



## BOARD MEETING MINUTES

Date: July 16, 2019 Time: 6:00pm

Location: Media Center

### School Board Norms of Engagement 2019 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 6:00pm**

In attendance Misty Schutrop, Andrew Price, Robert Allison, Michael Faulise, Victoria Regehr, Jake Mehrhoff, Diane Sterna, Stephanie Peterson, 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**

First Robert Allison Second Victoria Regehr Yes 8 X No \_\_\_\_\_ Abst \_\_\_\_\_

• Motion: **Approval of Minutes** (June 18, 2019).

First Victoria Regehr Second Stephanie Peterson Yes 8 X No \_\_\_\_\_ Abst \_\_\_\_\_

**ASPEN ACCOLADES (Dr. Gayle):**

Thankful for no further water infiltration. The building crew has been working hard and getting the floors ready, Jen Lee has been working on curriculum mapping and getting books ready, new teachers are getting curriculum maps and electives all set for the school year.

**Approve the following consent agenda items:**

- **Hires - Resignations – Terminations – Non-Renewals**
  - Elisa Christensen, Spanish teacher (effective 8-20-19)
  - Christina Harrison, HR
  - Julie Martini

First Stephanie Peterson Second Diane Sterna Yes 8 X 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: Update on Math curriculum
  - Some of the Dimensions items won't be ready for the school year, so staff and administrators decided to use the Math in Focus 2020 Version, a Singapore Math based program.
- Motion: **Approve the Math in Focus Curriculum.**

First Diane Sterna Second Stephanie Peterson Yes 8 X No \_\_\_\_\_ Abst \_\_\_\_\_

- Committee Report: Nothing to report at this time.

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

**Finance & Facility Committee** (Rob Allison/Michael Faulise)

- Director Report: Enrollment update.
  - Numbers are holding steady and being updated if changes come in.
- Committee Report: Presentation of Financials.
  - Days cash on hand has been a continual focus as it has dipped below the required threshold, however the fiscal year has reset and the school will look at ways to strategize spending in the coming school year to maintain the requirement going forward. When the receivables are included in the calculation the requirement is met.
- Motion: **Approve the June check register.**

First Robert Allison Second Victoria Regehr Yes 8 X No \_\_\_\_\_ Abst \_\_\_\_\_

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

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

- **Motion:** Approve the following: The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Director recommends the Board authorize Connie Gayle to act as the Identified Official with Authority (IOWA) for Aspen Academy 4184-07.
- First Stephaine Peterson Second Victoria Regehr Yes 8 X No \_\_\_\_ Abst \_\_\_\_\_
- Motion: **Approve Dr. Connie Gayle as Aspen's Human Right's Officer.**
- First Victoria Regehr Second Diane Sterna Yes 8 X No \_\_\_\_ Abst \_\_\_\_\_
- Motion: **Approve MARSS, STAR and Enrollment Coordinator position.**
- First Robert Allison Second Stephaine Peterson Yes 8 X No \_\_\_\_ Abst \_\_\_\_\_
- Motion: **Approve Transportation, Volunteer Coordinator position.**
- First Stephaine Peterson Second Robert Allison Yes 8 X No \_\_\_\_ Abst \_\_\_\_\_
- Committee Report:
  - Board election date will need to be set by the Governance committee soon. Committee will meet in late August or early September to determine the date of the election and prepare the communication and election materials. The election will have to be run by the Vice Chair and other board members as the Governance Committee members are up for election. Positions that are up for election are 2 teacher spots, 3 parent spots, 1 community member spot.
  - There was a question on how a Board member puts things on the agenda. Items generally come from the Committee Chairs based on policy being reviewed. Any Board member or community member may contact the Committee Chair to discuss if an item can be put on the agenda or should go to the committee for discussion first. Items that are presented as updates from a Committee Chair or member do not need to be formal agenda items and can be part of their Committee Report.
  - Update on the Director Evaluation process. Board Chair Misty Schutrop, and Vice Chair Andrew Price met with Dr. Gayle on July 10<sup>th</sup> to present the last information and comments on goals and areas of achievement that were gathered from board members at the closed meeting on June 4<sup>th</sup> closing out the 2019 Director Evaluation process. The Governance

Committee will begin to discuss the next Director evaluation process in September or October as the process will begin in December or January.

- Motion: **Approve the Employee Handbook, 2<sup>nd</sup> Read**
- First Victoria Regehr Second Diane Sterna Yes 8 X No \_\_\_\_\_ Abst \_\_\_\_\_
- Motion: **Approve the Friends of Aspen Academy board consisting of Rachel Mong as chair, Jeff Reistad as Treasurer and Jeff Roark as Secretary effective July 1, 2019.**
- First Stephanie Peterson Second Victoria Regehr Yes 8 X 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** (Andrew Price/April Schafer)

- Committee Report: Meeting quarterly, next meeting likely in August, website is almost done.

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

- Motion: **Approve the six Strategic Plan objectives.**
- First Andrew Price Second Robert Allison Yes 8 X No \_\_\_\_\_ Abst \_\_\_\_\_
- Committee Report:
  - The continuous improvement plan is due with the objectives and Dr. Gayle is working on the 5-year plan. Dr. Gayle will continue to work with Julie on the strategic planning process. Next meeting in August.
- **Adjournment at 6:31pm**
- First Victoria Regehr Second Diane Sterna Yes 8 X No \_\_\_\_\_ Abst \_\_\_\_\_