



PROGRAM SERVICES MINUTES

February 6, 2019

Diane Sterna Committee Chair- Diane.sterna@aspenacademymn.org

Stephanie Smitley Committee Chair – Stephanie.smitley@aspenacademymn.org

Victoria Regehr - Victoria.regehr@aspenacademymn.org

Jake Mehrhoff - Jake.mehrhoff@aspenacademymn.org

**Committee Members: Diane Sterna, Stephanie Smitley, Victoria Regehr, Jake Mehrhoff,
Melanie Jiskra, Rachel Gulachek, Amy Jacobson
Mrs. Sterna's Room**

**In Attendance: Stephanie Smitley, Diane Sterna, Rachel Gulachek, Stephanie Peterson,
Dr. Connie Gayle, Amy Jacobson**

The meeting was held to review the 2019-2020 Aspen school calendar. Start of the meeting was 4:05

1. Professional Development at the beginning of the school year (Aug 23- 29) will focus on needs of the staff but will include Infinite Campus Training. Some of that time will also be used for assessments in grades 2-5, utilizing K-1 teachers and specialists that are not assessing to assist those grade level teachers. Specific schedule will be worked on at a later date. MS staff will be working on other things.
2. There will be Infinite Campus training in July. Connie is looking to have possibly 1 teacher from each grade level attend and then train their grade level.
3. We will be busing with the Prior Lake district so we will follow the Prior Lake calendar closely since it will be costly to bus on days they are not open. Our start and end time will also change because of busing. Specifics coming soon.
4. Aspen's extra day will be an Early Release day on October 16th.
5. We have decided to switch from Trimesters to Quarters, this will affect mainly MS. It will allow for easier scheduling and allow the calendar to more closely align with PL. Grading days will be given to work on report cards at each quarter. K-5 will do report cards in January and end-of-the-year. Work days may consist of PD for K-5 teachers.
6. Conferences will take place on these dates: Nov 12, 14, 18 and March: 3,5,9. These will take place in the evening with times to be determined later.

Meeting adjourned at 5:05 PM