



BOARD MEETING MINUTES

Date: October 16, 2018 Time: 6:00pm Location: Media Center

School Board Norms of Engagement 2017 The Board of Aspen Academy will

Tenacity	• form cohesion, cooperate, respectfully engage, listen effectively, and remain future minded.
High Expectations	• keep students first, speak with one voice, operate as a governance board.
Integrity	• always remain respectful to staff, employees, parents, students and other stakeholders, hear all voices before key decisions, maintain oversight, and work together to carry out our responsibilities.
No Excuses	• always assume positive intent, be accountable for self-behaviors and their impact on board activities, be open to clarifying questions, constructive comments and relevant discussions, and read all materials before board meetings.
Kindness	• treat each other with respect at all times, respect time allotted for all presentations at board meetings, and respect each other's time.

• **CALL TO ORDER AT 6:02pm**

In attendance Stephanie Smitley, Diane Sterna, Wade Phillips, Misty Schutrop, Rob Allison, Andrew Price, Connie Gayle

Authorizer Comments _____

Community Comments _____

Community members must pre-register to speak at the meeting. Items are limited to those on the night's agenda. The Board Chair has the discretion to hear a community member who has not pre-registered, but items remain limited to those on the agenda.

• Motion: **Approval of Agenda as amended.**

First Sterna Second Phillips Yes X(6) No _____ Abst _____

• Motion: **Approval of Minutes** (September 18, 2018).

First Allison Second Phillips Yes X(6) No _____ Abst _____

ASPEN ACCOLADES (Dr. Gayle): To 3rd grade for the great parade of states. The kids loved it and the parents loved it too! Christi Heitzman for coordinating the Ninja Warrior Fundraiser.

Presentation by 3rd Grade – Mrs. Lee, Ms. McCartney and Mrs. Frisell. Third grade made state projects that were floats for the parade. Even with 3 classes of same states, there were still differences in the ways students presented them and the information on them. They were not able to use technology for the project due to the use of the computer lab for testing. They would have liked to have access to that. They also studied animals and took a field trip to the zoo. Zoo employees complimented Aspen on the student’s behavior and hoped they would come back. Even the students noticed how other schools were loud and might be bothering the animals. Next, they are working on writing personal stories. They would like to use technology again, things like iMovie, but Aspen does not have that technology. Kelly Smith is working on ways to use other things that Aspen does have, but it would be nice to have some of these things for students to use.

Motion: Approve the following consent agenda items:

- **Hires - Resignations – Terminations – Non-Renewals**
 - John Becker, Title 1 (effective 9-17-18)
 - Meghan Hoehn, MS teacher (effective 10-17-18)
 - Maggie Rowan, Curriculum Coordinator (effective 10-17-18)
 - Irina Faulise, ELL teacher (effective 10-17-18)
- **Donations**
 - Mdewakanton Sioux Community, \$2,500

First Phillips Second Smitley Yes X(6) No _____ Abst _____

1. ASPEN ACADEMY ACHIEVES INTELLECTUAL, SOCIAL AND CREATIVE GROWTH FOR ALL STUDENTS.

Program Services Committee (Diane Sterna/Stephanie Smitley/Victoria Regehr)

Presentation by Special Education Director Colleen Schatz – Colleen gave an overview of her role and what staff we have currently. Goals for this year are to have a quality staff in place, clear communication between all parties, compliant systems and audit will be happening this year. Want to track progress for SpEd students with data. Manuals have been updated. First SEAC meeting took place this evening. Parents what to know who to talk to, going to put info on website. Will be opening a setting 3 program classroom which is a self-enclosed classroom where students spend 60% or more of their day. Melanie would like to thank Colleen for all of her support and communication. Colleen echoed that sentiment to Melanie and the Aspen admin. Melanie spoke to the board about what is needed for sustained change – vision, skills, incentives, resources and action plan. The leadership team is using this to guide decisions. Will be a 1-3year process to implement and get better. Will help to connect with strategic planning committee. There is a draft plan with a timeline. Admin is taking the time to fully think through everything.

- Director Report: Jodi H. is looking into a data warehouse. Also looking into other options instead of Synergy. Want to be done by February so training and changeover can happen right after school ends. Need to start looking at where Aspen wants to go and what we want to do in the next 2-3 years so that can guide planning and decision making.
- Committee Report: The committee met October 10th. Had the annual review of policy 524 and 616. Only minor changes were made. Reviewed policy 808. Aspenized it and kept miniature horses because they are part of the service animal law.
- Motion: **Approve Policy 808 Service Animals, 2nd read.**
 First Phillips Second Allison Yes X(6) No _____ Abst _____
- Motion: **Approve Policy 524 Technology Acceptable Use and Safety, 1st Read.**
 First Allison Second Smitle Yes X(6) No _____ Abst _____
- Motion: **Approve Policy 616 School District System Accountability, 1st Read.**
 First Smitley Second Sterna Yes X(6) No _____ Abst _____

2. ASPEN ACADEMY PRACTICES EXEMPLARY FINANCIAL AND OPERATIONAL MANAGEMENT.

Finance & Facility Committee (Wade Phillips/Rob Allison)

- Director Report: TeachersASAP would be a secondary sub service. Dr. Gayle has heard good things about Busse and Reid. They do early childhood screenings and have been evaluating our youngest students. Might be helpful for Aspen to require incoming students do and/or submit their child's preschool screenings like other districts. Topline will do our snow removal again. Dr. Gayle will check on the timing of their service. It was not in the contract this time, but was last year. Facility – The punch list is done. Anderson will fix the water problem outside the building and finish up fixing the cracks inside this week.
- Motion: **Approve the contract with TeachersASAP.**
 First Smitley Second Allison Yes X(6) No _____ Abst _____
- Motion: **Approve the contract with Sentient Healthcare for audiology services.**
 First Allison Second Phillips Yes X(6) No _____ Abst _____

- Motion: **Approve the contract with Busse and Reid for SpEd evaluations.**
First Smitley Second Sterna Yes X(6) No _____ Abst _____

- Motion: **Approve the contract with TCEC for transition of ECSE students.**
First Smitley Second Sterna Yes X(6) No _____ Abst _____

- Motion: **Approve the contract with Topline for 2018-19 snow removal.**
First Allison Second Phillips Yes X(5) No _____ Abst Price

- **Committee Report:** The committee met before the board meeting today. Enrollment holding over 550, Title 1& II monies were more than we thought, need an additional sped classroom, transportation increased by \$56,000 due to the extra bus. Impact on the DSCR went from 1.18 to 1.16. Budget revision will be looked at in Nov with board approval in December. The lottery has started and intent to return forms coming out next month. Facility update from Dr. Gayle – Anderson will cover the repair to the back walls, will not pay for music room repairs. Looking into insurance to cover cabinets and drywall in inner office. The committee reviewed the check register and there were no questions.

- Motion: **Approve the September check register.**
First Phillips Second Sterna Yes X(6) No _____ Abst _____

3. ASPEN ACADEMY DEVELOPS AND RETAINS A HIGHLY-QUALIFIED STAFF AND BOARD

Board Elections, Responsibilities & Governance Committee (Stephanie Smitley/Misty Schutrop)

- Director Report: Admin has been working on a clearer organizational chart so staff know who to go to for what and duties are more defined. Duties are also overlapping so more than 1 person knows the job which will help if someone is out.
- Committee Report: Election will be November 19th. The election packet will be emailed to staff and parents next week to make the 30 day deadline. The board needed 1 parent, 2 teachers and 2 community members. Only 1 teacher and 1 community member applied. Voting will take place for about an hour on the 19th to fulfill the requirement of the law. The board may appoint a teacher, a parent and a community member for the other open spots for a 1-year term. Those individuals are then open to run in the election next year for an elected spot. There is a community member who was a former Aspen parent who is considering applying for the 2nd community spot. Misty spoke with the community member who applied. He lives close by and has friends whose children attend Aspen. The board will appoint Stephanie Peterson until her

elected term starts January 1, 2019. This will allow more transition time to get up and running. The board welcomes Stephanie!

- Motion: **Approve the appointment of Stephanie Peterson to the board effective November 1st.**

First Phillips Second Price Yes X(6) No _____ Abst _____

4. ASPEN ACADEMY MAINTAINS ENROLLMENT THROUGH RECRUITMENT AND RETENTION.

5. ASPEN ACADEMY DEVELOPS AND MAINTAINS STRONG STUDENT, PARENT, AND COMMUNITY PARTNERSHIPS.

Marketing and Community Engagement Committee (Misty Schutrop/Andrew Price)

- Director Report: The Media Release forms will be going out to new students soon. Then Dr. Gayle will be able to start publishing pictures on the Aspen FB page as well as other social media outlets to promote Aspen activities.
- Committee Report: The committee held a combination meeting with Strategic Planning on October 11th. They would like more parents and teachers to attend. Need to look at 3-5 years down the road. Look into a board retreat for discussion on the future. Then get community input. Marketing – Need to promote what we are doing that is great and different from the district. After school activities – Ski Club, asking parents if they'd like to run classes. Ideally schedule will be ready before winter break and then sign ups after break.

Strategic Planning Committee (Andrew Price/Misty Schutrop)

- Director Report: See Marketing.
- Committee Report: See Marketing.
- **Adjournment at 7:47pm** _____
- First Sterna Second Phillips Yes X(6) No _____ Abst _____