



## BOARD MEETING MINUTES

Date: January 15, 2019 Time: 6:00pm Location: Media Center

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

<b>Tenacity</b>	• form cohesion, cooperate, respectfully engage, listen effectively, and remain future minded.
<b>High Expectations</b>	• keep students first, speak with one voice, operate as a governance board.
<b>Integrity</b>	• 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.
<b>No Excuses</b>	• 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.
<b>Kindness</b>	• 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 6:06pm**

In attendance Victoria Regehr, Diane Sterna, Stephanie Smitley, Connie Gayle, Stephanie Peterson, Michael Faulise, Andrew Price, Misty Schutrop, April Schafer, Jake Mehrhoff

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 Regehr Yes X(9) No \_\_\_\_\_ Abst \_\_\_\_\_

• Motion: **Approval of Minutes** (December 11, 2018 and January 11, 2019).

First Regehr Second Schafer Yes X(9) No \_\_\_\_\_ Abst \_\_\_\_\_

**ASPEN ACCOLADES** (Dr. Gayle): To Rita, Charlene and Neddie for helping move furniture/classrooms because of water in the rooms. To Melanie Jiskra and her family for also helping clean up and move classrooms over the weekend. To Wade Phillips for his many volunteer hours in November and December working on technology. Misty gives an accolade to the staff running carpool – line has been getting finished earlier and Ms. Sjolseth and Mr. Sickman have memorized many of the numbers. Also to Ms. Jacobson & Mrs. Dunn for their work inside.

**Presentation by 1<sup>st</sup> Grade – Mrs. Chivers, Mrs. Moe and Mrs. Torvik**

- Reading: working on comparing/contrasting, finishing up reading testing and looking forward to new spelling curriculum coming up.
- Writing: Working on “how to” writing before break. Now working on a personal “small moment” narrative. Will be working on thank you letters to the teachers’ friends and family who donated money so each student could have a free book a month. Wow!
- Social Studies/Science: Learned habitats, maps and continents, world religions, Mayans, Incas, and Aztecs. Now working on germs and the human body.
- Math: Doing DDI and Fastbridge testing, place value, subtraction and graphing.

Thank you First Grade!

**Presentation from SEAC – Colleen Schatz, SpEd Director**

- Had 2<sup>nd</sup> SEAC meeting tonight, 4 very active parents, goal is to support parents of SpEd students and educate parents of non-SpEd students. They are planning a Spring event.
- Aspen now has Level 1,2 and 3 settings
- Wins: opened Level 3, Restrictive Procedures Team is in place, SEAC committee up and running, sensory room is open, 4 fully licensed SpEd teachers, active para & teacher coaching, data collection system in place, regular scheduled meetings with classroom teachers set and new reading and math curriculum.
- Great work from Connie and Melanie getting all of these things in place. Thank you to the whole team!

**Annual Meeting Business**

Welcome to new Board Members! April Schafer had 2 children attend Aspen K-5 and is now a community board member. Jake Mehrhoff was referred by an Aspen family, he lives across the parking lot and is a community board member. Michael Faulise is an Aspen Parent of a first grader.

- Election of New Officers
- **Nominee/s** Misty Schutrop **for Board Chair.**

Motion: **Approve** Misty Schutrop for Board Chair.

First Smitley Second Regehr Yes X(8) No \_\_\_\_\_ Abst Schutrop

- **Nominee/s** Andrew Price for Board Vice-Chair.

Motion: **Approve** Andrew Price for Board Vice-Chair.

First Smitley Second Sterna Yes X(9) No \_\_\_\_\_ Abst \_\_\_\_\_

- **Nominee/s** Rob Allison for Board Treasurer.

Motion: **Approve** Rob Allison for Board Treasurer.

First Sterna Second Regehr Yes X(9) No \_\_\_\_\_ Abst \_\_\_\_\_

- **Nominee/s** Stephanie Smitley for Board Secretary.

Motion: **Approve** Stephanie Smitley for Board Secretary.

First Peterson Second Regehr Yes X(9) No \_\_\_\_\_ Abst \_\_\_\_\_

**Committee Assignments:** Program Services - Diane, Steph, Victoria, Jake  
Marketing and Community Engagement - Andrew & April  
Board Elections, Responsibilities & Governance - Steph & Misty  
Finance & Facility - Rob & Michael  
Strategic Planning - Andrew, Michael & Stephanie

**Motion: Approve the following consent agenda items:**

- **Hires - Resignations – Terminations – Non-Renewals**
  - Mark Usem, MS Math (effective 1-7-19)
  - Noel Burrow, Nurse (effective 1-1-19)
  - Katie Johnson, Nurse (effective 1-3-19)
  - Zachary Chivers, temporary Para (effective 1-3-19)

**Adopt School Board Norms of Engagement 2019.**

First Regehr Second Schafer Yes X(9) No \_\_\_\_\_ Abst \_\_\_\_\_

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

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

- Director Report: Admin is looking at curriculum needs. Science and math have been purchased for some grade levels to pilot. It is nice to be able to purchase things that the teachers have been needing to teach. Lots more to come! Dr. Gayle is looking at the 5<sup>th</sup> section of K and marketing the MS and reviewing MS curriculum and schedule. Waitlist numbers at this time show a 5<sup>th</sup> section of K would be possible. There is space and resources for it. A 5<sup>th</sup> section will be looked at each year to see if waitlist would support it, physically if it will fit and fiscally. The section will need 12-15 students to break even. Financially it will help reduce strain on lease aid. A board member questioned if the quality of education will be maintained. Dr. Gayle explained specialist's schedules are not full at this time, there is extra room in the lunchroom for another class, 2 recess schedule will continue.
- Motion: **Approve adding a 5<sup>th</sup> section of Kindergarten beginning with the 2019-2020 school year.**

First Smitley Second Price Yes X(7) No Regehr Abst Schutrop

- Committee Report: The committee did not meet.

## **2. ASPEN ACADEMY PRACTICES EXEMPLARY FINANCIAL AND OPERATIONAL MANAGEMENT.**

**Finance & Facility Committee** (Rob Allison)

- Director Report: Enrollment update. 2019/2020 Lottery/enrollment updates. The lottery was last week. There are 100 students accepted with 68 on the waitlist. The goal is to keep parents engaged with activities and emails until school starts. Prospective parent meetings are set for the next few months. Current enrollment is 551 students. Designs for Learning will provide School Psych services.
- Motion: **Approve the Designs for Learning contract .**

First Regehr Second Schafer Yes X(9) No \_\_\_\_\_ Abst \_\_\_\_\_

- **Committee Report:** Presentation of Financials by Mike Pocrnich. 50% through the fiscal year, 49% actual revenue based on working budget, 48% actual expenditures. DCOH 63,101 and DSCR 1.18. Forecast enrollment with additional 5<sup>th</sup> Kindergarten puts long range projections within 16 ADM of original planning and a year behind.

Revised budget – very similar in Gen Ed and Food Service categories. Big change in Community Ed fund due to spend down. Looks like around \$35,000 surplus with 28% fund balance.

**Committee Meeting:** Met prior to the board meeting. Committee recommends the board approve the FY19 revision. Kou Vang shared that the final disbursement is ready, minus \$10,000 the city is holding until Spring, \$67,000 will go to Anderson and \$25,000 will go to Aspen. Water again came into classrooms during the December rain. Those classes have been permanently moved to other rooms for the rest of the year while the problem is examined by engineers.

- Motion: **Approve the December check register.**

First Smitley Second Sterna Yes X(9) No \_\_\_\_\_ Abst \_\_\_\_\_

- Motion: **Approve the revised FY19 budget.**

First Regehr Second Smitley Yes X(9) 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: Nothing to report at this time.
- Committee Report: The committee did not meet. Misty presented the governance calendar and reviewed the changes and edit to be made. The Board Service Agreement was signed by board members and given to the chair. It is the same one used previously.
- Motion: **Approve the Board Governance Calendar for 2019 with edits.**

First Smitley Second Faulise Yes X(9) No \_\_\_\_\_ Abst \_\_\_\_\_

- Motion: **Approve the Board Service Agreement.**

First Schafer Second Regehr Yes X(9) 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: Nothing to report at this time.
- Committee Report: Meeting next week, January 22 4:30-5:30.

**Strategic Planning Committee** (Andrew Price/Misty Schutrop)

- Director Report: Nothing to report at this time.
- Committee Report: Meeting next week, January 22 5:30-6:30.

- Recess at 7:40pm

**SPECIAL CLOSED BOARD MEETING**

- **CALL TO ORDER AT 7:50pm**

In attendance Andrew Price, Michael Faulise, Stephanie Peterson, Steph Smitley, Diane Sterna, Victoria Regehr, Jake Mehrhoff, April Schafer, Misty Schutrop

- **Motion to close the meeting.**

First Peterson Second Smitley Yes X(9) No \_\_\_\_\_ Abst \_\_\_\_\_

Discussion: Annual Director Evaluation

**Opened Session at 9:07pm**

In attendance Stephanie Smitley, Stephanie Peterson, Andrew Price, Misty Schutrop, April Schafer, Jake Mehrhoff, Diane Sterna

- Motion: **Offer Connie Gayle 2-year employment agreement.**

First Sterna Second Smitley Yes X(6) No \_\_\_\_\_ Abst \_\_\_\_\_

- **Adjournment at 9:07pm**

- First Smitley Second Schafer Yes X(6) No \_\_\_\_\_ Abst \_\_\_\_\_