



BOARD MEETING MINUTES

Date: February 19, 2019 Time: 6:00pm

Location: Media Center

School Board Norms of Engagement 2019 The Board of Aspen Academy will

Tenacity	<ul style="list-style-type: none"> form cohesion, cooperate, respectfully engage, listen effectively, and remain future minded.
High Expectations	<ul style="list-style-type: none"> keep students first, speak with one voice, operate as a governance board.
Integrity	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 Rob Allison, April Schafer, Jake Mehrhoff, Stephanie Smitley, Diane Sterna, Stephanie Peterson, Michael Faulise, Misty Schutrop, 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.

Need to move Finance to beginning of meeting, after Specialists to accommodate Rob having to leave early (6:55pm).

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

First Sterna Second Peterson Yes X(9) No _____ Abst _____

• Motion: **Approval of Minutes** (January 15, 2019).

First Allison Second Sterna Yes X(9) No _____ Abst _____

ASPEN ACCOLADES (Dr. Gayle): All of the teachers working the before and after school carline and buses in this winter weather.

Presentation by Specialists –Mr. Gross and Mrs. Smith presented for the Specialists.

- Art – (Elsberry) Kinders worked on Valentine panda portraits. New art teacher will need supplies for students. (Meyer) 1st grade working on self-portraits, 4th on symmetry, MS on paint mixing, perspective and layering. Teachers would like to purchase Explorations in Art curriculum for consistency and to allow teachers not to reinvent the wheel when planning.
- Spanish – (Jacobson) Students in first working on foods & meals, high frequency words, activities with stories, 5th working on questions about their least favorite food, countries and capitals. 8th working on their ideal houses. (Sjolseth) K & 2 working on greetings, color, numbers. Earning incentives for speaking Spanish the whole class. 4th reading a book on dogs, 6th using a new story based curriculum. Future needs: buy class sets of books, Somos Spanish curriculum.
- PE – Using Spark curriculum, heavy on skill progression, teamwork and cooperation, younger grades learning bowling, upper learning to score bowling, MS using badminton rackets to help with hand-eye coordination. Needs: volleyball nets, Spark curriculum 6-12.
- Tech – Grades have tech time once every 4 days. K working on mouse practice, 1 & 2-typing, 3-5th get Google accounts, 4-8 making vision boards with smart goals, MS - applied digital skills. Needs: newer computers to replace aging ones, new Smartboards to replace aging ones. Lease is up this year, admin is looking at new leases.
- Music – Informances coming up in March. Working on song tales this month. Mr. Gross & Mr. Fairweather participated in music PD at the MN Mid-Winter Clinic, took seminars in Somali culture, art standards for children with Autism. Band & orchestra working with video reflections, Smart technology. Needs: Railings for the risers, PA system.

Thank you Mrs. Smith and Mr. Gross!

Motion: Approve the following consent agenda items:

- **Hires - Resignations – Terminations – Non-Renewals**
 - Molly McGrath, lunchroom (effective 1-22-19)
 - Alyssa Tongue, MS Sped Teacher (effective 2-6-19)

Change in job duties for Jodi Herlick to Special Education Coordinator.

First Smitley Second Schafer Yes X(8) No _____ Abst _____

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

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

- Director Report: Worked on the calendar and sent to committee for discussion.
- Committee Report: Committee met February 6th to discuss the 2019-2020 calendar. It will follow Prior Lake district closely. There were a few edits that need to be made to the calendar, mostly spacing before posting on the website. See the minutes on the website for more information.
- Motion: **Approve the 2019-2020 School Calendar.**

First Sterna Second Smitley Yes X(8) No _____ Abst _____

2. ASPEN ACADEMY PRACTICES EXEMPLARY FINANCIAL AND OPERATIONAL MANAGEMENT.

Finance & Facility Committee (Rob Allison/Michael Faulise)

- Director Report: Enrollment and busing update. 5th section of K is full with a waitlist of 50 still in K for next year. Working with marketing to increase waitlist. Current enrollment at 548, will be 545 with a family that is moving. Will need to watch expenditures being under the budgeted 550 number. Aspen will be using Prior Lake district busing next year which will allow some cost saving as well as to significantly decrease bus riding times by increasing the number of buses available to us. School day time will change slightly. Dr. Gayle will be working with Prior Lake on routes, etc in the coming month or 2.

- Motion: **Approve busing through the Prior Lake School District.**

First Sterna Second Peterson Yes X(8) No _____ Abst _____

- **Committee Report:** Presentation of Financials by Rob Allison. Rob spoke to Mike Pocrnich over the weekend. Everything is looking good and nothing new to report. DCOH is 61 and DSCR is 1.16, both above bond covenants, but DCOH is getting very close. Will need to keep an eye on spending. No questions on the check register.

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

First Smitley Second Sterna Yes X(8) 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: Has not met, but will be meeting in April to review annual policies. Misty and Andrew met with Connie to review her agreement. There are a few typos and language to fix. Will need another closed meeting to review as a board. There are board trainings coming up in St. Peter. All new board members need to start their training before 6 months is up and complete it within a year. All returning board members also need to participate in a training during the year.

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 (Andrew Price/April Schafer)

- Director Report: Nothing to report at this time.
- Committee Report: Committee met February 12th. Marketing will meet quarterly. Next meeting April 24th, time TBD. Discussed postcards and pamphlets, marketing specifically to Prior Lake. Christi Heitzman will work on getting those materials from Creative Graphics. Handing out info to real estate agents so they are aware of Aspen as an option. Spoke about getting accurate information to families once busing, etc are set for next year. Going back to celebrating those families that reach their 40 hours in the newsletter. See the minutes on the website for more information.

Strategic Planning Committee (Andrew Price/Michael Faulise/Stephanie Peterson)

- Director Report: Nothing to report at this time.
- Committee Report: Met February 12th. Will meet next on March 12th at 4:30. Looking into doing a working board retreat in the next month or 2. Andrew will vet some potential facilitators to discuss Aspen's strategic plan.

Summary of Closed Meeting January 15, 2019 – The board discussed Dr. Gayle's employment agreement, looked at different evaluation forms, discussed key evaluation items and generated goals.

Friends of Education is coming to do their site visit on March 13th with Liz Wynn. Connie and Misty have paperwork to fill out pre-visit. The visits are always positive and helpful. Liz will meet with different staff throughout the day.

- **Adjournment at** 7:34pm
- First Price Second Peterson Yes X(8) No _____ Abst _____