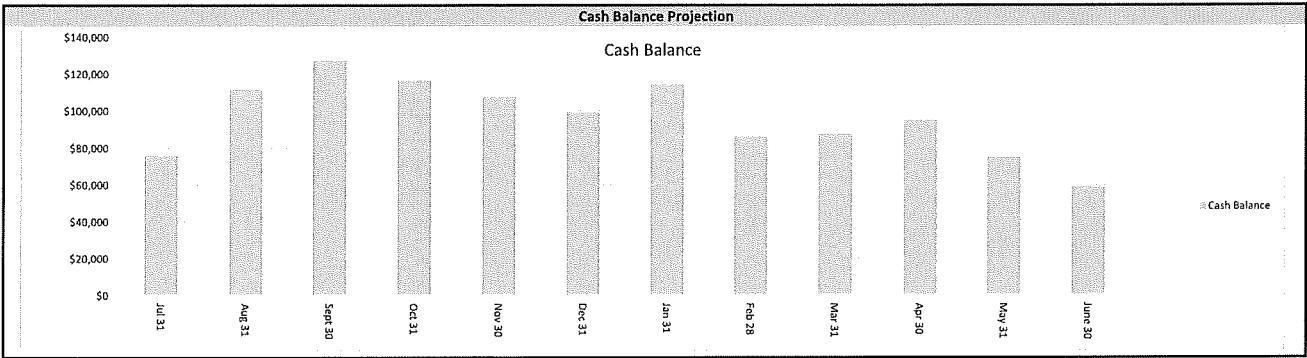
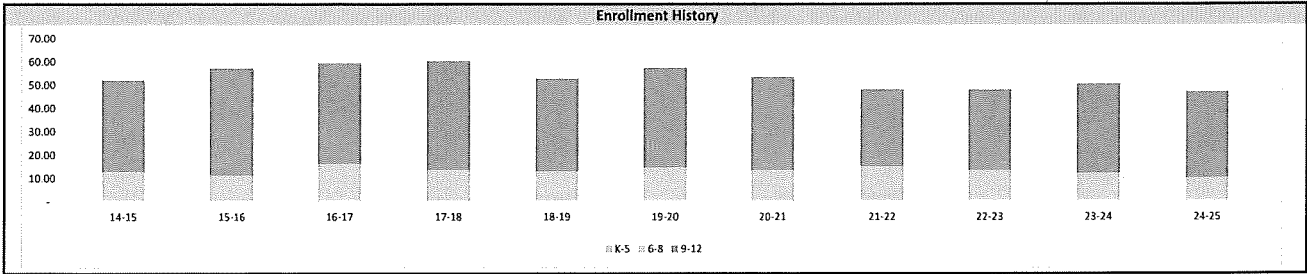
Current Year Financial Trend



Current Year Student Enrollment Summary



Discovery Public School of Faribault
Faribault, MN
Financial Statements Dashboard
As of May 31, 2026



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Discovery Public School of Faribault
Balance Sheet
As of May 31, 2026

	Balance June 30, 2025	Balance YTD
Assets		
Cash	\$ 83,790	75,242
Accounts Receivable	-	-
Due from Building Company	-	-
Prior Year State Aids Receivable	82,426	-
Current Year State Aids Receivable	-	61,157
Prior Year Federal Aids Receivable	30,024	-
Current Year Federal Receivable	-	-
Due from Federal Direct	-	8,102
Prepaid Expenses and Deposits	20,114	3,694
	<hr/>	<hr/>
Total Assets	\$ 216,355	\$ 148,196
Liabilities and Fund Balance		
Liabilities		
Salaries and Wages Payable	\$ 27,363	-
Salaries and Wages Summer Accrual	-	\$ 25,676
Due to Other Funds	-	-
Accounts Payable	10,215	4,057
Payroll Deductions and Contributions	29,297	(2,618)
Payroll Deduct & Contrib Summer Accrual	-	30,184
Unearned Revenues	-	-
	<hr/>	<hr/>
Total Liabilities	66,875	57,299
Fund Balance		
Beginning Fund Balance	\$ 149,479	\$ 149,479
Change in Fund Balance	-	(58,582)
	<hr/>	<hr/>
Total Fund Balance	149,479	90,897
	<hr/>	<hr/>
Total Liabilities and Fund Balance	\$ 216,355	\$ 148,196

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Discovery Public School of Faribault
Statement of Revenue and Expenditures
As of May 31, 2026

	FY26 Approved Budget 55 ADM	FY26 Revised Budget 48 ADM	FY26 Year to Date Activity 48.13 ADM	% of Budget 92%
Total All Funds				
Revenues				
State Revenues	\$ 984,747	\$ 946,457	\$ 867,585	92%
Federal Revenues	58,394	42,094	24,268	58%
Local Revenues	13,750	17,000	12,580	74%
Food Service Revenue	25,731	25,390	16,290	64%
Community Service Revenue	-	-	-	0%
Total Revenues	\$ 1,082,622	\$ 1,030,942	\$ 920,723	89%
	<i>1,082,622</i>	<i>1,030,942</i>	<i>920,723</i>	
Expenditures				
Salaries and Benefits	\$ 558,926	\$ 527,034	\$ 465,693	88%
Purchased Services	178,069	196,445	188,780	96%
Supplies and Materials	13,470	19,311	21,871	113%
Equipment	5,929	4,000	3,971	99%
SpEd and Title Grants	281,595	311,696	266,721	86%
Dues and Memberships	8,323	7,996	8,391	105%
Transfer Out	1,286	0	-	0%
Food Service Expenses	25,731	24,121	23,877	99%
Community Service Revenue	-	-	-	0%
Total Expenditures	\$ 1,073,329	\$ 1,090,603	\$ 979,305	90%
	<i>1,073,329</i>	<i>1,090,603</i>	<i>979,305</i>	
Net effect of Operations, All Funds	\$ 9,293	\$ (59,661)	\$ (58,582)	
<i>Per Compliance Report</i>	<i>\$ 149,479</i>	<i>\$ 149,479</i>		
Beginning Fund Balance	\$ 149,479	\$ 149,479		
Ending Fund Balance	\$ 158,772	\$ 89,818		
Fund Balance % of Expenditures	14.8%	8.2%		

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Discovery Public School of Faribault
Statement of Revenue and Expenditures
As of May 31, 2026

FY26 Approved Budget 55 ADM	FY26 Revised Budget 48 ADM	FY26 Year to Date Activity 48.13 ADM	% of Budget 92%
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General Fund - 01

Revenues

State Revenues

General Education Aid	\$ 668,981	\$ 595,138	\$ 527,796	89%
Land Endowment Aid	3,746	3,402	3,525	104%
Building Lease Aid	71,640	71,640	25,074	35%
Special Education Aid	220,380	266,374	211,269	79%
Literacy Incentive Aid	-	-	-	N/A
Library Support Aid	20,000	9,903	8,912	90%
Student Support Aid	-	-	7,454	0%
Hourly Unemployment	-	-	-	N/A
Prior Year Adjustments	-	-	22,398	N/A
State Holdback Receivable (estimate)	N/A	N/A	61,157	N/A
Total State Revenues	984,747	946,457	867,585	92%

Federal Revenues

Federal Special Ed, 419	\$ 14,753	\$ 7,515	\$ 4,021	54%
Federal Special Ed, 420	-	-	-	N/A
Federal Special Ed, 425	4,084	2,014	1,500	N/A
Federal Title I, 401	30,779	23,787	18,747	79%
Federal Title II, 414	-	-	-	N/A
Federal Title III, 417	-	-	-	N/A
Federal Title IV, 433	-	-	-	N/A
REAP Grant	8,778	8,778	-	0%
Total Federal Revenues	58,394	42,094	24,268	58%

Local Revenues

E-rate	\$ -	\$ -	\$ -	N/A
Medical Assistance	-	3,250	1,465	45%
Fees from Patrons	-	-	-	N/A
Rent	-	-	-	N/A
Interest Revenue	-	-	-	N/A
Contributions, Gifts and Grants	8,500	8,500	7,123	84%
HAAS Grant	2,000	2,000	2,000	100%
Misc other receipts	3,250	3,250	1,992	61%
Total Local Revenues	13,750	17,000	12,580	74%

Total Revenues	\$ 1,056,891	\$ 1,005,551	\$ 904,433	90%
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Discovery Public School of Faribault
Statement of Revenue and Expenditures
As of May 31, 2026

FY26 Approved Budget 55 ADM	FY26 Revised Budget 48 ADM	FY26 Year to Date Activity 48.13 ADM	% of Budget 92%
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Expenditures

Admin and Support Services (Pro 000 - 199)

100s	Salaries	\$ 126,760	\$ 117,435	\$ 106,875	91%
200s	Benefits	40,002	57,000	42,544	75%
	Summer Accrual	-	-	13,232	N/A
	Total Salaries and Benefites	166,762	174,435	162,651	93%
305,315	Contracted Services	60,616	73,500	65,118	89%
320	Communications Services	6,120	-	-	0%
329	Postage	298	150	234	156%
366	Staff Training & Travel	350	250	115	46%
401	Non-instructional Supplies	987	3,000	3,312	110%
405	Software	6,375	4,881	4,881	100%
455-465	Technology Supplies	250	530	545	103%
490	Food	265	250	487	195%
530	Furniture & Equipment	-	-	-	N/A
555	Technology Equipment	-	-	-	N/A
820	Dues and Memberships	8,323	7,996	7,996	100%
	Total Admin and Support Services	250,346	264,992	245,339	93%

Regular Instruction Services (Pro 200 - 299)

100s	Salaries	\$ 260,800	\$ 247,275	\$ 191,497	77%
200s	Benefits	90,238	94,713	72,905	77%
	Summer Accrual	-	-	28,197	N/A
	Total Salaries and Benefites	351,038	341,988	292,600	86%
401-433	Federal Title Programs	30,779	23,787	21,144	89%
300-399	Contracted Services	500	500	593	119%
366	Staff Training & Travel	-	-	-	N/A
401	Non-instructional Supplies	400	750	1,099	147%
406	Instructional Software License Agreements	750	600	450	75%
430	Instructional Supplies	1,000	1,000	569	57%
456-466	Instructional Technology	250	150	53	35%
460	Textbooks & Workbooks	-	-	-	N/A
530	Furniture & Equipment	-	-	-	N/A
820	Dues and Memberships	-	-	320	0%
	HAAS Grant	-	-	1,972	0%
	Total Regular Instruction Services	384,717	368,775	318,800	86%

Special Education Services (Pro 400 - 499)

100s	State SpEd - Salaries	\$ 133,520	\$ 146,568	\$ 114,501	78%
200s	State SpEd - Employee Benefits	20,682	31,076	18,835	61%
100s	Fed SpEd - Salaries	4,084	1,500	1,500	100%
	Summer Accrual	-	-	13,617	N/A
	Total Salaries and Benefites	158,286	179,144	148,454	83%
300-399	State SpEd - Contracted Services	74,186	101,650	83,785	82%
401-499	State SpEd - Supplies and Materials	3,591	1,100	403	37%
501-599	State SpEd - Capitalized Expenses	-	-	-	N/A
300-399	Fed SpEd - Contracted Services	14,753	6,015	7,202	120%
401-499	Fed SpEd - Supplies and Materials	-	-	5,733	0%
501-599	Fed SpEd - Capitalized Expenses	-	-	-	N/A
723	State SpEd - Transportation	-	-	-	N/A
728	State - Homeless Transportation	-	-	-	N/A
	Total Special Education Services	250,816	287,909	245,577	85%

Discovery Public School of Faribault
Statement of Revenue and Expenditures
As of May 31, 2026

		FY26 Approved Budget 55 ADM	FY26 Revised Budget 48 ADM	FY26 Year to Date Activity 48.13 ADM	% of Budget 92%
<i>Instructional Support Services (Pro 600 - 699)</i>					
100s	Salaries	\$ 3,000	\$ 3,000	\$ 3,000	100%
200s	Benefits	529	529	262	50%
	Summer Accrual	-	-	271	N/A
	Total Salaries and Benefites	3,529	3,529	3,532	100%
300-399	Contracted Services	597	2,750	3,639	132%
366	Staff Training & Travel	-	-	-	N/A
401-499	Supplies and Materials	250	5,500	5,698	104%
470	Media Books & Resources	500	1,000	931	93%
501-599	Capitalized Expenses	5,929	4,000	3,971	99%
820	Dues and Memberships	-	-	75	0%
	Total Instructional Support Services	10,805	16,779	17,846	106%
<i>Pupil Support Services (Pro 700 - 799)</i>					
100s	Salaries	\$ -	\$ -	\$ -	N/A
200s	Benefits	-	-	-	N/A
	Summer Accrual	-	-	-	N/A
	Total Salaries and Benefites	-	-	-	N/A
300-399	Contracted Services	500	1,750	1,575	90%
720	Transportation	1,194	-	-	0%
733	Field Trip Transportation	1,194	1,000	800	80%
401-499	Supplies and Materials	250	150	139	93%
501-599	Capitalized Expenses	-	-	-	N/A
	Total Pupil Support Services	3,138	2,900	2,514	87%
<i>Sites and Buildings (Pro 800 - 899)</i>					
100s	Salaries	\$ 32,527	\$ 6,127	\$ 5,521	90%
200s	Benefits	5,070	955	846	89%
	Summer Accrual	-	-	543	N/A
	Total Salaries and Benefites	37,597	7,082	6,910	98%
300-399	Contracted Services	775	9,120	10,717	118%
330	Utilities	14,000	14,000	14,000	100%
350	Repairs & Maintenance	500	2,000	431	22%
348-570	Building Lease	79,600	79,600	79,600	100%
401-499	Supplies and Materials	2,193	1,500	1,736	116%
520	Leasehold Improvements	-	-	-	N/A
530	Furniture & Equipment	-	-	-	N/A
	Total Sites and Buildings	134,665	113,302	113,393	100%
<i>Fiscal & Other Fixed Costs (Pro 900 - 999)</i>					
340	Property and Liability Insurance	11,825	11,825	11,958	101%
		11,825	11,825	11,958	101%
Total Expenditures		\$ 1,046,312	\$ 1,066,482	\$ 955,428	90%
Net effect of Operations, General Fund		\$ 9,293	\$ (60,931)	\$ (50,994)	
Transfer out to Food Service Fund		1,286	-	-	
<i>Per Compliance Report</i>		149,079	149,079		
Beginning Fund Balance		\$ 149,079	\$ 149,079		
Ending Fund Balance		158,372	88,148		
Fund Balance Percentage of Expenditures		14.8%	8.3%		

Discovery Public School of Faribault
Statement of Revenue and Expenditures
As of May 31, 2026

FY26 Approved Budget 55 ADM	FY26 Revised Budget 48 ADM	FY26 Year to Date Activity 48.13 ADM	% of Budget 92%
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Food Services Fund - 02

Revenues

Breakfast	\$ 1,000	\$ 4,537	\$ 4,384	97%
Lunch and Milk	23,000	20,853	11,906	57%
Commodities	445	-	-	0%
Transfer In	1,286	-	-	0%
Total Revenues	\$ 25,731	\$ 25,390	\$ 16,290	64%

Expenditures

Salaries	\$ -	\$ -	\$ -	N/A
Benefits	-	-	-	N/A
Summer Accrual	-	-	-	N/A
Total Salaries and Benefites	-	-	-	N/A
Contracted Services	-	-	-	N/A
Supplies and Materials/Memberships	25,731	24,121	23,877	99%
Capitalized Expenses	-	-	-	N/A
Total Expenditures	\$ 25,731	\$ 24,121	\$ 23,877	99%

Net effect of Operations, Food Service **\$ - \$ 1,270 \$ (7,587)**

Per Compliance Report

	400	400
Beginning Fund Balance Food Service	\$ 400	\$ 400
Ending Fund Balance Food Service	400	1,670

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Discovery Public Schools of Faribault
Cash Flow Projection Summary
2025-26 Fiscal Year

Period Ending	Cash Inflows (Revenues)					Cash Outflows (Expenditures)			Beginning Balance	Cash Balance
	State Aid Payments	Federal Aid Payments*	Other Receipts	Food Service	Prior Year Receivables	Salaries (Cash flow forecast at Net)**	Other Expenses***	Total Outflows		
Jul 31	62,392	-	909	-	9,530	24,893	55,683	80,576	\$ 83,790	
Aug 31	68,455	-	132	-	60,007	24,243	68,570	92,813	76,044	
Sept 30	81,038	-	-	-	36,348	31,042	70,698	101,740	111,825	
Oct 31	61,144	-	1,839	2,990	18,372	32,259	62,990	95,248	127,471	
Nov 30	82,046	-	1,759	-	-	32,818	59,773	92,591	116,567	
Dec 31	70,397	-	6,723	3,099	-	32,946	55,557	88,503	107,781	
Jan 31	79,882	12,569	-	-	14,055	30,978	60,705	91,683	99,497	
Feb 28	69,245	4,021	2,000	7,384	(17,180)	33,702	59,856	93,559	114,321	
Mar 31	71,958	10,979	2	2,041	-	31,808	51,526	83,334	86,232	
Apr 30	70,925	5,452	-	1,509	6,776	29,735	47,748	77,484	87,878	
May 31	71,009	2,226	1,837	2,202	-	33,092	63,996	97,088	95,056	
June 30	70,924	2,638	99	6,164	-	34,138	61,845	95,983	75,242	
Estimate	859,413	37,885	15,300	25,390	127,908	371,655	718,948	1,090,603		
Totals	859,413	37,885	15,300	25,390	127,908	371,655	718,948	1,090,603		

Assumptions 10% State Aid Holdback

This cash flow projection is to be used only to show that if we follow our budget for the year that we will not encounter cash flow issues and that we will be able to maintain normal operations. It is not meant to be used to accurately predict what expenditures will be incurred in the short-term. Due to the manner in which MDE regulates the funding, abrupt changes may occur in the amounts of the payments. However, the total amount of the state aids should be reasonable given a stable budget.

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DISCOVERY

Public School

of Faribault

Discovery Public School of Faribault
Faribault, Minnesota
District 4081

May - 2026
Supplemental Report

Discovery Public School of Faribault

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202611-202611 Void Status: N

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
1423		Divvy				
		Firs				Wire
		E 01	300	260 500 000 440	05/08/26 Circle K - HAAS Grant - Gas cars for	\$100.00
		E 01	300	260 500 000 401	05/08/26 Walmart - HAAS Grant - Engineering	\$300.00
		E 01	005	105 000 000 490	04/21/26 Culligan Water - Potable water for sit	\$114.00
PO#:		Voucher #:		12437 Invoice	Invoice No: 05.15.2026	5/15/2026
					Paid Amt:	\$929.06
					Check Amount:	\$929.06
					Vendor Total:	\$929.06
1093		Faribault Transportation Company, Inc.			2615 NW 1st Avenue Faribault, MN 55021	
		Firs				BP
		E 01	005	760 000 733 360	Field trip transportation to Whitewater State P:	\$540.00
PO#:		Voucher #:		12414 Invoice	Invoice No: 133590	5/18/2026
					Paid Amt:	\$540.00
					Check Amount:	\$540.00
					Vendor Total:	\$540.00
1409		Filan Lawn Service LLC			20226 Fortune Creek Trail Faribault, MN 55021	
		Firs				BP
		E 01	005	810 000 000 305	Grass cutting	\$48.00
PO#:		Voucher #:		12413 Invoice	Invoice No: 12467	5/18/2026
					Paid Amt:	\$48.00
					Check Amount:	\$48.00
					Vendor Total:	\$48.00
		Firs				BP
		E 01	005	810 000 000 305	Fertilizing	\$72.00
PO#:		Voucher #:		12433 Invoice	Invoice No: 1487334	5/29/2026
					Paid Amt:	\$72.00
					Check Amount:	\$72.00
					Vendor Total:	\$120.00
1416		Garret Bitker				
		Firs				BP
		E 01	300	260 500 000 430	Reimbursement - HAAS grant - Engineering C	\$61.47
PO#:		Voucher #:		12412 Invoice	Invoice No: 05.04.2026	5/18/2026
					Paid Amt:	\$61.47
					Check Amount:	\$61.47
		Firs				BP
		E 01	300	260 500 000 430	Reimbursement - HAAS grant - Supplies for th	\$148.76
PO#:		Voucher #:		12431 Invoice	Invoice No: 05.14.2026	5/29/2026
					Paid Amt:	\$148.76
					Check Amount:	\$148.76
					Vendor Total:	\$210.23

Discovery Public School of Faribault

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202611-202611 Void Status: N

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
1405		Hanover Insurance				
		Firs				BP
	E 01	005 940 000 000 340			Commercial Insurance Policies (04/23/26 - 04/	\$2,695.44
PO#:	Voucher #:	12411 Invoice	Invoice No:	04.28.2026	5/18/2026	Paid Amt: \$2,695.44
						Check Amount: \$2,695.44
						Vendor Total: \$2,695.44
1192		Hillyard / Hutchinson, Inc.			P.O.Box 843775 Kansas City, MO 64184-3775	
		Firs				BP
	E 01	005 810 000 000 401			Cleaner, hand soap and toilet tissue	\$344.85
PO#:	Voucher #:	12422 Invoice	Invoice No:	90141495	5/18/2026	Paid Amt: \$344.85
						Check Amount: \$344.85
						Vendor Total: \$344.85
1186		Hoa D. Nguyen			7287 Falmouth Curve Shakopee, MN 55379	
		Firs				BP
	E 01	005 810 000 000 330			Urinal cakes	\$86.82
PO#:	Voucher #:	12436 Invoice	Invoice No:	90150247	5/29/2026	Paid Amt: \$86.82
						Check Amount: \$86.82
						Vendor Total: \$431.67
1186		Hoa D. Nguyen			7287 Falmouth Curve Shakopee, MN 55379	
		Firs				BP
	E 01	005 810 000 000 330			June 2026 - utilities	\$1,166.67
	E 01	005 850 000 000 348 570			June 2026 - lease	\$6,633.33
PO#:	Voucher #:	12434 Invoice	Invoice No:	6/1/2026	5/29/2026	Paid Amt: \$7,800.00
						Check Amount: \$7,800.00
						Vendor Total: \$7,800.00
1249		Indigo Education			Innovative Special Ed Services 1170 Red Fox Road Arden Hills, MN 55112	
		Firs				BP
	E 01	300 420 000 740 305			Q4 SPED Director services	\$4,037.50
PO#:	Voucher #:	12415 Invoice	Invoice No:	22328	5/18/2026	Paid Amt: \$4,037.50
						Check Amount: \$4,037.50
						Vendor Total: \$4,037.50
1143		IRS - WIRE TRANSFER				
		Firs				Wire
	B 01	215 002			Federal Tax Withholding	\$1,112.51
	B 01	215 005			FICA / Medicare	\$3,244.48
PO#:	Voucher #:	12407 Invoice	Invoice No:	S2026210	5/15/2026	Paid Amt: \$4,356.99
						Check Amount: \$4,356.99
						Vendor Total: \$4,356.99
						Wire
	B 01	215 002			Federal Tax Withholding	\$1,209.05

Discovery Public School of Faribault

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202611-202611 Void Status: N

Code	Rcd	Vendor	Bank	Check No	Firs	Pmt/Void Date	Pmt Type
1451		MNPFMLA					
PO#:		Voucher #:	12429	Invoice	Invoice No: 05.01.2026	5/22/2026	Wire
						\$881.86	
							Paid Amt: \$881.86
							Check Amount: \$881.86
							Vendor Total: \$881.86
1397		Navigate Care Consulting			18314 Duluth St Farmington, MN 55024		
PO#:		Voucher #:	12425	Invoice	Invoice No: INV-001223	5/18/2026	BP
						\$100.00	
							Paid Amt: \$100.00
							Check Amount: \$100.00
							Vendor Total: \$100.00
1074		PUBLIC EMPLOYEES RETIREMENT AS			P.O. Box 4383 St. Paul, MN 55101-4383		
PO#:		Voucher #:	12409	Invoice	Invoice No: S2026210	5/15/2026	Wire
						\$919.77	
							Paid Amt: \$919.77
							Check Amount: \$919.77
							Vendor Total: \$919.77
1399		Reuvers Psych Consulting LLC			7197 Kenyon Blvd Faribault, MN 55021		
PO#:		Voucher #:	12441	Invoice	Invoice No: S2026220	5/29/2026	BP
						\$1,055.95	
							Paid Amt: \$1,055.95
							Check Amount: \$1,055.95
							Vendor Total: \$1,975.72
1399		Reuvers Psych Consulting LLC			7197 Kenyon Blvd Faribault, MN 55021		
PO#:		Voucher #:	12424	Invoice	Invoice No: DS67 05.10.2026	5/18/2026	BP
						\$510.00	
							Paid Amt: \$510.00
							Check Amount: \$510.00
							Vendor Total: \$510.00
1399		Reuvers Psych Consulting LLC			7197 Kenyon Blvd Faribault, MN 55021		
PO#:		Voucher #:	12423	Invoice	Invoice No: DS67 04.10.2026	5/18/2026	BP
						\$850.00	
							Paid Amt: \$850.00
							Check Amount: \$850.00
							Vendor Total: \$1,360.00
1231		Syand Corporation			2999 W. County Rd 42 Suite 226 Burnsville, MN 55306		
PO#:		Voucher #:	12419	Invoice	Invoice No: 61770	5/18/2026	BP
						\$50.00	
							Paid Amt: \$50.00
							Check Amount: \$50.00
							Vendor Total: \$50.00

Discovery Public School of Faribault

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202611-202611 Void Status: N

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
1231		Syand Corporation				
		2999 W. County Rd 42 Suite 226 Burnsville, MN 55306				
		Firs				BP
		E 01 005 605 000 000 315				\$160.00
		Firewall service - May 2026				
PO#:		Voucher #:	12420	Invoice No: 61771	5/18/2026	
						Paid Amt: \$160.00
						Check Amount: \$160.00
						Vendor Total: \$210.00
1054		TEACHERS RETIREMENT ASSOCIATIO				
		60 Empire Drive Suite 400 St. Paul, MN 55103-1855				
		Firs				Wire
		B 01 215 006		TRA		\$2,725.71
		Invoice No: S2026210				
PO#:		Voucher #:	12410	Invoice No: S2026210	5/15/2026	
						Paid Amt: \$2,725.71
						Check Amount: \$2,725.71
						Vendor Total: \$5,545.18
1415		TeleTeachers Inc				
		4114 N. Cass Ave. Westmont, IL 60559				
		Firs				BP
		E 01 300 408 000 740 394				\$7,469.25
		Rappoport, Christy, SPED teacher, 108.25 hrs				
PO#:		Voucher #:	12416	Invoice No: 3652	5/18/2026	
						Paid Amt: \$7,469.25
						Check Amount: \$7,469.25
						Vendor Total: \$7,469.25
1446		US Bank Equipment Finance				
		PO Box 790448 St Louis, MO 63179-0448				
		Firs				Wire
		E 01 005 605 000 000 560				\$177.80
		Copier lease, contract 500-0769328-000				
		E 01 005 112 000 000 305				\$17.78
		Late fee				
PO#:		Voucher #:	12428	Invoice No: 580159739	5/22/2026	
						Paid Amt: \$195.58
						Check Amount: \$195.58
						Vendor Total: \$195.58
						Report Total: \$63,995.88

**Discovery Public School of Faribault
Detail Payment Register by Vendor
Fund Summary**

Fund Description	Total
01 General	\$60,883.83
02 Food Service	\$3,112.05
Report Total	\$63,995.88

**Discovery Public School of Faribault
Receipt Listing Report with Detail by Deposit
Fund Summary**

<u>Fund</u>	<u>Total</u>
01	\$75,072.34
02	\$2,202.09
Report Total	\$77,274.43

Discovery Public School of Faribault Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
9510	202611	05/27/2026	P	JE		Record PY over/under FY25	Record PY over/under FY25	B	01	121	000				Due Fm Mn Children	22,398.28	0.00
							Record PY over/under FY25	R	01	005	000	999	000	211	PY over/under accrual gen	0.00	4,387.42
							Record PY over/under FY25	R	01	005	000	999	000	317	LTFM State Aid	0.00	110.88
							Record PY over/under FY25	R	01	005	000	999	000	369	Other Rev from other state	793.73	0.00
							Record PY over/under FY25	R	01	005	000	999	314	300	State Aids & Grants	1,079.56	0.00
							Record PY over/under FY25	R	01	005	000	999	343	300	State Aids & Grants	32.86	0.00
							Record PY over/under FY25	R	01	005	000	999	348	300	PR Accrual over/under Lea	0.00	0.04
							Record PY over/under FY25	R	01	005	000	999	740	360	Prior Year Award Spec Edu	0.00	19,806.09
															\$24,304.43	\$24,304.43	
9522	202611	05/31/2026	P	JE		Reclas Reclash 740 to FIN 419	Kori Ryan	E	01	300	420	000	419	303	Fed Subcontracts<25K	6,936.75	0.00
							ins software reclass	E	01	300	420	000	419	406	Sp Ed Instructional Softwar	544.00	0.00
							Kori Ryan	E	01	300	420	000	740	305	Consult/Fees For Svc	0.00	6,936.75
							ins software reclass	E	01	300	420	000	740	406	Sp Ed Instructional Softwar	0.00	544.00
															\$7,480.75	\$7,480.75	
9523	202611	05/31/2026	P	JE		Recode Rev to add Courc CcSB HAAAS Grant	Gene Haas Foundation	R	01	005	000	000	000	099	Misc Local Revenue	2,000.00	0.00
								R	01	005	000	500	000	099	Misc Local Revenue - HAA	0.00	2,000.00
															\$2,000.00	\$2,000.00	

Sounding Board



A publication of Osprey Wilds Environmental Learning Center Charter School Division

Charter School Mergers: What Boards Need to Know

April 2026

From time to time, charter schools consider merging with another school. A merger can be a practical solution when two schools share a mission, serve overlapping communities, or are looking for ways to strengthen their long-term sustainability. It can also be a complex undertaking that requires careful planning, legal guidance, and strong communication with staff, families, your authorizer, and the authorizer of the other school.

This issue of The Sounding Board walks through what a merger involves, what the law requires, and what your board should be thinking about as you work through the process. Osprey Wilds (OW) is available to support schools considering a merger, and we encourage you to reach out early.

This paper is not intended to be legal advice. Please check with the school's legal counsel and review the full text of statute for additional information.

First Things First: What Is a Charter School Merger?

In a charter school merger, two or more schools combine into one. One school is designated the surviving school (it continues operating under its charter, its legal identity, and (usually) its name). The other school (the non-surviving school) ceases to exist as a separate legal entity and merges into the surviving school.

After the merger, there is one school, one board, one charter contract, and one employer. The surviving school takes on the assets, liabilities, staff, and students of both schools.

Minnesota law governs how this works. The primary statutes are MN Stat. Chapter 124E (charter school law) and Chapter 317A (nonprofit corporation law). The Minnesota Department of Education has also published guidance on the merger process that you can find on the "[Charter School Resources](#)" page of the Minnesota Department of Education website.

When Can't a School Merge?

Not every school is eligible to merge. Two situations prohibit a school from merging:

- If an authorizer has terminated or chosen not to renew a charter contract under MN Stat. 124E.10, subd. 4(b) that school cannot merge. It must go through dissolution instead.
- If a school received a subgrant under Minnesota's 2023 federal Charter Schools Program (CSP) grants, it cannot merge with another school until five years after the school's CSP grant project ends.

If you are unsure whether either of these applies to your school, contact OW before exploring a merger further.

The Legal Process: What Has to Happen

Minnesota law requires three main legal steps for a merger: developing a Plan of Merger, notifying the Attorney General, and filing Articles of Merger with the Secretary of State. Both schools' boards must be involved, and both schools' authorizers must be engaged throughout. Here is how it works:

Step 1: Develop a Plan of Merger

The first formal step is creating a Plan of Merger. This document lays out the terms of the merger and must include:

- The names of both schools.
- The name of the surviving school.
- The terms and conditions of the merger.
- How board memberships of both schools will be handled going forward.
- Any changes to the surviving school's articles of incorporation.
- Any other provisions the parties consider necessary.

Each school's board must formally approve the Plan of Merger. How that vote works depends on whether your board has members with voting rights (as defined in your bylaws).

- **If your board does not have members with voting rights:** A majority vote of all directors at a properly noticed board meeting is sufficient to approve the Plan of Merger. (This instance applies to most charter schools.)
- **If your board has members with voting rights:** The board must pass a resolution by majority vote of all directors and then submit the Plan of Merger to a vote of those members, with proper notice.

If you are unsure which of these applies to your school, contact OW before going further. Both schools need to approve the plan, not just one.

Step 2: Notify the Minnesota Attorney General

The non-surviving school must notify the Minnesota Attorney General of its intent to merge, as required by MN Stat. 317A.811. The notice to the Attorney General must be signed by an authorized representative of the non-surviving school and must include the following information:

- The school's purpose or mission.
- A list of assets the school owns or holds for charitable purposes.
- A description of any restricted assets (i.e. funds or property that were given to the school for a specific purpose) and what those purposes are.
- A description of the school's debts, obligations, and liabilities.
- A description of any tangible assets (such as equipment or furniture) that will be converted to cash, and how they will be sold.
- The anticipated costs of the merger, including attorney fees.
- A list of the people or organizations that will receive the school's assets, if known, or the name of the surviving school.
- The purposes of whoever is receiving the assets.
- Any terms, conditions, or restrictions that will apply to the transferred assets.

This requirement applies to all charter school mergers. The Articles of Merger (Step 3) cannot be filed until the waiting period required by state law has expired or has been waived by the Attorney General.

Step 3: Prepare and File Articles of Merger

Once the Plan of Merger is approved, the surviving school prepares the Articles of Merger. This document must include:

- The Plan of Merger.
- A statement that each school's board approved the plan.
- A statement about whether the Minnesota Attorney General was notified (required by MN Stat. 317A.811).
- The effective date of the merger, which by law must be July 1.

Both schools must sign the Articles of Merger. The surviving school then files them with the Minnesota Secretary of State, which issues a certificate of merger. The surviving school retains its existing LEA (Local Educational Agency) number.

Step 4: Execute a New Charter Contract

After the merger documents are filed, the surviving school and its authorizer must execute a new charter contract by June 1 (one month before the date the merger takes effect, July 1). This contract covers the merged school going forward.

The term of the contract for the merged entity depends on where things stood with the surviving school's existing contract:

- If the surviving school's contract was not expiring: The new contract can carry forward the same term. No renewal evaluation is needed.
- If the surviving school's contract was expiring: A renewal evaluation must be completed before the merger takes place, and the new contract will include the merged school. The new contract can run for a maximum of five years.

Step 5: Submit Documents to OW and MDE

Within 10 business days of executing the new charter contract, OW must submit the following to MDE:

- The Articles of Merger filed with the Secretary of State.
- The Certificate of Merger issued by the Secretary of State.
- The new, fully executed charter contract, including all exhibits and attachments signed by the school board chair, and the signed Statements of Assurances (Exhibit L) from all board members of the surviving school.

Schools should plan to have all signed contract documents to OW by May 31.

MDE will review the new charter contract for statutory compliance and notify OW and the school of any required revisions.

The Merger Process at a Glance

1. **Osprey Wilds notified.** Communicate to OW that the school plans to seek merger with another charter school. Provide regular updates throughout the process.
2. **Schools negotiate.** Both boards agree on the terms of the merger.
3. **An attorney drafts documents.** The Plan of Merger and Articles of Merger are drafted and shared with OW in draft form.
4. **Attorney general notified.** The non-surviving school must notify the Minnesota Attorney General of its intent to merge.
5. **Special board meetings.** At these meetings, each board votes to approve the Plan of Merger and the Articles of Merger. The schools' board chairs sign the Articles of Merger. The surviving school's board must also approve an amended charter contract.
6. **File with the Secretary of State.** The surviving school files the signed Articles of Merger and Plan of Merger and receives a Certificate of Merger.
7. **Submit to OW.** The surviving school provides OW with the signed Articles, Certificate, and the fully executed charter contract by May 31.
8. **OW submits to MDE.** OW submits all required documents within 10 business days of contract execution.

All of this must be completed by June 1 so that the merger takes effect on July 1.

Build your timeline accordingly.

What Happens After the Merger

Once the merger is effective, the surviving school carries forward with the rights, privileges, and obligations that each school previously held. There are several important things to know about the first year of operation.

Attorney General Notification

After the merger is complete and the non-surviving school's assets have been transferred to the surviving school, the non-surviving school must send the Attorney General a follow-up notice. This notice should list who received the school's assets, their addresses, and what each recipient received.

Financial Records and Audits

Even though the schools have merged, each school must still submit a separate year-end financial report for the fiscal year that ended before the merger. After those reports are finalized and the pre-merger fiscal year is closed out, any remaining fund balances and debts from each school are transferred to the merged school.

The merged school must then submit audit reports for each of the pre-merger schools to MDE and to OW by December 31 of its first year of operation.

Aid and Funding

For its first year of operation, the merged school is eligible to receive state aid at a combined level:

- For programs that require an approved application, the merged school is eligible to receive aid equal to the sum of what each school was receiving.
- For aids calculated based on prior-year data, the merged school uses the combined prior-year data of both schools.

Property, Debts, and Liabilities

The surviving school takes on all of it — the good and the complicated. All property, debts, liabilities, and obligations of the non-surviving school transfer automatically to the surviving school. Creditors' rights are not affected by the merger. Existing liens on property remain on that specific property.

This is one reason why financial due diligence before committing to a merger matters so much. See the next section for more on that.

What Boards Should Be Thinking About

A merger is much more than a legal transaction. Before your board commits, there are a number of important questions to work through together. Here are the key areas to consider.

Which School Will Be the Surviving School?

One school must be designated the surviving entity. This is not just a symbolic choice. The surviving school's charter, legal history, and LEA number carry forward. In making this decision, boards should honestly evaluate which school has:

- A cleaner legal and financial history.
- Fewer outstanding liabilities or compliance concerns.
- Stronger brand recognition and community trust.
- More favorable existing contracts (leases, vendor agreements, etc.).

Board Governance

How the combined board will be structured is often one of the most sensitive conversations in a merger.

Questions to work through include:

- How many board seats will each legacy school contribute to the new board?
- Will there be a transition period with a larger combined board that shrinks over time?
- How will officers be selected?
- Are there board members from either school whose term limits, skills, or fit need to be evaluated honestly?

The surviving school may need to revise its bylaws to address board composition before the merger is finalized, not after. This is not a conversation to defer.

School Name and Identity

Will one school's name survive? Will the merged school use a combined name? Or will both schools retire their names in favor of something new? This decision affects families, staff, branding, and community perception, and it should be made intentionally rather than assumed.

Staff and Employment

All employment relationships need careful review. After the merger, the surviving school becomes the employer of record for all staff from both schools. Key questions include:

- Are there duplicate positions (two principals, two business managers)? How will redundancies be resolved?
- What happens to existing employment agreements?
- How will staff be communicated with throughout the process?

Due diligence regarding employment law and transparent communication with staff can prevent legal exposure and reduce the fear and uncertainty that mergers may create.

Financial Due Diligence

Before either board commits to a merger, both boards should conduct a thorough review of the other school's finances. This means looking at:

- Audit history and any findings or concerns.
- Outstanding liabilities and debt obligations.
- Lease terms and equipment ownership.
- Any unresolved compliance findings.

Remember: the surviving school takes on everything. An undisclosed deficit or unresolved audit finding does not disappear in a merger; it becomes the merged school's problem. The merged school should also develop a clear plan for unified budgeting and financial systems before the merger takes effect.

Facilities

If both schools have leases or own their facilities, decisions need to be made about which spaces to keep, which to exit, and how. A few things to keep in mind:

- Landlords must typically consent to any changes in lease arrangements, so this requires lead time.
- Exiting a lease may involve negotiating a termination or finding a subtenant.
- Property that belonged to either school transfers automatically to the surviving school under state law.

Educational Program

If the two schools have different instructional models, grade configurations, or student populations, the merged school needs a coherent academic plan. OW will want to see that the merged entity has a credible educational design, not just an administrative consolidation with two schools operating side by side under one legal name. This discussion may include the following topics:

- **Grade configuration and enrollment.** If the two schools serve different grade bands, what will the merged school serve? Will both sites remain open, and if so, how are students assigned?
- **Instructional model.** If the schools have different approaches to teaching and learning, which model carries forward, or how will they be blended?
- **Mission alignment.** Charter schools exist to fulfill a specific mission. The merged school should be able to articulate a coherent mission.
- **Staffing for instruction.** Who will be leading the academic program? Are there gaps in instructional leadership created by the merger?
- **Support services.** How will the merged school ensure continuity of services for students with disabilities, multilingual learners, and other students with specific needs during the transition?
- **Academic continuity.** What is the plan for students during the initial year of the merger, when disruption is most likely?

The surviving entity should be aware that these changes may require revisions to the contract, such as:

- Exhibit D: Description of Educational Program
- Exhibit E: Description of Additional Programs
- Exhibit F: Implementation of Statutory Purposes
- Exhibit G: Academic & Academic-Related Goals
- Exhibit H: Environmental Education Goals
- Exhibit I: Admissions Policies & Procedures

Timeline and Communication

Mergers require multiple approval processes to happen in parallel: both boards vote, OW is engaged for contracting, legal documents are drafted and filed, and the surviving school approves the amended or new contract. All of this must be completed by June 1.

Start planning early. And when you communicate with staff, families, and your community, be honest about what you do and do not know. Mergers that involve surprises or promises that can't be kept ("Nothing will change!") tend to generate distrust that is hard to rebuild.

How OW Is Involved

As your authorizer, Osprey Wilds plays an important role in the merger process. Here is what to expect:

- OW should be informed early that a merger is under consideration. Do not wait until documents are drafted to make contact.
- OW will review draft merger documents before they are finalized.
- OW and the surviving school's board will execute the new charter contract.
- OW is responsible for submitting the completed merger documentation to MDE within 10 business days of contract execution.
- If a renewal evaluation is required (because the surviving school's contract was expiring), OW will conduct that evaluation and include it in the charter contract.

Questions about the merger process? Contact the Osprey Wilds Charter School Division at csdadmin@ospreywilds.org or your school's primary contact.

Fwd: Seen inside local Faribault venues

Discovery Main <discovery@isd4081.org>

Wed, Jun 3, 2026 at 7:30 PM

To: Dan Weisser <dweisser@isd4081.org>, Brooke Rindahl <brindahl@isd4081.org>



126 8th Street NW
Faribault, MN 55021
Phone: 507-331-5423
Fax: 507-331-2618
isd4081.org

----- Forwarded message -----

From: **Janice Axt** <janice@digitalvenueco.com>
Date: Wed, Jun 3, 2026, 7:05 AM
Subject: Re: Seen inside local Faribault venues
To: <discovery@isd4081.org>

Hello,

I reached out the other morning about us running a commercial on our digital displays inside our list of popular local establishments.

Businesses are gaining an advantage from the exposure.

May I resend an overview?

Janice Axt
GoLocal Digital Billboards

Faribault, MN

On Sun, May 17, 2026 12:02 PM, Janice Axt <janice@digitalvenueco.com> [janice@digitalvenueco.com] wrote:

> I hope your morning coffee was as strong as mine,
>

> I'm partnered with the city staple J-Mo's Bowling and Sports Bar. We have a digital display in the main area and would be delighted to spotlight your company on the big screen!

>
> Our design team will pull from your web page, and produce a 15-second full motion commercial that promotes your company for your review. Runs 4 times per hour - per venue.

>
> J-Mo's Bowling and Sports Bar
> Boxers Bar and Grill
> Gran Plaza Mexican Grill
> Signature Bar and Grill
> Basilleo's Pizza
> American Legion Post 43
> Ignite Fitness Gym

- >
- > Options - Single expense for a whole year
- > 799 to pick any 4 locations
- > 999 for 7 locations
- >
- > Would that work? :)
- >
- > Janice Axt
- > GoLocal Digital Billboards
- > Faribault, MN
- >



Brooke Rindahl <brindahl@isd4081.org>

Fwd: Cardiac Emergency Response Plan Template | Required for 2026-2027

Dan Weisser <dweisser@isd4081.org>

Thu, May 21, 2026 at 2:34 PM

To: Sharon Hansen <shansen@isd4081.org>, Brooke Rindahl <brindahl@isd4081.org>

Dan Weisser
Executive Director
Discovery Public School of Faribault
507-331-5423

----- Forwarded message -----

From: **Addie Mazza** <mazza@ospreywilds.org>

Date: Thu, May 21, 2026 at 2:08 PM

Subject: Cardiac Emergency Response Plan Template | Required for 2026-2027

To: Erin Anderson <anderson@ospreywilds.org>, Emily Edstrom Moore <edstrommoore@ospreywilds.org>, Beth Ann Peck <peck@ospreywilds.org>, Jolene Palme <palme@ospreywilds.org>

Cc: Charter School Admin <csdadmin@ospreywilds.org>

Hi Board Chairs and School Leaders,

Summer is a great time to review the school's policies and ensure that you have everything in place for the school year ahead. State law changed in 2025 and charter schools are now required to have a cardiac emergency response plan in place for the 2026-27 school year. ([MN Stat. 121A.241](#), Subd. 2)

MDE developed a [Model Cardiac Emergency Response Plan \(CERP\)](#) to support school districts and charter schools in adopting a written protocol for the preparation of and response to cardiac emergencies in schools and at school sponsored events. This plan provides general guidance and best practices and can be adopted for use with a building-specific crisis management plan for emergency medical response.

OW created a template to support drafting or revising plans that are compliant with statute (see attached). The template is based on the [Model Cardiac Emergency Response Plan \(CERP\)](#) created by the Minnesota Department of Education.

This template is a resource your school *may* choose to use to fulfill a statutory requirement. All school-specific fields are highlighted in amber with clear instructions and examples for what to insert. The board adoption signature page at the end is ready for use as-is. Prior to updating the template and adopting the plan, review the contents to ensure the school is able to implement it as written, and that you understand the school's obligations.

Board members, you should verify whether your school has this required plan in place. If not, you should ensure that your summer agenda(s) include reviewing a draft of the plan and considering it for adoption. It must be in place by the start of the 2026-27 school year.

If you have questions about how to complete the plan or what must be included, please reach out to:

School Health Services

651-201-3650

health.school.health@state.mn.us

This email and the included resources can also be accessed on the [FY26 Technical Assistance Calendar](#).

Sincerely,
Addie

--

Addie Mazza
Authorizing Specialist
She / Her / Hers

Office: (612) 331-4181
ospreywilds.org/charter-school-division
1730 New Brighton Blvd
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Osprey Wilds
Environmental Learning Center



[Check our upcoming events here!](#)

The authorizing mission of Osprey Wilds is to ensure quality academic and environmental literacy outcomes for Minnesota students through effective charter school authorizing.

2 attachments

 **MDE_Model Cardiac Emergency Response Plan (1) (1).pdf**
283K

 **CERP Template_Revised 05.21.2026.docx**
31K



Model Cardiac Emergency Response Plan

For Schools

Date of Revision: November 1, 2025

Date of Issue: December 18, 2024

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Acknowledgements

The Minnesota Department of Education is grateful to the following partners for their contributions to the development, input, and review of this model plan.

Minnesota Department of Education
Equity, Diversity, and Inclusion Center
Healthy and Supportive Schools Team
School Health Services

Minnesota Department of Education
Equity, Diversity, and Inclusion Center
Healthy and Supportive Schools Team
Crisis Management Team

Minnesota Department of Health
Maternal and Child Health Section
Adolescent and School Health Unit
School Health Services

American Heart Association - Minnesota
Eagan, MN

Project ADAM Minnesota
The Children's Heart Clinic / Children's Minnesota

Introduction

The American Heart Association (AHA) reports more than 350,000 cardiac arrests occurring each year outside of the hospital settingⁱ. For children and adolescents under the age of 18 years old, an estimated 7,000 to 23,000 deaths occur each year due to a sudden cardiac arrest (SCA), with SCA becoming the leading medical cause of death in student athletes^{i, ii, iii}. Evidence has shown survival rates for a SCA event more than doubles with rapid initiation of cardiopulmonary resuscitation (CPR) and automated external defibrillation^{iv, v}.

In accordance with [Minnesota Statutes 2025, section 121A.035](#), the Minnesota Department of Education (MDE) developed this model cardiac emergency response plan (CERP) to support school districts and charter schools in adopting a written and practiced protocol for the preparation of and response to cardiac emergencies in schools and school sponsored events. This plan provides general guidance and best practices and can be adopted for use with a building-specific crisis management plan for emergency medical response.

This model CERP is the result of a collaborative effort between MDE's Equity, Diversity, and Inclusion Center, the Minnesota Department of Health, the American Heart Association-Minnesota, and Project ADAM Minnesota-The Children's Heart Clinic/Children's Minnesota.

Beginning in the 2026-2027 school year, a new requirement for school districts and charter schools goes into place for developing a cardiac emergency response plan as detailed in [Minnesota Statutes 2025, section 121A.241](#). It is recommended that the plan be developed cooperatively with school administrators, school nurses, activities director, athletic trainer, teachers, students, caregivers, community members, emergency medical responders, and any other appropriate persons or organizations. The school district should ensure that local emergency responders have access to the school district's building-specific crisis management plans which should include the school's CERP for responding to a SCA event. It is required that each school establish a cardiac emergency response team (CERT) and provide for annual cardiac emergency response plan drills for school staff and students, so they are prepared to assist in the event of a cardiac emergency.

The following procedures recommended in this model plan provide detailed guidance to schools for responding to a SCA through a written and practiced CERP. The model plan outlines key considerations to ensure a timely response that is comprehensive and includes forming a team prepared in leading the response for cardiac emergencies; automated external defibrillator (AED) procurement, maintenance, and registry; recommendations for staff training and certification; annual review and evaluation of the plan; and a protocol for cardiac emergency response.

This model CERP is intended to guide school districts and charter schools in developing and implementing a written and practiced plan that establishes specific steps to reduce death from cardiac arrest in a school setting. Local medical and legal counsel for the school district should review the CERP prior to implementation to ensure the plan as adopted is consistent with local, state, and federal law.



Model Cardiac Emergency Response Plan

School District Name

Date Adopted by School Board

Date Revised

Purpose

The model cardiac emergency response plan (CERP) was developed to provide Minnesota schools districts and charter schools with a comprehensive strategy for the preparation of and response to cardiac emergencies in the school setting in accordance with Minnesota Statutes 2025, 121A.035 Crisis Management Policy and Minnesota Statutes 2025, section 121A.241 Cardiac Emergency Response Plan.

This adopted CERP should be included in a building level crisis management plan under crisis-specific procedures. Procedures for responding to cardiac emergencies may be adopted through the model CERP. After approval by the school board, an adopted plan will become an addendum to the crisis management policy. Schools should reference any school board policies guiding the handling of medical emergencies on school district property within the building's written CERP.

List of Abbreviations

Abbreviations	Definitions
AED	automated external defibrillator
CERP	cardiac emergency response plan
CERT	cardiac emergency response team
CPR	cardiopulmonary resuscitation
EMS	emergency medical services
SCA	sudden cardiac arrest

Definition of Sudden Cardiac Arrest

The American Heart Association (AHA) defines sudden cardiac arrest (SCA) as a sudden and unexpected loss of heart function where the heart stops beating due to an irregular heart rhythm in persons who may or may not have been diagnosed with a heart condition. When the heart beats abnormally it affects its ability to pump blood which may lead to cardiac arrest^{vi}. Without immediate response and treatment, the person may lose consciousness and collapse, leading to death within minutes.

Signs of sudden cardiac arrest may include one or more of the following:

- Not moving, unresponsive, or unconscious
- Not breathing normally (e.g., may have irregular breathing patterns, gasping or gurgling, or may not be breathing at all)
- Seizure or convulsion-like movements

It is important to note that SCA may also occur when a person collapses shortly following a firm, sudden, direct hit to the chest.

Forming a Cardiac Emergency Response Team

School districts and charter schools are encouraged to designate one or more staff members as the CERP Coordinator(s) to support the overall development, implementation, and evaluation of a written and practiced plan for cardiac emergencies on school grounds.

The school administrator in each building will select a cardiac emergency response team (CERT) that will be trained to respond to emergency medical situations. This team should include members that are available and willing adults, preferably certified in CPR and AED use, who are responsible for developing, implementing, and annually reviewing the school's adopted CERP.

School administrators may consider including school nurses, physical education teachers, activities director, athletic trainers, coaches, staff overseeing recess, and any other staff who are present before, during, or after the school day. While this team leads the emergency medical response, it is important that all school staff are familiar with the CERP and their role in responding to a cardiac emergency. As an example, any staff member who witnesses a person unexpectedly collapse should know how to recognize a cardiac arrest, initiate a building's emergency medical response, call 9-1-1 to activate emergency medical services (EMS), and where the AEDs are located inside and outside of the building.

Additional Considerations

To ensure a timely response, it is recommended that schools consider building CERTs with enough staff members to account for periodic absences and staff turnover. CERT members will be required to step away from their regular job duties to assist in a cardiac emergency and consideration should be given for classroom coverage in those instances. (Best practice recommendations suggest that at least five people or 10% of overall school staff, 50% of coaches, and 50% of physical educators should hold current CPR/AED certification^{vi}.)

In addition to establishing team roles and responsibilities, communication is a critical component in the team’s efficient emergency response. CERTs should determine a communication plan that includes two-way communication covering all areas of the school’s campus, both inside and outside the facility. The communication plan should clearly state how staff members activate the CERT and local EMS. Additional considerations should be given for how all CERT members will be alerted in a consistent manner using overhead page, two-way radio, phone, or other communication device.

Members of this school building’s Cardiac Emergency Response Team are listed below:

Cardiac Emergency Response Team

Staff Name	CPR/AED Certification Date

Automated External Defibrillator Equipment

Automated external defibrillators (AEDs) are devices used to analyze the heart’s rhythm and, if necessary, deliver an electrical shock, to restore a normal rhythm. AEDs are lifesaving devices designed to be easy to use with visual and audio guidance.

Procurement

When school districts or charter schools look to procure AEDs, several options may be considered to best meet the school’s needs and budget. Options may include, but are not limited to, the following: direct purchase from manufacturers, medical supply distributors, government grants and funding, partnerships with local hospitals or health organizations, fundraising and community donations, nonprofit organizations, bulk purchasing through education cooperatives or consortiums, or online retailers. Best practice recommendations include purchasing

AEDs and AED accessories that have received premarket approval from the U.S. Food & Drug Administration (FDA).

Placement

AEDs should be stored in an unlocked case and ensure accessibility for people of all abilities with installation in high traffic areas of the school building like cafeterias and gymnasiums. The device's readiness indicator should be facing outward and visible with signage that clearly indicates the location of the device with AED use instructions available in languages relevant to the school community. The American Heart Association recommends, and Minnesota state law requires, that schools place AEDs in accessible locations throughout the campus to allow for retrieval and delivery to the scene ideally within 3 minutes of being notified of a potential cardiac emergency^{vi}. Minnesota Statutes 2025, section 121A.241, subdivision 2(2).

School districts and charter schools must address how school staff will respond to cardiac emergencies at school-sponsored activities, including athletic events on or off school grounds. Minnesota Statutes 2025, section 121A.241, subdivision 2(7). The plan should provide for AED availability at athletic practices and events. For larger campuses, schools may consider climate-controlled AEDs to be mounted outside near athletic fields.

It is best practice for schools to have adult and pediatric pads available in each case for use if needed. If pediatric pads are not available, adult AED pads may be used^{vi}. Considerations should also be given for including additional items like latex-free gloves, razor, scissors, and a CPR barrier mask.

The CERP protocol should include a site map with AED locations both inside and outside of buildings.

Maintenance

Schools should consult with their district's health and safety or facilities team to determine best practices for proper installation and maintenance of AEDs, including a process for documenting regular safety checks to verify expiration dates for the device's pads and batteries and to ensure the device is functioning properly. District and charter school teams should determine staff roles and responsibilities for the routine monitoring and tracking of proper function and maintenance of the equipment. Minnesota Statutes 2025, section 121A.241, subdivision 2(3).

Registry

Minnesota Statutes 2025, section 403.51, states that a person who purchases or obtains a public access AED shall register that device with an AED registry within 30 working days of receiving the AED. School districts and charter schools can register their public access AEDs with the National Emergency AED Registry (NEAR) through the PulsePoint Foundation at PulsePoint AED. Questions regarding AED registry can be directed to the PulsePoint Support Team at support@pulsepoint.org.

Schools are advised to consult with their district legal counsel to assess the applicability of Minnesota Statutes 2025, section 403.51, subdivision 1, paragraph (e), in relation to the placement and visibility of AEDs within their facilities.

Communication of the Cardiac Emergency Response Plan

The school's adopted CERP should be distributed broadly as a part of the building's overall crisis management plan to all staff and relevant local emergency responders at the start of each school year. Minnesota Statutes 2025, section 121A.241, subdivision 2(4). School administrators may designate a CERT member as the person responsible for the updating and distribution of the CERP.

The American Heart Association recommends that the CERP protocol be posted near the AEDs and in classrooms, cafeterias, gymnasiums, restrooms, health offices, breakroom spaces, and in main offices ^{i,vi}.

Integration of Local Emergency Medical Services with the School Plan

School administrators and CERT members should develop and implement the CERP in cooperation with relevant local emergency responders, school district health and safety officials, school nurses, athletic staff, and other members of the school or community medical team. The adopted CERP with locations of onsite AEDs should be provided, along with facility diagrams and site plans to first responders, as requested. Minnesota Statutes 2025, section 121A.241, subdivision 2(4).

Training for CPR and AED Use

To effectively respond to cardiac emergencies, school districts and charter schools should include clear procedures for CPR and AED training and certification within the response plan. As a best practice, all school staff and coaches should review the school's CERP annually and be encouraged to learn Hands-Only CPR and AED use. These efforts ensure a coordinated and rapid response to cardiac emergencies within the school setting.

CPR training

Training is the educational process of learning how to recognize sudden cardiac arrest, perform chest compressions (Hands-Only CPR), and use an AED. School staff and coaches are encouraged to participate in annual CPR and AED education to strengthen school-wide readiness and ensure a timely response that meets CERT roles of CPR initiation, AED retrieval, and 911 notification. Annual training should include review of the CERP, recognizing the signs of cardiac arrest, understanding how to initiate the emergency response team, and knowledge of where AEDs are located inside and outside the building ^{i,vi}.

CPR certification

Certification formally recognizes a person's proficiency in performing CPR and AED use. Certification is obtained through a nationally recognized organization, such as the American Heart Association, the American Red Cross, among others, and includes written and in-person hands-on testing. Schools should strongly consider CPR and AED certification for CERT members and renew certification at least every two years to maintain competency. Certification is also recommended for coaches and others who regularly supervise student physical activity.

Nationally recognized cardiovascular care organizations offer certification courses in traditional classroom settings and blended formats that combine online learning with in-person practice and testing.

Practice Drill for Cardiac Emergency Response

Developing and implementing a written and practiced CERP in schools is critical for saving lives and ensures a coordinated and timely response for cardiac emergencies. Research shows that having a CERP in place and conducting regular practice drills can increase a person's chance of survival to 70% compared to less than 10% without such practice ^{vi}.

For schools to be fully prepared to respond to a cardiac emergency, annual drills for school staff and students should be incorporated into the CERP ^{i, iii, vi}. Minnesota Statutes 2025, section 121A.241, subdivision 2(5). The American Heart Association describes a successful cardiac emergency response drill as full completion of the CERP protocol in 5 minutes or less. Schools should perform at least one drill annually, while two or more are recommended by the AHA, noting that one of the drills may include a tabletop exercise with participation of CERT members and school staff ^{vi}. The drills allow the response team time to practice key elements of the plan including effective communication, availability of CPR/AED certified responders, identification of roles and responsibilities, access to AEDs, and coordination with onsite and community medical responders.

Practice drills should be included in a building level crisis management plan under crisis-specific procedures for cardiac emergencies.

Annual Review of the Plan

School Boards are required to conduct an annual review and evaluation of the CERP, focusing on ways to improve the effectiveness of the plan. Minnesota Statutes 2025, section 121A.241, subdivision 2(6). This evaluation may include post-event feedback from after-action reviews. Annually, the District's CERP Coordinator(s) and building CERT members should review and update the CERP based on current evidence-based best practices for responding to a cardiac emergency.

Protocol for Cardiac Emergency Response

Although most school staff do not have a background in the medical field, it is possible that a situation will arise that requires quick action from staff to successfully respond to a medical emergency. This protocol provides step-by-step guidance that all staff can follow in an event of a cardiac emergency. Immediate action is critical when responding to a sudden cardiac arrest event. Schools should identify the closest medical facility that is equipped in advanced cardiac care and considerations may be given to obtaining on-site ambulance coverage for higher-risk athletic events.

Scenario: A person is found on the ground, not responding to verbal prompts or physical touch. The person is observed to have abnormal breathing (irregular breaths, gasping, or not breathing at all), and may begin to show seizure-like movements or convulsions. You need to take immediate action.

1. Recognize signs of SCA (may include one or more of the following).
 - a. Not moving, unresponsive, or unconscious
 - b. Not breathing normally (e.g., may have irregular breathing patterns, gasping or gurgling, or may not be breathing at all)
 - c. Seizure or convulsion-like movements
2. The first school staff to observe the unresponsive person calls 9-1-1 or designates another adult to call 9-1-1.
 - a. Provide school building address
 - b. Explain person's condition/symptoms
 - c. Listen carefully to the dispatcher for additional guidance
 - d. Stay on the line and answer dispatcher questions
3. Once 911 has been called, activate the cardiac emergency response team (CERT) immediately using the communication plan outlined in the CERP. Use a calm, clear voice to call the office and state, ***"There is a cardiac emergency in [name specific location within the building] and 911 has been called."***
4. The school staff that finds the unresponsive person should also designate someone to retrieve and deliver an AED from the nearest location to the emergency. Often a team member enroute to the scene can retrieve the AED the fastest.
5. The first staff member at the scene of the emergency should start CPR (Hands-Only CPR if not CPR certified is an effective response and increases chance of survival until a CERT member or EMS arrive on scene)
 - a. Place the person on their back on a firm flat surface.
 - b. Using 2-hands place the heel of one hand in the center of the chest, on the lower half of the breastbone, with the other hand directly on top (or one hand for smaller children), pushing hard and fast to a depth of about 2 inches (or one-third the depth of the chest for smaller children). You can lift or interlock fingers to keep them off the chest.
 - c. 100-120 compressions per minute, allowing the chest to rise fully between compressions.
 - d. If you are able and willing to provide rescue breaths, use a CPR barrier mask and provide 2 breaths after 30 compressions.
 - e. Continue compressions until help arrives.
6. School administrators or office staff should follow communication procedures within the crisis management plan for placing the school in a **"hold"** for medical emergency, and alert CERT using a two-way communication system to the location of the medical emergency.
7. CERT members should report to the emergency location and respond based on roles and responsibilities assigned, ensuring CPR certified staff remain on scene and additional staff are securing the location and available at entry points to quickly direct EMS personnel to the scene.
8. When the AED arrives, turn the device on immediately.

9. Follow the AED's visual and audio prompts for pad placement and shock advisement. Note: the AED will only deliver electrical shocks if advised by the device. Continue CPR, rotating staff doing chest compressions as needed, until the person becomes responsive, or EMS takes over.
10. Transfer care to EMS upon their arrival reporting the time the unresponsive person was found and when CPR began.
11. A CERT member should be designated to document the emergency, noting the time the event began, when CPR was initiated, when and if the AED delivered a shock, the time EMS arrived on scene and assumed control of the emergency response, and the person's condition when care was transferred to EMS.
12. Following the communication procedures outlined in the building's crisis management plan, a school administrator or office staff should notify emergency contacts for the unresponsive person.
13. Medical providers evaluating the person following the emergency response may request information about what the person was doing at the time of the event as well as retrieval of data from the AED to determine proper treatment. EMS personnel may request that the school send the AED with the person to the hospital. Schools should have a plan for returning the AED back to campus.
14. CERT members should allow for time following the event to debrief the outcome of the cardiac emergency and complete an after-action review to identify successes and areas for improving future emergency medical response, updating plans and protocols accordingly. School boards are required to annually review and evaluate the effectiveness of the plan.
15. Develop a plan for supporting staff and/or student mental health needs following their participation in or observation of a medical emergency response on campus. The plan may include staff support through the Employee Assistance Program (EAP) or the Regional Crisis Response Team ([MDE Model Crisis Management Policy, 2024](#)). Staff may also engage with school-employed mental health professionals to evaluate post-event trauma and identify students who may need additional care and support following the emergency event.

CPR and AED Instruction for Secondary Students

School districts must provide onetime cardiopulmonary resuscitation and automatic external defibrillator instruction as part of their grade 7 to 12 curriculum for all students in that grade beginning in the 2014-15 school year and later. Training and instruction under this section need not result in cardiopulmonary resuscitation certification. Minnesota Statutes 2025, section 120B.236a.

Legal References

Minnesota Statutes 2025, section 121A.241 [Cardiac Emergency Response Plan](#)

Minnesota Statutes 2025, section 120B.236 Cardiopulmonary Resuscitation and Automatic External Defibrillator Instruction

Minnesota Statutes 2025, section 121A.035 Crisis Management Policy

Minnesota Statutes 2025, section 403.51 Automatic External Defibrillation; Registration

Minnesota Statutes 2025, section 604A.01 Good Samaritan Law

Appendices

Appendix A: Resources for Schools

Table 1: Available resources for schools implementing a cardiac emergency response plan.

Organization	Provided Resource	Web Address
American Heart Association	Implementation guide to assist with developing action plans, practice drills, and evaluation materials including a school checklist	https://cpr.heart.org/en/training-programs/cardiac-emergency-response-plan-cerp
Project ADAM Minnesota	Free assistance in creation and implementation of a practiced CERP	https://www.childrensmn.org/services/care-specialties-departments/cardiovascular-program/conditions-and-services/project-adam/
Parent Heart Watch	Toolkit templates and trainings for school and athletic staff, and programs providing AEDs to schools	https://parentheartwatch.org/resources/sca-prevention/cardiac-emergency-response-plan/ https://parentheartwatch.org/programs/get-charged-up/
Sudden Cardiac Arrest Foundation	National funding resources for AEDs and school-based CPR/AED education programs	https://www.sca-aware.org/campus/funding-sources-for-schools

Appendix B: Planning and Evaluation of the CERP Program

Project ADAM resources. Adapted from Project ADAM National resources; for additional resources please visit www.projectadam.com/Heartsafeschools.

- [CERP Program Checklist](#)
- [Building a Cardiac Emergency Response Team](#)
- [Choosing an AED](#)
- [AED Location: Placement Assessment](#)
- [AED Maintenance Log](#)
- [Drill Checklist](#)
- [How to Plan and Execute a Cardiac Emergency Response Drill](#)
- [Incident AED Report Form](#)
- [Post Sudden Cardiac Arrest \(SCA\) Incident Debriefing](#)

ⁱ American Heart Association. (2023). *Cardiac emergency response planning for schools: A policy statement 2023*. <https://www.heart.org/-/media/Files/About-Us/Policy-Research/Policy-Positions/CPR-and-AED/Cardiac-Emergency-Planning-for-Schools.pdf>

ⁱⁱ Harmon, K. G., Asif, I. M., Maleszewski, J. J., Owens, D. S., Prutkin, J. M., Salerno, J. C., Zigman, M. L., Ellenbogen, R., Rao, A. L., Ackerman, M. J., & Drezner, J. A. (2015). Incidence, cause, and comparative frequency of sudden cardiac death in National Collegiate Athletic Association athletes: A decade in review. *Circulation*, *132*(1), 10-19. <https://doi.org/10.1161/CIRCULATIONAHA.115.015431>

ⁱⁱⁱ Parent Heart Watch. (2023). *Out-of-hospital cardiac arrest in youth. Estimated from various sources*. <https://parentheartwatch.org/resources/incidence-of-sca-in-youth/>

^{iv} Sasson, C., Rogers, M. A., Dahl, J., Kellermann, A. L. (2010). Predictors of survival from out-of-hospital cardiac arrest: A systematic review and meta-analysis. *Circ Cardiovasc Qual Outcomes*, *3*(1):63-81. <https://doi.org/10.1161/circoutcomes.109.889576>

^v Weisfeldt, M. L., Sitlani, C. M., Ornato, J. P., Rea, T., Aufderheide, T. P., Davis, D., Dreyer, J., Hess, E. P., Jui, J., Maloney, J., Sopko, G., Powell, J., Nichol, G., Morrison, L. J., & ROC Investigators (2010). Survival after application of automatic external defibrillators before arrival of the emergency medical system: Evaluation in the resuscitation outcomes consortium population of 21 million. *Journal of the American College of Cardiology*, *55*(16), 1713–1720. <https://doi.org/10.1016/j.jacc.2009.11.077>

^{vi} American Heart Association. (2025). *Cardiac emergency response plan and protocol*. https://cpr.heart.org/en/-/media/CPR-Files/Training-Programs/2025-CERP/Cardiac-Emergency-Response-Plan-and-Protocol042025.pdf?sc_lang=en

^{vii} Evans S, Legg M. (2024). Cardiac emergency response plan: Is your school prepared? *NASN School Nurse*, *39*(4):175-180. <https://doi.org/10.1177/1942602X231201087>

Teacher Salaries 2026 – 2027 (V1)

Name	Position	Returning	2025-2026	2026-2027
Dan Weisser	Director	Yes	\$68,000	\$68,000
Sharon Hansen	Math Teacher/ Instructional Leader	Yes	\$60,000	\$45,000 (6 hour day)
Cody Hanson	Health / PE Teacher	Yes	\$49,500	\$50,500
Rachael Ingalls	SPED Teacher	Yes	\$64,000	\$65,000
Brandon Katzung- Hokhanson	Social Studies Teacher	Yes	\$42,000	\$43,000
Garret Bitker	Science Teacher	Yes	\$56,000	\$57,000
Sara Caron	English Teacher	Yes	\$41,500	\$31,500 (6 hour day)
Brooke Rindahl	Office Manager	Yes	\$22 / hr	\$22.50 / hr
Yvonne Ackmann	Para	Yes	\$21 / hr	\$ 21.50 / hr
Sonia Flores	Para	Yes	\$23 / hr	\$ 23.50 / hr
Cierra Ingalls	Para	Yes	\$17.50 / hr	\$18 / hr
Madison Vanerp	Para (Student Teaching in Fall - can't be paid during that time)	Yes	\$19.75 / hr	\$20.25 / hr

VI. ATTENDANCE/LEAVE POLICIES

ATTENDANCE AND PUNCTUALITY

If you expect to be absent or delayed, you must notify The Executive Director by telephone and advise him/her of your tardiness or absence. You are expected to call and either talk to that person or leave a voice-mail message no later than two hours prior to your expected reporting time. The Executive Director may designate someone at the school to receive such calls in his/her absence.

Communicating your absence or tardiness to a co-worker other than The Executive Director (or his/her designee) will not be considered adequate notice. Employees are expected to call The Executive Director each day they are absent (unless the employee is on an approved leave of absence). Failure to call in daily may result in disciplinary action, up to and including termination.

Employees with excessive absenteeism or tardiness cannot perform their jobs effectively. Excessive absenteeism or tardiness disrupts the operation of the school. Therefore, excessive absenteeism or tardiness may be cause for discipline or termination. If you fail to notify The Executive Director or Office Manager before the start of school, or as soon as is practical under the circumstances, your absence will be considered unexcused and you will be subject to disciplinary action, up to and including termination.

PAID TIME OFF (PTO)/EMPLOYEE SICK AND SAFE TIME (ESST) POLICY

Office Manager: Receives 18 PTO's from July 1st through June 30th of the current school year. Unused PTO will be paid out on June 30th, following the end of the current school year, at the employee's hourly rate.

Executive Director: Receives 16 PTO's from July 1st through June 30th of the current School Year. Unused PTO will be paid out on June 30th, following the end of the current school year, at the employee's hourly rate.

Licensed Full-Time Teaching Staff: Receives 12 PTO's from their first contracted day through their last contracted day. Unused PTO will be paid out on June 30th, following the end of the current school year, at the employee's hourly rate.

Part Time Staff: Receives 48 hours of ESST to be used the school year. Unused ESST will be paid out on June 30th, following the end of the current school year, at the employee's hourly rate.

All Employees: Unused ESST & PTO will be paid out only if the employee is still employed at DPS on the last day in which school is in session.

*Original
Wording*

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ATTENDANCE AND PUNCTUALITY

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Licensed Full-Time Teaching Staff: Receives 12 PTO's from their first contracted day through their last contracted day. Unused PTO will be paid out on June 30th, following the end of the current school year, at the employee's hourly rate.

Part Time Staff: Receives 48 hours of ESST to be used **during** the school year. **Part-time staff who regularly work under 20 hours per week will earn 1 hour per 30 hours worked.** Unused ESST will be paid out on June 30th, following the end of the current school year, at the employee's hourly rate.

All Employees: Unused ESST & PTO will be paid out only if the employee is still employed at DPS on the last day in which school is in session.

*Revised
wording*

Earned sick and safe time (ESST)

Effective: Jan. 1, 2024

What is ESST?

ESST is paid leave employers must provide to employees in Minnesota that can be used for certain reasons, including when an employee is sick, to care for a sick family member or to seek assistance if an employee or their family member has experienced domestic abuse, sexual assault or stalking.

ESST must be paid at the same base rate an employee earns when they are working.

Who is eligible for ESST?

An employee is eligible for ESST if they:

- are anticipated to work at least 80 hours in a year for an employer in Minnesota; and
- are not an independent contractor.

Part-time, seasonal and temporary employees are eligible for ESST.

How do you accrue and use ESST?

- Employees accrue at least one hour of ESST for every 30 hours worked, unless an employer front loads ESST hours as allowed by law.
- ESST begins accruing on the first day of work and employees are allowed to use ESST as it accrues.
- Employers must allow an employee to accrue at least 48 hours of ESST every year and to roll over unused ESST to the next year up to a maximum accrual of at least 80 ESST hours.
- Employers can require documentation from employees when ESST is used for more than three consecutive scheduled workdays.

What can you use ESST for?

ESST can be used for reasons that include:

- the mental or physical illness, treatment or preventive care of an employee or their family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- making funeral arrangements, attending a funeral service or memorial or addressing financial or legal matters that arise after the death of a family member.

Retaliation is against the law.

An employer may not retaliate, or take negative action, against an employee for asserting their legal rights under the ESST law.



Sick time

For mental or physical illness, treatment or preventive care



Safe time

To address domestic abuse, sexual assault or stalking

mn DEPARTMENT OF
LABOR AND INDUSTRY

June 2024

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Notice: This is a brief summary of Minnesota law. It is intended as a guide and is not to be considered a substitute for related Minnesota Statutes.

School Nutrition Programs

Agreement for Vended Meals Provided by a School Food Authority

School Year 2025-26

This agreement is for a School Food Authority (SFA) that participates in School Nutrition Programs (SNP) to obtain reimbursable SNP meals from another SFA, which is referred to in this contract as the "Vendor." An Agreement for Vended Meals Provided by a School Food Authority must be completed each school year the Vendor will provide meals to the SFA. This agreement template may not be used to obtain SNP meals from a commercial vendor.

Meal charges are based on the Vendor recouping at least the estimated costs of providing the meals or snacks. If actual costs are not available, the charge may be based on the total federal reimbursement that could be received for the meal or snack including the value of USDA Foods if applicable.

Competitive quotes are not needed when SNP meals will be obtained from another SFA. The Vendor and SFA may directly negotiate meal prices without additional, competitive quotes.

If the Vendor SFA has an existing FSMC contract, the FSMC may NOT be a party to this contract. This agreement is between the Vendor SFA and the recipient SFA only.

I. Purpose and Term

"School Food Authority" or "SFA" means the school food authority that will receive the meals and claim the meals for SNP reimbursements under the SFA's agreement with the Minnesota Department of Education (MDE).

"Vendor" means the school food authority that will provide the SNP meals.

This contract, between School Food Authority (SFA): Discovery Public School Faribault

SFA's Cyber-Linked Interactive Child Nutrition System (CLiCS) Sponsor Identification Number: 1000006412

and Vendor: Faribault Public Schools ISD #656

SFA's Cyber-Linked Interactive Child Nutrition System (CLiCS) Sponsor Identification Number: 10000003993
authorizes the Vendor will provide meals, snacks or milk in accordance with this agreement and the federal regulations and policies applicable to the U.S. Department of Agriculture (USDA) Child Nutrition program(s) identified in Section II of this contract.

The contract is effective for the period of 07/01/2025 through 06/30/2026.

Vendor will provide meals to SFA site(s) listed below or on an attached list.

Site Name	Site Address	CLICS number (if known)
Discovery Public School Faribault	126 8th St NW, Faribault, MN 55021	1000006412

SFA will notify Vendor SFA with 30 days' notice of changes to sites.

If all sites do not receive the same types of meals, describe differences between sites here:

All sites receive same option.

II. Meal Requirements

A. Vendor will provide meals, snacks and milk that meet applicable School Nutrition Programs requirements, including revised requirements from the Healthy, Hunger-Free Kids Act of 2010 (check all programs that apply):

- Lunches meeting National School Lunch Program requirements, 7 Code of Federal Regulations (CFR) 210.
- Breakfasts meeting School Breakfast Program requirements, 7 CFR 220.
- Snacks meeting Afterschool Care Snacks requirements, 7 CFR 210.
- Milk meeting Special Milk Program requirements, 7 CFR 215 / Minnesota Kindergarten Milk Program.
- Other (describe): _____

B. Vendor will provide meals to SFA in the following manner:

- Unitized meals.
- Bulk quantities accompanied by written instructions regarding the planned portion size for each food component.

C. Vendor will also provide (check all that apply):

- Eating Utensils.
- Condiments.
- Paper Items.
- Extra Milk.
- Transportation Containers.
- Other (describe): _____

III. Meal Charges and Billing

- A. SFA will pay the following fixed prices for meals that meet program requirements and are delivered in accordance with the agreement. The fixed prices are the total amount due from SFA for each meal type; Vendor will not charge other fees, or request reimbursement of any costs, in addition to the fixed meal prices.

Meal charges are based on the use of all commercial foods. Meal prices have not been reduced to reflect the value of SFA's USDA Foods. SFA will receive credit for its USDA Foods entitlement value as described in Section V. **The meal price is for one full reimbursable meal and cannot separate out any one component of the reimbursable meal (i.e., the price of milk *must* be included in total fixed meal price).**

Meal Type	2025-26 Price
Breakfast	\$ 3.08
Lunch	\$ 3.93
Snack	\$ 1.25
Special Milk	\$.58
	\$
	\$
	\$

If applicable, describe other charges such as for extra milk, adult meals, and adjustments to meals to accommodate special dietary needs:

There will be no alternative charge arrangements.

Vendor SFA will bill SFA as described (include frequency of billing):

Invoices will be generated monthly and submitted to Discovery Public School via email. Meal counts served will be provided daily to FPS. Breakfast meals provided will only be billed for meals served.

NOTE: Charges outside the scope of this contract or the MDE price proposal must be procured and invoiced separately. Neither the Minnesota Department of Education (MDE) nor USDA assumes any liability for meal payments.

Recipient SFA has chargeback rights as described here. If a charge is an unallowable charge not listed in the agreed upon terms and conditions in the contract, Recipient SFA may deny the charge. Recipient SFA may chargeback by withholding the unallowable amount from payment of the invoice with unallowable charges, recouping from, or offsetting against payments to the Vendor SFA's account. Recipient SFA will notify Vendor

SFA of the short payment to the invoice with unallowable charges or obligation to pay which Vendor SFA must do promptly and fully; or reverse the charge(s). Failure to demand payment does not waive Recipient SFA's chargeback rights.

Examples of unallowable charges include but are not limited to the following: **delivery fees, interest fees, bulk supply fees etc.**

IV. Substitutions and Modifications for Medical or Special Dietary Needs

Vendor will substitute or modify food or beverage items as requested by SFA for students with medical or special dietary needs as specified by SFA. SFA is responsible to obtain and maintain any documentation required for SFA to claim program reimbursements,

If Vendor incurs additional costs for substitutions specified by SFA that exceed the regular meal payments, Vendor may request reimbursement from SFA for the additional costs. Neither SFA nor Vendor may charge any additional amounts to students who qualify for substitutions.

A. Substitutions or Modifications for Students with Disability – Federal Requirement

Vendor will provide substitutions or modifications to meals, as specified by SFA, for students with a disability that restricts their diet so that they are unable to consume the regular program meals. SFA is responsible to obtain the Special Diet Statement for the student. This is required for SFA to claim program reimbursement for the meals.

B. Lactose-Reduced Milk for Students with Lactose Intolerance – State Requirement

Vendor will make available at least one of the following types of lactose-reduced milk specified in Minnesota Statutes, section 124D.114 for lactose-intolerant students whose parents have submitted written requests: lactose-reduced milk; milk fortified with lactase in liquid, tablet, granular, or other form; or milk to which lactobacillus acidophilus has been added. A portion of a lactose-reduced milk product may be poured or served from a large container. SFA is responsible to maintain the written requests on file.

C. Meal Substitutions for Students without Disability (Optional)

If this box is checked, SFA has established a policy as allowed by School Nutrition Programs to offer meal substitutions that are within the meal pattern on a case-by-case basis for students who do not have a disability but who have special dietary needs. SFA will specify the required substitutions to Vendor.

D. Non-Dairy Fluid Milk Substitutes (Optional)

If this box is checked, SFA has established a policy as allowed by School Nutrition Programs to offer one or more non-dairy fluid milk substitutes that are nutritionally equivalent to cow's milk to students with a medical or other special dietary need. Vendor will provide non-dairy fluid milk substitute(s) in accordance with SFA's policy. SFA will maintain the written requests that are required to claim program reimbursement for non-dairy fluid milk substitutes.

- D. Other: Catering food service options are available and will be agreed upon for each circumstance.

VII. Recordkeeping and Availability of Records

- A. Vendor agrees to maintain full and accurate records, which are required for SFA to claim reimbursements through School Nutrition Programs. Required records include: 1) daily menu records; 2) daily quantities of food prepared, by type of meal; and 3) daily number of meals furnished, by type of meal.
- B. Vendor and SFA agree the books and records pertaining to Vendor SFA's food service fund will be made available to SFA upon request and agrees to retain all records for inspection and audit by representatives of SFA, MDE, USDA, and U.S. General Accounting Office, at any reasonable time and place for a period of three (3) years after the final payment for the contract, except in circumstances in which audit findings have not been resolved, the records must be retained beyond the three-year period until resolution of the audit.

VII. Health and Sanitation

- A. All food will be properly stored, prepared, packaged and transported free of contamination and at appropriate temperatures.
- B. SFA will not pay for meals or snacks that are unwholesome or spoiled at time of delivery.

IX. SFA Control of Food Service

SFA will maintain overall responsibility for administration of the food service, in accordance with SNP regulations and policies.

SFA will:

- A. Retain control of the quality, extent and general nature of the food service, including counting the numbers of reimbursable meals and claiming SNP reimbursement from MDE.
- B. Retain control of the nonprofit food service account, overall financial responsibility for the nonprofit food service operation, and meal prices.
- C. Ensure the food service operation is in conformance with SFA's agreement with MDE to participate in SNP.
- D. Maintain all applicable health certifications for SFA site(s).
- E. Monitor vended meals to ensure the food service is in conformance with program regulations.

X. Termination

Either party may terminate this contract for cause by notice in writing. The notice of termination must provide a termination date with at least 60 days' notice. The contract also may be terminated for convenience (no cause) if the parties mutually agree to the termination.

XI. Additional Provisions at Option of SFA and Vendor

Describe additional provisions here, or reference here to additional attached nonfinancial provisions:

NA at this time.

Signatures

SFA Name: Discovery Public School Faribault

Authorized Representative: Dan Weisser

Title: Executive Director

Signature of Authorized Representative: *Dan Weisser*

Date: 7/1/25

Vendor Name: Faribault Public Schools, ISD #656

Authorized Representative: Barbie Roessler

Title: Director of Finance and Operations

Signature of Authorized Representative: *Barbie Roessler*

Date: 6/27/25

USDA Child Nutrition Programs Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) mail:** U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
- (2) fax:** (833) 256-1665 or (202) 690-7442; or
- (3) email:** program.intake@usda.gov

This institution is an equal opportunity provider.



School Nutrition Programs
Agreement for Vended Meals
Provided by a School Food Authority
School Year 2026 - 2027

*This Agreement is for a School Food Authority (SFA) that participates in School Nutrition Programs (SNP) to obtain reimbursable SNP meals from another SFA. The SFA which is receiving the meals is simply referred to as "SFA" or as "receiving SFA". The SFA which is providing the vended meals is referred to in this Agreement as "Vendor" or as "vending SFA". An Agreement for Vended Meals Provided by a School Food Authority must be completed each school year the vending SFA will provide meals to SFA. This template **may not** be used to obtain SNP meals from **a commercial vendor**.*

Fixed meal prices are based on vending SFA recouping at least its estimated costs of providing the meals. If actual costs are not available, meal price may be based on the total federal reimbursement that could be received for the meal, including the value of USDA Foods, if applicable.

A formal procurement or additional, competitive quotes are not needed when a SFA chooses to obtain SNP meals from another SFA. Receiving SFA and vending SFA may simply directly negotiate meal prices.

*If vending SFA has an existing food service management (FSMC) contract, the FSMC may **NOT** be a party to this Agreement. This Agreement is between vending SFA and receiving SFA only.*

I. Purpose and Term

- A. "School Food Authority", "SFA" or "receiving SFA" means the school food authority that will receive the meals and claim the meals for SNP reimbursements under that SFA's agreement with the Minnesota Department of Education (MDE). "Vendor" or "vending SFA" means the school food authority that will provide the SNP meals.
- B. This Agreement, between receiving SFA Discovery Public School Faribault [Cyber-Linked Interactive Child Nutrition System (CLiCS) Sponsor Identification Number: 1000006412] and vending SFA Faribault Public Schools ISD #656 [CLiCS Sponsor Identification Number 1000003993] authorizes Vendor to provide meals and/or milk to SFA in accordance with this Agreement and the federal regulations for the school and other child nutrition programs indicated in Sections **** of this Agreement.
- C. This Agreement shall be in effect for the period of 07/01/2026 through 06/30/2027.

D. Vendor will provide meals to SFA site(s) listed below or on an Attachment titled "Site List".

Site Name	Site Address	CLICS number (if known)
Discovery Public School Faribault	126 8th Street NW, Faribault, MN 55021	1000006412

E. SFA will notify Vendor with at least seven days' notice of any changes to sites.

F. If all sites do not receive the same types of meals, describe differences between sites here:

All sites receive same option.

II. Meal Requirements

A. Vendor will provide the following types of SNP meals that conform to the meal pattern and/or milk requirements for the following programs *[check all that apply]*:

- School Lunch (7 CFR 210)
- School Breakfast (7 CFR 220)
- Afterschool Care Snack (7 CFR 210)
- Milk Programs (Special Milk Program (SMP) [7 CFR Part 215] and/or Minnesota Kindergarten Milk Program (MKMP) [Minn. Stat. 124D.118 (2025)])
- Other (describe): _____

B. Vendor will provide meals to SFA:

- as unitized meals.
- in bulk quantities, with written instructions on the planned portion size for each food component so each meal is ensured to meet meal pattern requirements.

C. Vendor will also provide (check all that apply):

Eating Utensils

Condiments

Paper Items

A la carte Milk [only when part of the NSLP as “a la carte”, meaning a milk served to a student in addition to the milk already received as part of a served reimbursable meal]

Transportation Containers

Other (describe): _____

III. Meal Charges and Billing

A. SFA will pay the following fixed prices for meals that meet program requirements and are delivered in accordance with this Agreement. The fixed prices are the total amount due from SFA for each meal type. Each component of a meal is included in the fixed price of meal and cannot be billed separately. That is, milk cannot be billed separately; fruit cannot be billed separately; vegetables cannot be billed separately; grains cannot be billed separately; and meats/meat alternates cannot be billed separately.

Vendor will not charge other fees, or request reimbursement of any costs, in addition to the fixed meal prices. The sole exception to this prohibition is charges for substitution costs as specifically provided for in Section IV.C.

The meal equivalency factor for school year 2026 – 2027, used to determine the number of lunches that the a la carte food service revenue is equivalent to for billing purposes, is \$5.05.

Meal prices were calculated without considering the value of SFA’s USDA Foods to be received for the agreement year; receipt of these USDA Foods will reduce food costs to Vendor.

Meal Type	2026 – 2027 Price
Breakfast	\$ 3.08
Lunch	\$ 3.93
Snack	\$ 1.25
Milk (served as part of SMP or MKMP)	\$.58
A la carte Milk (served as part of NSLP)	\$
Adult	\$
Other (Specify)	\$

- B. Vendor must submit monthly [insert frequency of billing, for example, monthly], itemized invoices to SFA no later than five business days after the end of the billing period.
- C. SFA has chargeback rights. If a charge on an invoice is an unallowable charge not provided for in this Contract, SFA may reject the charge and institute a chargeback. SFA may institute a chargeback by: withholding the unallowable amount from payment of the invoice with the unallowable charge; recouping the amount from Vendor's account; or offsetting the amount against future payments to Vendor. SFA will notify Vendor of the chargeback; Vendor must perform any required action on its end to complete the chargeback promptly and fully. There is no time limit on SFA's right to a chargeback. SFA never waives its chargeback rights and can request a chargeback for unallowable charges at any time during the term of this Agreement, even after payment on an invoice.
- D. Charges outside the scope of this Agreement must be procured and invoiced separately.

IV. Substitutions and Modifications for Medical or Special Dietary Needs

- A. As specified in this Section IV., SFA will substitute or modify food or beverage items for qualifying students as required by federal law, state law, or local policies. SFA is responsible for: obtaining and maintaining any documentation required to support such substitutions or modifications; maintaining appropriate documentation required to support claim reimbursement for modified meals; and requesting and specifying substitutions and modifications from Vendor.
- B. Neither SFA nor Vendor may charge any additional amounts to students for substitutions or modifications.
- C. Vendor may invoice SFA for any excess costs of providing substitutions or modifications. Vendor must identify these charges on any invoices as a line item for "substitution costs" and documentation must be attached to the invoices to substantiate the additional charges.
- D. Substitutions or Modifications for Students with Disability [always applicable]
Vendor must provide substitutions to, or modifications of, meals on a case-by-case basis as required by federal law for students who are unable to consume the regular program meals due to a disability. SFA is responsible for: notifying SFA regarding the required substitutions or modifications; and maintaining "special diet statements" on behalf of students, which must identify the food(s) to be omitted from the student's diet, and the food(s) that must be substituted.
- E. Lactose-Reduced Milk for Students with Lactose Intolerance [always applicable]
Upon the written request of the parent of a lactose-intolerant student, Vendor must make available at least one of the following types of lactose-reduced milk that are specified in Minnesota Statutes 2025, section 124D.114: lactose-reduced milk; milk fortified with lactase in liquid, tablet, granular, or other form; or milk to which lactobacillus acidophilus has been added. A portion of a lactose-reduced milk product may be poured or served from a large container. SFA is responsible for maintaining the parent's written request and notifying Vendor of the need for substitution.
- F. Substitutions or Modifications for Students without Disability This paragraph F. only applies if this box is checked.

SFA has established a policy, as allowed by SNP regulations, to offer meal substitutions or modifications for students who do not have a disability but are unable to eat the regular meals due to medical or special dietary needs. SFA will notify Vendor of the food or foods to be omitted from the student's diet and the food or foods that must be substituted. SFA is responsible for maintaining appropriate supporting documentation regarding such substitutions or modifications.

- G. Non-Dairy Fluid Milk Substitutes This paragraph G. only applies if this box is checked.

SFA has established a policy, as allowed by SNP regulations, to offer one or more non-dairy fluid milk substitutes that are nutritionally equivalent to cow's milk to students with a medical or other special dietary need. SFA will notify Vendor of the substitution requirements.

V. USDA Foods

- A. SFA's USDA Foods entitlement value for the school year is \$ 2,162.70. SFA will permit MDE to transfer SFA's entitlement value for the school year to Vendor. SFA must notify MDE prior to the Spring Store opening date of any entitlement transfer on an annual basis via email at mde.fsmc@state.mn.us.
- B. Vendor will credit SFA for SFA's USDA Foods based on SFA's entire entitlement value, even those foods Vendor chooses not to use or does not use during the contract year.
- C. Unless specifically indicated by the checked box below, Vendor will provide USDA Foods credits to the SFA on its monthly bills in a set monthly credit amount based on SFA's entitlement value divided by SFA's number of operating months.

If this box is checked, Vendor will provide credits for USDA Foods to the SFA less frequently than monthly, but no less than once within the contract year. The frequency and timing of providing credits to the SFA will be:

VI. Ordering and Delivering

- A. SFA will notify Vendor in advance of the number of meals needed for the next day [day, week, etc.] by 9:00 AM [time and day of deadline. For example, 3 P.M. on Friday when placing orders for the next week or 5 P.M. when placing orders for the next day.]
- B. Institution or Institution's sites will notify Vendor of orders via email, phone, form [email, phone, etc.]
- C. Any increases or decreases in the numbers of meals ordered shall be made by SFA, as needed, within three hours of the start of the delivery window identified in Section VI.E.
- D. Vendor will use an organized system for: receiving orders for delivery adjustments; documenting orders for delivery adjustments; adjusting production levels, if necessary; ensuring that delivery receipts are changed to reflect adjusted meal orders; and ensuring that adjusted meal orders for each site are correctly packaged and loaded for delivery.

- E. Vendor will deliver meals to SFA's site(s) between 7:00 AM [time] and 12:00 PM [time]. Vendor must comply with all building rules and regulations when dropping off the meals.
- F. Vendor SFA will be responsible for cleaning transport containers. Vendor will pick up transport containers at the time of the next delivery or _____.
- G. This paragraph G. is only applicable if this box is checked. The following special instructions apply for specific sites.

VII. Recordkeeping and Availability of Records

- A. Vendor agrees to maintain such full and accurate records as the SFA will need to support its Claims for Reimbursements in the SNP. Required records include: 1) daily menu records; 2) daily quantities of food prepared, by type of meal; and 3) daily number of meals furnished, by type of meal.
- B. Vendor will retain, and make available to the SFA upon request, all books and records pertaining to this Agreement for a period of three years from the end of the agreement term (including any renewal term) to which they pertain, for audit, examination, excerpts, and transcriptions by the SFA and state or federal representatives and auditors. If audit findings regarding Vendor's records have not been resolved within the three-year record retention period, the records must be retained beyond the three-year period, for as long as required for the resolution of the issues raised by the audit.

VIII. Health and Sanitation

- A. All food will be properly stored, prepared, packaged and transported free of contamination and at appropriate temperatures.
- B. No payment will be made to Vendor for meals that: are spoiled or unwholesome at the time of delivery; do not meet meal pattern requirements of the applicable federal regulations; or are delivered outside of the agreed-upon delivery window.

IX. SFA Control of Food Service

- A. SFA remains legally responsible for the conduct of its food service program and must supervise the food service operations in such manner as will ensure compliance with the rules and regulations of the MDE and the USDA regarding each of the SNP. The SFA must:
1. Retain control of the quality, extent and general nature of the food service, including counting the numbers of reimbursable meals and claiming SNP reimbursement from MDE.
 2. Retain control of the nonprofit food service account, overall financial responsibility for the nonprofit food service operation, and meal prices.
 3. Ensure the food service operation is in conformance with SFA's agreement with MDE to participate in SNP.
 4. Maintain all applicable health certifications for SFA site(s).
 5. Monitor Vendor's provided meals to ensure the food service is in conformance with program regulations.

X. Termination

- A. If either party commits a material breach, the non-breaching party may terminate this Agreement for cause by giving 60 days' written notice. If the breach is remedied prior to the proposed termination date, the non-breaching party may elect to continue this Agreement.
- B. SFA and Vendor may only terminate this Agreement without cause or for convenience if both parties mutually agree to terminate the Agreement.

XI. Additional Provisions

- A. If this box is checked, SFA and Vendor have agreed to additional provision to this Agreement, which have been preapproved by MDE and are attached to this Agreement on a separate sheet labeled "Additional Provisions".

Signatures

SFA Name: Discovery Public School Faribault

Authorized Representative: Dan Weisser

Title: Executive Director

Signature of Authorized Representative: _____

Date: _____

Vendor Name: Faribault Public Schools ISD #656

Authorized Representative: Barbie Roessler

Title: Director of Finance and Operations

Signature of Authorized Representative: Barbie Roessler

Date: 6/3/2026



Teacher Agreement

Discovery Public School of Faribault

The School Board of Independent School District Number 4081-07 of the State of Minnesota, Faribault, Minnesota, enters into this agreement, pursuant to M.S. 122A.40, as amended, with **Rachael Ingalls**, a legally qualified licensed teacher who agrees to teach at Discovery Public School of Faribault for the school year 2026 to 2027.

The following provisions shall apply and are a part of this agreement:

1. **Duties**: Said teacher will perform the service of **Special Education Teacher**.
2. **Basic Services**: Said teacher shall faithfully perform the services prescribed by the school board, or its designated representative, whether or not such services are specifically described in this agreement, abide by the rules and regulations as established by the school board and the State of Minnesota, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the school district as assigned in such grades or subjects for which the teacher has the necessary license.
3. **Duration**: This agreement is subject to the provisions of M.S. 122A.40, as amended, and to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge for cause of teachers. Thereafter, this agreement shall remain in full force and effect except if modified by mutual consent of the school board and the teacher or unless terminated as provided by law, or written resignation pursuant to M.S. 122A.40.
4. **Duty Year**: The teacher's duty year and vacation days shall be as adopted by the school board, and the teacher agrees to teach on those legal holidays on which the school board is authorized to conduct school if the school board so determines. The school calendar year begins Monday, August 24, 2026, and runs through Thursday, June 4, 2027, totaling 175 days of instruction, workshops, and Staff Development days. The teacher's workday will run from 7:45 am - 3:45 pm Monday - Thursday and 7:45 am - 3:15 pm on Friday. In the event a duty day is lost due to an emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the school board. The teacher is allowed to use up to 12 days of paid time off (PTO) during this time frame. Unused PTO time is payable at the end of the school year. In the event of an early termination or resignation, PTO payout is pro-rated based on the number of days actually worked during the current school year.
5. **Additional Services**: The school board, or its designated representative, may assign the teacher to extracurricular, co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph one. Said extracurricular, co-curricular, or other assignments may be described in paragraph 7A of this agreement or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The school board, or its designated representative, may make any additions or amendments during the duty year as shall be necessary.

June 18, 2026

Rachael Ingalls
Local Literacy Lead Stipend
Discovery Public School of Faribault

Dear valued staff member,

The intent of this notice is to inform you that you are eligible to receive a stipend for the additional duties of Local Literacy Lead during the 2026-2027 school year.

This is a one-time stipend for the extra time and effort that will be required of you to make sure DPS is compliant with the READ Act.

This stipend will be in the amount of \$2,000 and will be paid out in the following manner: Half to be paid on 12/15/26, and the remaining half on 5/15/27, as long as you are still employed by DPS on those dates.

The other terms and conditions of your appointment remain unchanged.

Thank you for your ongoing commitment to Discovery Public School of Faribault.



Dan Weisser
Executive Director
Discovery Public School of Faribault
507-331-5423





Teacher Agreement

Discovery Public School of Faribault

The School Board of Independent School District Number 4081-07 of the State of Minnesota, Faribault, Minnesota, enters into this agreement, pursuant to M.S. 122A.40, as amended, with **Cody Hanson**, a legally qualified licensed teacher who agrees to teach at Discovery Public School of Faribault for the 2026-2027 school year.

The following provisions shall apply and are a part of this agreement:

1. **Duties**: Said teacher will perform the service of **Physical Education, Health, and Art Teacher**.
2. **Basic Services**: Said teacher shall faithfully perform the services prescribed by the school board, or its designated representative, whether or not such services are specifically described in this agreement, abide by the rules and regulations as established by the school board and the State of Minnesota, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the school district as assigned in such grades or subjects for which the teacher has the necessary license.
3. **Duration**: This agreement is subject to the provisions of M.S. 122A.40, as amended, and to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge for cause of teachers. Thereafter, this agreement shall remain in full force and effect except if modified by mutual consent of the school board and the teacher or unless terminated as provided by law, or written resignation pursuant to M.S. 122A.40.
4. **Duty Year**: The teacher's duty year and vacation days shall be as adopted by the school board, and the teacher agrees to teach on those legal holidays on which the school board is authorized to conduct school if the school board so determines. The school calendar year begins August 24, 2026, and runs through June 4, 2027, totaling 175 days of instruction, workshops, and Staff Development days. The teacher's workday will run from 7:45 am - 3:45 pm Monday - Thursday and 7:45 am - 3:15 pm on Friday. In the event a duty day is lost due to an emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the school board. The teacher is allowed to use up to 12 days of paid time off (PTO) during this time frame. Unused PTO time is payable at the end of the school year. In the event of an early termination or resignation, PTO payout is pro-rated based on the number of days actually worked during the current school year.
5. **Additional Services**: The school board, or its designated representative, may assign the teacher to extracurricular, co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph one. Said extracurricular, co-curricular, or other assignments may be described in paragraph 7A of this agreement or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The school board, or its designated representative, may make any additions or amendments during the duty year as shall be necessary.

6. **Reference:** This Agreement shall be subject to the provisions of the Public Employment Labor Relations Act, as amended.

7. **Special Provisions:** (Insert here any other Special Assignments.)

A. In addition, said teacher agrees to perform the following basic services:

1. Attend all faculty meetings and teacher in-services including summer meetings. _____
2. Clean and/or supervise cleaning of designated area. _____
3. Supervisory duties such as lunch, detention, bus etc. _____
4. Sports Club Coordinator _____
5. Lunch Server _____

8. In consideration thereof, the school board agrees to pay said teacher the following annual salary:

\$ \$ 50,500.00 Salary, exclusive of fringe benefits

Such salary shall be paid as authorized and in such installments of either 18 pay periods or 24 periods during the term of the year as may be determined by appropriate school board regulation. This agreement shall be paid in installments of **24** pay periods.

This agreement shall be made effective only after it has been authorized by the School Board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS THEREOF I have signed my signature this 5 day of June, 2026.



Mr. Cody Hanson

IN WITNESS THEREOF we have subscribed our signatures this _____ day of _____, 2026.
Independent School District Number 4081-07

Mr. Russ Kennedy - School Board Chair

Mr. Dan Weisser – Executive Director



Teacher Agreement

Discovery Public School of Faribault

The School Board of Independent School District Number 4081-07 of the State of Minnesota, Faribault, Minnesota, enters into this agreement, pursuant to M.S. 122A.40, as amended, with **Sharon Hansen**, a legally qualified licensed teacher who agrees to teach at Discovery Public School of Faribault for the 2026-2027 school year.

The following provisions shall apply and are a part of this agreement:

1. **Duties**: Said teacher will perform the service of **Math Teacher, Instructional Leader**.
2. **Basic Services**: Said teacher shall faithfully perform the services prescribed by the school board, or its designated representative, whether or not such services are specifically described in this agreement, abide by the rules and regulations as established by the school board and the State of Minnesota, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the school district as assigned in such grades or subjects for which the teacher has the necessary license.
3. **Duration**: This agreement is subject to the provisions of M.S. 122A.40, as amended, and to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge for cause of teachers. Thereafter, this agreement shall remain in full force and effect except if modified by mutual consent of the school board and the teacher or unless terminated as provided by law, or written resignation pursuant to M.S. 122A.40.
4. **Duty Year**: The teacher's duty year and vacation days shall be as adopted by the school board, and the teacher agrees to teach on those legal holidays on which the school board is authorized to conduct school if the school board so determines. The school calendar year begins Monday, August 24, 2025, and runs through June 4, 2026, totaling 175 days of instruction, workshops, and Staff Development days. The Instructional Leader will also be expected to perform summer duties when deemed necessary by the Executive Director. The teacher's workday will run from 7:45 am – 1:15 pm on Monday, Tuesday, Thursday, and Friday, and 7:45 am – 3:45 pm on Wednesday. In the event a duty day is lost due to an emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the school board. The teacher is allowed to use up to 12 days of paid time off (PTO) during this time frame. Unused PTO time is payable at the end of the school year. In the event of an early termination or resignation, PTO payout is pro-rated based on the number of days actually worked during the current school year.
5. **Additional Services**: The school board, or its designated representative, may assign the teacher to extracurricular, co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph one. Said extracurricular, co-curricular, or other assignments may be described in paragraph 7A of this agreement or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The school board, or its designated representative, may make any additions or amendments during the duty year as shall be necessary.

6. **Reference:** This Agreement shall be subject to the provisions of the Public Employment Labor Relations Act, as amended.

7. **Special Provisions:** (Insert here, any other Special Assignments.)

A. In addition, said teacher agrees to perform the following basic services:

1. Attend all faculty meetings and teacher in-services including summer meetings
2. Clean and/or supervise cleaning of designated area
3. Supervisory duties such as lunch, detention, bus, etc.
4. Title One Coordinator
5. Co-Senior Advisor
6. Testing Coordinator
7. Co-Environmental Education Coordinator
8. IT Coordinator
9. Co-Graduation Coordinator

8. In consideration thereof, the school board agrees to pay said teacher the following annual salary:

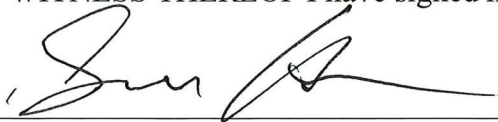
\$ \$45,000.00 Salary*, exclusive of fringe benefits

*The school board approved this teacher to work a shortened workday while also providing full health insurance benefits.

Such salary shall be paid as authorized and in such installments of either 18 pay periods or 24 periods during the term of the year as may be determined by appropriate school board regulation. This agreement shall be paid in installments of **24** pay periods.

This agreement shall be made effective only after it has been authorized by the School Board in an appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS THEREOF I have signed my signature this 5th day of June, 2026.



Mrs. Sharon Hansen

IN WITNESS THEREOF we have subscribed our signatures this _____ day of _____, 2026.
Independent School District Number 4081-07

Mr. Russ Kennedy - School Board Chair

Mr. Dan Weisser – Executive Director



Teacher Agreement

Discovery Public School of Faribault

The School Board of Independent School District Number 4081-07 of the State of Minnesota, Faribault, Minnesota, enters into this agreement, pursuant to M.S. 122A.40, as amended, with **Sara Caron**, a legally qualified licensed teacher who agrees to teach at Discovery Public School of Faribault for the 2026 to 2027 School Year.

The following provisions shall apply and are a part of this agreement:

1. **Duties**: Said teacher will perform the service of **English Teacher**.
2. **Basic Services**: Said teacher shall faithfully perform the services prescribed by the school board, or its designated representative, whether or not such services are specifically described in this agreement, abide by the rules and regulations as established by the school board and the State of Minnesota, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the school district as assigned in such grades or subjects for which the teacher has the necessary license.
3. **Duration**: This agreement is subject to the provisions of M.S. 122A.40, as amended, and to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge for cause of teachers. Thereafter, this agreement shall remain in full force and effect except if modified by mutual consent of the school board and the teacher or unless terminated as provided by law, or written resignation pursuant to M.S. 122A.40.
4. **Duty Year**: The teacher's duty year and vacation days shall be as adopted by the school board, and the teacher agrees to teach on those legal holidays on which the school board is authorized to conduct school if the school board so determines. The school calendar year begins August 24, 2026, and runs through June 4, 2027, totaling 175 days of instruction, workshops, and Staff Development days. The teacher's workday will run from 9:45 am – 3:45 pm Monday - Thursday and 9:45 am – 3:15 pm on Friday. In the event a duty day is lost due to an emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the school board. The teacher is allowed to use up to 12 days of paid time off (PTO) during this time frame. Unused PTO time is payable at the end of the school year. In the event of an early termination or resignation, PTO payout is pro-rated based on the number of days actually worked during the current school year.
5. **Additional Services**: The school board, or its designated representative, may assign the teacher to extracurricular, co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph one. Said extracurricular, co-curricular, or other assignments may be described in paragraph 7A of this agreement or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The school board, or its designated representative, may make any additions or amendments during the duty year as shall be necessary.

6. **Reference:** This Agreement shall be subject to the provisions of the Public Employment Labor Relations Act, as amended.

7. **Special Provisions:** (Insert here, any other Special Assignments.)

A. In addition, said teacher agrees to perform the following basic services:

1. Attend all faculty meetings and teacher in-services including summer meetings. _____
2. Clean and/ or supervise cleaning of designated area. _____
3. Supervisory duties such as lunch, detention, bus, etc. _____

8. In consideration thereof, the school board agrees to pay said teacher the following annual salary:

\$ 31,500.00 Salary*, exclusive of fringe benefits

*The School Board approved this teacher to work a shortened workday while also providing full health insurance benefits.

Such salary shall be paid as authorized and in such installments of either 18 pay periods or 24 periods during the term of the year as may be determined by appropriate school board regulation. This agreement shall be paid in installments of **24** pay periods.

This agreement shall be made effective only after it has been authorized by the School Board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS THEREOF I have signed my signature this 5 day of June, 2026.



Ms. Sara Caron

IN WITNESS THEREOF we have subscribed our signatures this 5 day of June, 2026.
Independent School District Number 4081-07

Mr. Russ Kennedy - School Board Chair

Mr. Dan Weisser – Executive Director



Teacher Agreement

Discovery Public School of Faribault

The School Board of Independent School District Number 4081-07 of the State of Minnesota, Faribault, Minnesota, enters into this agreement, pursuant to M.S. 122A.40, as amended, with **Garret Bitker**, a legally qualified licensed teacher who agrees to teach at Discovery Public School of Faribault for the 2026 - 2027 school year.

The following provisions shall apply and are a part of this agreement:

1. **Duties**: Said teacher will perform the service of **Science Teacher**.
2. **Basic Services**: Said teacher shall faithfully perform the services prescribed by the school board, or its designated representative, whether or not such services are specifically described in this agreement, abide by the rules and regulations as established by the school board and the State of Minnesota, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the school district as assigned in such grades or subjects for which the teacher has the necessary license.
3. **Duration**: This agreement is subject to the provisions of M.S. 122A.40, as amended, and to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge for cause of teachers. Thereafter, this agreement shall remain in full force and effect except if modified by mutual consent of the school board and the teacher or unless terminated as provided by law, or written resignation pursuant to M.S. 122A.40.
4. **Duty Year**: The teacher's duty year and vacation days shall be as adopted by the school board, and the teacher agrees to teach on those legal holidays on which the school board is authorized to conduct school if the school board so determines. The school calendar year begins August 24, 2026, and runs through June 4, 2027, totaling 175 days of instruction, workshops, and Staff Development days. The teacher's workday will run from 7:45 am - 3:45 pm Monday - Thursday and 7:45 am - 3:15 pm on Friday. In the event a duty day is lost due to an emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the school board. The teacher is allowed to use up to 12 days of paid time off (PTO) during this time frame. Unused PTO time is payable at the end of the school year. In the event of an early termination or resignation, PTO payout is pro-rated based on the number of days actually worked during the current school year.
5. **Additional Services**: The school board, or its designated representative, may assign the teacher to extracurricular, co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph one. Said extracurricular, co-curricular, or other assignments may be described in paragraph 7A of this agreement or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The school board, or its designated representative, may make any additions or amendments during the duty year as shall be necessary.

6. **Reference:** This Agreement shall be subject to the provisions of the Public Employment Labor Relations Act, as amended.

7. **Special Provisions:** (Insert here, any other Special Assignments.)

A. In addition, said teacher agrees to perform the following basic services:

1. Attend all faculty meetings and teacher in-services including summer meetings
2. Clean and/ or supervise cleaning of designated area
3. Supervisory duties such as lunch, detention, bus, etc.
4. Co-Environmental Education Coordinator

8. In consideration thereof, the school board agrees to pay said teacher the following annual salary:

\$ \$ 57,000.00 Salary, exclusive of fringe benefits

Such salary shall be paid as authorized and in such installments of either 18 pay periods or 24 periods during the term of the year as may be determined by appropriate school board regulation. This agreement shall be paid in installments of **24** pay periods.

This agreement shall be made effective only after it has been authorized by the School Board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS THEREOF I have signed my signature this 5th day of June, 2026.



Mr. Garret Bitker

IN WITNESS THEREOF we have subscribed our signatures this _____ day of _____, 2026.
Independent School District Number 4081-07

Mr. Russ Kennedy - School Board Chair

Mr. Dan Weisser – Executive Director



Teacher Agreement

Discovery Public School of Faribault

The School Board of Independent School District Number 4081-07 of the State of Minnesota, Faribault, Minnesota, enters into this agreement, pursuant to M.S. 122A.40, as amended, with **Brandon Katzung-Hokanson**, a legally qualified licensed teacher who agrees to teach at Discovery Public School of Faribault for the 2026-2027 school year.

The following provisions shall apply and are a part of this agreement:

1. **Duties**: Said teacher will perform the service of **Social Studies Teacher**.
2. **Basic Services**: Said teacher shall faithfully perform the services prescribed by the school board, or its designated representative, whether or not such services are specifically described in this agreement, abide by the rules and regulations as established by the school board and the State of Minnesota, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the school district as assigned in such grades or subjects for which the teacher has the necessary license.
3. **Duration**: This agreement is subject to the provisions of M.S. 122A.40, as amended, and to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge for cause of teachers. Thereafter, this agreement shall remain in full force and effect except if modified by mutual consent of the school board and the teacher or unless terminated as provided by law, or written resignation pursuant to M.S. 122A.40.
4. **Duty Year**: The teacher's duty year and vacation days shall be as adopted by the school board, and the teacher agrees to teach on those legal holidays on which the school board is authorized to conduct school if the school board so determines. The school calendar year begins Monday, August 24, 2026, and runs through June 4, 2027, totaling 175 days of instruction, workshops, and Staff Development days. The teacher's workday will run from 7:45 am - 3:45 pm Monday - Thursday and 7:45 am - 3:15 pm on Friday. In the event a duty day is lost due to an emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the school board. The teacher is allowed to use up to 12 days of paid time off (PTO) during this time frame. Unused PTO time is payable at the end of the school year. In the event of an early termination or resignation, PTO payout is pro-rated based on the number of days actually worked during the current school year.
5. **Additional Services**: The school board, or its designated representative, may assign the teacher to extracurricular, co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph one. Said extracurricular, co-curricular, or other assignments may be described in paragraph 7A of this agreement or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The school board, or its designated representative, may make any additions or amendments during the duty year as shall be necessary.

6. **Reference:** This Agreement shall be subject to the provisions of the Public Employment Labor Relations Act, as amended.

7. **Special Provisions:** (Insert here, any other Special Assignments.)

A. In addition, said teacher agrees to perform the following basic services:

- 1. Attend all faculty meetings and teacher in-services including summer meetings
- 2. Clean and/ or supervise cleaning of designated area
- 3. Supervisory duties such as lunch, detention, bus, etc.
- 4. Co-Senior Advisor
- 3. Co-Graduation Coordinator

8. In consideration thereof, the school board agrees to pay said teacher the following annual salary:

\$ 43,000.00 Salary, exclusive of fringe benefits

Such salary shall be paid as authorized and in such installments of either 18 pay periods or 24 periods during the term of the year as may be determined by appropriate school board regulation. This agreement shall be paid in installments of **24** pay periods.

This agreement shall be made effective only after it has been authorized by the School Board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS THEREOF I have signed my signature this 5 day of June, 2026.

 **Brandon Katzung Hokanson**

IN WITNESS THEREOF we have subscribed our signatures this _____ day of _____, 2026.
Independent School District Number 4081-07

Mr. Russ Kennedy - School Board Chair

Mr. Dan Weisser – Executive Director

Sounding Board



A publication of Osprey Wilds Environmental Learning Center Charter School Division

Model Board Performance Evaluation and Training Self-Assessment

May 2026

Being an effective charter school board member is not something that happens automatically. It takes intentional effort, ongoing learning, and honest reflection. Minnesota law recognizes this, which is why it builds two related requirements into charter school governance: a training assessment and an annual performance evaluation.

Training: Start with an Assessment

Minnesota law requires that every charter school board member complete annual training throughout their term. But the law doesn't just require training. It requires that training be based on an honest assessment of what individual board members and the full board actually need (MN Stat. 124E.07 Subd. 7(d)). In other words, training should not be random or one-size-fits-all. It should be driven by where your board has gaps.

The process works like this: early in the year, the board identifies areas where individual members or the board as a whole would benefit from additional knowledge or skills. Then, throughout the year, the board completes or offers training based on that assessment. This might look like bringing in a presenter on a specific topic, attending a webinar, or setting aside time at a board meeting for a focused discussion. The goal is that every board member finishes the year more equipped than they started.

Performance Evaluation: Reflect at Year's End

At the end of each school year, Minnesota law also requires that the board evaluate its own performance and report the results in the school's annual report (MN Stat. 124E.07 Subd. 7(g)). This is the board's opportunity to take stock: Where did we do well? Where did we fall short? What do we need to do differently?

The performance evaluation in this resource (Section 1) is drawn directly from Osprey Wilds' Renewal Evaluation Framework, which is the tool OW uses to evaluate your school's governance when it comes time for contract renewal. We recommend that boards use this same criteria for their annual self-evaluation. That way, you are always measuring yourselves against the same standard your authorizer uses, and you can identify and address any concerns long before renewal arrives.

How to Use This Resource

This document has three parts, found on the following pages. The first is the annual board performance evaluation, which the full board should complete together, ideally at the end of the fiscal year. The second is a set of reflection questions to help your board make sense of the past year and begin planning for the school year ahead. The third is a training self-assessment, which asks both the full board and each individual member to reflect on where training would be most useful in the coming year. We suggest completing the performance evaluation first—areas where the board struggled are often exactly the areas where training is needed most.

The model resources offered here are aligned to OW's evaluation of board governance practices, and they are designed to meet the minimum requirements in statute. Your board is encouraged to add to, or adapt, the resources as needed to make sure the board performance evaluation and training self-assessment are robust and relevant to your school. As always, make sure the board records the process of implementation (including discussion and actions taken) in board meeting minutes.

Section 1: Annual Board Performance Evaluation

Statute requires that the board annually evaluate its performance and report the results in the school's annual report (MN Stat. 124E.07 Subd. 7(g)). Reflect on the past fiscal year (June 30-July 1). The first section of this form is designed to evaluate how well the board performed its required functions outlined in charter school law and the charter contract with Osprey Wilds.

In order to answer some of the questions, you may need to refer to the board's Bylaws, past minutes, annual reports or other documents from the charter school contract.

Check the box if the answer to the question is "Yes". If the answer to the question is "No", leave it blank. Make sure you record reflections, observations, evidence, and any additional discussion about the board's performance in board meeting minutes.

2.1 Board Composition and Capacity

Did the board meet composition and capacity requirements?

- Board complied with applicable laws and its own bylaws with respect to board composition, including ex-officio (non-voting) members.
- Board conducted required background checks on all board members prior to being seated in accordance with Section 6.20 of the charter contract.
- Board members completed statutorily mandated initial and annual training.
- Board conducted an annual assessment of the training needs of individual members and the full board as required by statute.
- Board conducted an annual assessment of the board's performance.
- Board elections were consistent with statute and bylaws.
- Officer elections were consistent with statute and bylaws.

2.2 Board Decision-Making and Oversight

Did the board meet decision-making and oversight requirements?

- Board meeting minutes were complete and included, at a minimum, the following:
 - o Board member attendance;
 - o Actions taken by the board, including specifics on any amendments;
 - o Who made a motion and second; and
 - o The result of the vote, including number of votes for and against if other than unanimous.
- Meetings were held consistent with Open Meeting Law
 - o Meeting times and location are posted properly on the school website and/or onsite at the school, including for special or emergency meetings.
 - o If meeting includes board member participation via interactive technology (e.g. Zoom), it is done so consistent with MN Stat. §13D.
 - o A quorum is present when the board meeting is convened.
 - o One set of board materials is available for public inspection.
 - o If a meeting is closed, it is done so in accordance with MN Stat. 13D: agenda and minutes show statutory authority to close the meeting and minutes appropriately summarize actions taken during the closed meeting.

- The board reviewed the school's performance related to its contractual academic and academic-related goals (Exhibit G) at least four times per year.
- The board reviewed the school's performance related to its contractual environmental education goals (Exhibit H) and environmental literacy plan at least four times per year.
- The board monitored the school's financial management, short-term financial sustainability, and long-term financial viability at each meeting.
- The board reviewed the school's performance related to its Outstanding Obligations from the Previous Contract in Exhibit S of the charter contract at least four times per year (if applicable).
- The board took appropriate action to ensure the school's success based on its review of school performance.
- Required policies are in place and policies that must be approved or reviewed annually are addressed.
- Articles of Incorporation (Exhibit B) are compliant with statute and the charter contract.
- Bylaws (Exhibit C) are compliant with statute and the charter contract.
- The board reviewed and approved or accepted key organizational documents (e.g. Annual Report, Financial Audit, Contract with Authorizer, and other Authorizer related documents).
- The board ensured that the school's affiliated building company complies with all applicable legal requirements (if applicable).
- The board ensured that the school's charter management organization (CMO) or education management organization (EMO) complies with all applicable legal requirements and contractual obligations (if applicable).

2.3 School Leader Management and Accountability

Did the board meet management and accountability requirements?

- Board has established qualifications for all persons who hold administrative, academic supervision, or instructional leadership roles in accordance with MN Stat. §124E.12 Subd. 2(a).
- Board has established a formal performance evaluation process for the school leader or EMO/CMO in accordance with MN Stat. §124E.07 Subd. 6.
- Board implemented a formal performance evaluation process for the school leader or EMO/CMO in accordance with MN Stat. §124E.12 Subd. 2(a).
- School leaders who do not hold a valid administrative license annually develop, implement, and report on a professional development plan approved by the charter school board of directors in accordance with MN Stat. §124E.12 Subd. 2(b) (if applicable).
- School leaders who do not hold a valid administrative license annually complete a minimum of 25 hours of competency-based training corresponding to the professional development plan approved by the charter school board of directors in accordance with MN Stat. §124E.12 Subd. 2(b) (if applicable).
- School leader performance evaluation process evaluated performance in relation to OW contractual academic and environmental education goals and expectations.
- Board engaged in periodic school leadership evaluation activities throughout the school year (at least four times per year) as documented by board meeting minutes.

1.1 Budgeting

Did the board meet budgeting compliance requirements?

- Board meeting minutes and/or audit notes document approval of fiscal year budget on or prior to the June 30 statutory deadline (MN Stat. §123B.77 Subd. 4).
- The board approved mid-year budget updates as necessary.
- At least monthly, the board reviewed and approved quality financial statements in accordance with Section 6.9(a) of the charter contract, which include the following reports: budgeted and actual revenue and expenses by year-to-date percentages, disbursements and deposits, and student enrollment report with enrollment expressed in terms of funding mechanisms (e.g. Pupil Units).
- At least quarterly (for quarters ending 9/30, 12/31, 3/31, and 6/30), the board reviewed and approved quality financial statements in accordance with Section 6.9(a) of the charter contract, which included the following reports: a balance sheet, income statement that includes revenues and expenses by UFARS programs (in accordance with Exhibit R of the contract), up-to-date cash flow projections, and fiscal year-end fund balance projections.
- Revenue and expenditure budget variances were within 5% of the February 1 approved budget.
 - o The variance compares actuals to projected revenues and expenditures based on the school's approved budget as of February 1 for all fund areas.

1.2 Enrollment Variance

Did the board meet enrollment variance requirements?

- The school accurately projected enrollment (within 5%).

1.3 Financial Policies and Practices

Did the board meet financial policies and practices requirements?

- The school has in place required financial policies, including the following:
 - Procurement Policy (MN Stat. §124E.26)
 - Fund Balance Policy (OW Contract, Exhibit P)
 - Credit Card Policy (OW Contract, Exhibit P)
 - Conflict of Interest Policy (MN Stat. §124E.14)
 - Electronic Funds Transfer Policy (MN Stat. §471.38)
 - Contributions and Fundraising Policy (OW Contract Section 6.13)
 - Group Health Insurance Policy (required if the school provides group health insurance coverage) (MN Stat. §124E.12, Subd. 5(b))
 - Assessing Student Fees Policy (required if the school charges fees for textbooks, workbooks, and library books) (MN Stat. §123B.37)
 - School Meals Policy (required if the school participates in the National School Lunch Program) (MN Stat. §124D.111 Subd. 1(a))
- The school has no audit findings related to appropriate use of public funds.
- The school has sufficient internal controls to prevent fraud, waste, and abuse.

1.5 Financial Audit

Did the board meet financial audit compliance requirements?

- The most recent financial audit includes no significant deficiencies or material weaknesses.
- The most recent financial audit included an unqualified/unmodified opinion.
- Any previous year audit findings have not been repeated in the most recent audit.

- An appropriate corrective action plan is in place to ensure any finding is not repeated in the next fiscal year.
- The audit report did not include a going concern disclosure in the notes or an explanatory paragraph within the audit report.

Reviewing the board's performance from the past year above, which indicator/s were the strongest? Select all that apply.

- 2.1 Board Composition and Capacity
- 2.2 Board Decision-making and Oversight
- 2.3 School Leader Management and Accountability
- 1.1. Budgeting
- 1.2 Enrollment Variance
- 1.3 Financial Policies and Practices
- 1.5 Financial Audit

Reviewing the board's performance from the past year above, which indicator/s were the weakest? Select all that apply.

- 2.1 Board Composition and Capacity
- 2.2 Board Decision-making and Oversight
- 2.3 School Leader Management and Accountability
- 1.1. Budgeting
- 1.2 Enrollment Variance
- 1.3 Financial Policies and Practices
- 1.5 Financial Audit

Section 2: Reflection

What are the board's greatest strengths?

-

What are the board's greatest areas for growth?

-

What was the most useful training you received as a board member this past year?

-

Is the board holding the school accountable for the promise it made to students and families in its mission?

-

If the board could make one improvement in the coming school year, what should it be?

-

Section 3: Board and Individual Training Self-Assessment

Statute requires that every charter school board member must complete annual training throughout the member's term *based on* an annual assessment of the training needs of individual members and the full board (MN Stat. 124E.07 Subd. 7(d)).

An effective practice is to use the board's performance evaluation from the most recent fiscal year as an additional reference to inform the individual and full board's training needs. Areas where the board performed poorly are likely areas where additional training or resources may be needed. Complete the following self-assessment prompts as an individual, then reflect on the board's responses as a group to identify trends and needs for the board moving forward.

Which of the following training topics would be most likely to improve the full board's performance in the coming year? Select all that apply.

- budgeting
- financial management
- recruiting and hiring a charter school director or chief administrator
- evaluating a charter school director or chief administrator
- governance-management relationships
- student support services
- student discipline
- state standards
- cultural diversity
- succession planning
- strategic planning
- program oversight and evaluation
- compensation systems
- human resources policies
- effective parent and community relationships
- authorizer contract and relationships
- charter school law
- legal liability
- board recruitment and elections
- board meetings and operations
- policy development and review
- school health and safety
- Other
- _____

Which of the following training topics would you benefit from most as an individual board member?

- budgeting
- financial management
- recruiting and hiring a charter school director or chief administrator

- evaluating a charter school director or chief administrator
- governance-management relationships
- student support services
- student discipline
- state standards
- cultural diversity
- succession planning
- strategic planning
- program oversight and evaluation
- compensation systems
- human resources policies
- effective parent and community relationships
- authorizer contract and relationships
- charter school law
- legal liability
- board recruitment and elections
- board meetings and operations
- policy development and review
- school health and safety
- Other
- _____

Are there other resources you need in order to fulfill your responsibilities as a board member?

Other comments:

Executive Director Evaluation

Employee Information

Employee Name: **Dan Weisser**
Job Title: **Executive Director**

Review Period: **2025 - 2026 SY**
Date: **06/18/2026**

Executive Director: Supervises all administrative, professional, paraprofessional, and non-teaching personnel.
Reports to the school board.

School Board Communication

1. Executive Director, Ex-Officio school board member, regularly communicates with the Chairman of the School Board and other board members.

Exceeds Expectations
 Meets Expectations
 Needs Improvement

2. Regularly Attend School Board Meetings

Exceeds Expectations
 Meets Expectations
 Needs Improvement

3. Reports to and seeks input from School Board

Exceeds Expectations
 Meets Expectations
 Needs Improvement

4. Develops and implements recommendations of the School Board regarding the governance of Discovery Public School

Exceeds Expectations
 Meets Expectations
 Needs Improvement

5. Regularly report to the School Board on school activities and relevant matters

Exceeds Expectations
 Meets Expectations
 Needs Improvement

6. Sits on the School Board as a non-voting ex-officio member

Exceeds Expectations
 Meets Expectations
 Needs Improvement

Personnel and Programs

1. Within the school community, inspire a culture of excellence that is centered on the School's vision.

- Exceeds Expectations
 Meets Expectations
 Needs Improvement

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2. Manages and supervises all full and part-time staff

- Exceeds Expectations
 Meets Expectations
 Needs Improvement

--	--

3. Oversees annual evaluations of teacher's and other administrative staff
Oversees the development and maintenance of job descriptions, personnel policies and procedures

- Exceeds Expectations
 Meets Expectations
 Needs Improvement

--	--

4. Insure that all teachers are highly qualified and certified

- Exceeds Expectations
 Meets Expectations
 Needs Improvement

--	--

5. Coordinates and oversees staff development and training that is aligned to the State Requirements and School's Accountability Plan

- Exceeds Expectations
 Meets Expectations
 Needs Improvement

--	--

6. Conducts regular staff meetings

- Exceeds Expectations
 Meets Expectations
 Needs Improvement

--	--

Financial

1. Oversees the development of the School's annual budget in coordination with the School Board.

- Exceeds Expectations
 Meets Expectations
 Needs Improvement

--	--

2. Presents the annual budget to the School Board for final approval, and is responsible for the implementation of the budget.

- Exceeds Expectations
 Meets Expectations
 Needs Improvement

--	--

3. Maintains on-going communication regarding financial decisions with the Finance Committee and attends monthly meetings

- Exceeds Expectations
 Meets Expectations
 Needs Improvement

--	--

4. Oversees the preparation of monthly financial reports to the Finance Committee and the School Board

- Exceeds Expectations
 Meets Expectations
 Needs Improvement

--	--

5. Oversees the reporting of the financial data to the State Department of Education

- Exceeds Expectations
 Meets Expectations
 Needs Improvement

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6. Oversees all financial transactions including payroll

- Exceeds Expectations
 Meets Expectations
 Needs Improvement

--	--

Parents / Community

1. Maintains an open door policy for parents.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

2. Participates in teacher-parent conferences when appropriate

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

3. Articulates the schools mission and vision to parents and the community
Conducts annual parent surveys and recommends changes to School Board
when appropriate

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

4. Conducts community outreach programs in order to create a positive influence
in the community

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments

Additional Comments:



Teacher Agreement

Discovery Public School of Faribault

The School Board of Independent School District Number 4081-07 of the State of Minnesota, Faribault, Minnesota, enters into this agreement, pursuant to M.S. 122A.40, as amended, with **Dan Weisser**, a legally qualified licensed teacher who agrees to work and/or teach at Discovery Public School of Faribault for the 2026-2027 school year.

The following provisions shall apply and are a part of this agreement:

1. **Duties**: Said teacher will perform the service of **Executive Director**.
2. **Basic Services**: Said Executive Director shall faithfully perform the services prescribed by the school board, or its designated representative, whether or not such services are specifically described in this agreement, abide by the rules and regulations as established by the school board and the State of Minnesota, and any additions or amendments thereto, for the annual salary indicated below, and agrees to work and/or teach for the school district as assigned in such grades or subjects for which the teacher has the necessary license.
3. **Duration**: This agreement is subject to the provisions of M.S. 122A.40, as amended, and to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge for cause of teachers. Thereafter, this agreement shall remain in full force and effect except if modified by mutual consent of the school board and the teacher or unless terminated as provided by law, or written resignation pursuant to M.S 122A.40.
4. **Duty Year**: The Executive Director's duty year and vacation days shall be as adopted by the school board, and the Executive Director agrees to work on those legal holidays on which the school board is authorized to conduct school if the school board so determines. The Executive Director agrees to work 210 days for the school year of July 1, 2026 through June 30, 2027 as follows: The regular school year from August 24, 2025, to June 4, 2026 totaling 175 days of instruction and workshops, 5 days as needed in the month of July 2026, 15 days as needed in the month of August 2026, and 15 days as needed in the month of June 2027. The Executive Director's workday will run from 7:45 am - 3:45 pm Monday - Thursday and 7:45 am - 3:15 pm on Friday. In the event a duty day is lost due to an emergency, the Executive Director agrees to perform duties on such other day in lieu thereof, as determined by the school board. The Executive Director is allowed to use up to 16 days of paid time off (PTO) during this time frame. Unused PTO time is payable at the end of the school year. In the event of an early termination or resignation, PTO payout is pro-rated based on the number of days actually worked during the current school year.
5. **Additional Services**: The school board, or its designated representative, may assign the Executive Director to extracurricular, co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph one. Said extracurricular, co-curricular, or other assignments may be described in paragraph 7A of this agreement or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The school board, or its designated representative, may make any additions or amendments during the duty year as shall be necessary.

6. **Reference:** This Agreement shall be subject to the provisions of the Public Employment Labor Relations Act, as amended.

7. **Special Provisions:** (Insert here, any other Special Assignments.)

A. In addition, said teacher agrees to perform the following basic services:

1. ELL Coordinator
2. Title One Director
3. Attend all faculty meetings and teacher in-services including summer meetings.
4. Clean and/ or supervise cleaning of designated area.
5. 504 Coordinator

8. In consideration thereof, the school board agrees to pay said Executive Director the following annual salary:

\$ 68,000.00 Salary, exclusive of fringe benefits

Such salary shall be paid as authorized and in such installments of either 18 pay periods or 24 periods during the term of the year as may be determined by appropriate school board regulation. This agreement shall be paid in installments of **24** pay periods.

This agreement shall be made effective only after it has been authorized by the School Board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS THEREOF I have signed my signature this _____ day of _____, 2026.

_____ **Mr. Dan Weisser**

IN WITNESS THEREOF we have subscribed our signatures this _____ day of _____, 2026.
Independent School District Number 4081-07

Mr. Russ Kennedy - School Board Chair

Mrs. Sharon Hansen – School Board Vice-Chair