



## BOARD MEETING MINUTES

Date: June 18, 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 6:02pm**

In attendance Andrew Price, April Schafer, Stephanie Peterson, Stephanie Smitley, Misty Schutrop, Jke Mehrhoff, Connie Gayle, Victoria Regehr

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 with changes.**

First Smitley Second Regehr Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_

• Motion: **Approval of Minutes** (May 21 and Special Closed meeting June 4, 2019).

First Schafer Second Smitley Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_

**ASPEN ACCOLADES** (Dr. Gayle): To all Teachers – Made it through the year! Custodians off to a great start getting the school ready for next year. Teachers for already looking at PD and wanting a great start to next year.

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

- **Hires - Resignations – Terminations – Non-Renewals**
  - Kim Veldhuizen, Cafeteria (effective 6-5-19)
  - Kaylord Saunders, Behavior Specialist (effective 6-7-19)
  - Charleen Nielson, Custodian (effective 6-7-19)
  - Lori Chivers, Teacher (effective 6-7-19)
  - Amanda Sjolseth, Teacher (effective 6-7-19)
  - Dan Gocowski, Teacher (effective 6-7-19)
  - Mark Usem, Teacher (effective 6-7-19)
  - Shelly Meier, Teacher (effective 6-7-19)
  - CarlaJoy Strand, Teacher (effective 6-7-19)
  - Andrea Rebers, Teacher (effective 6-7-19)
  - Aleida VanderBrug, Teacher (effective 6-7-19)
  - Kelsey Jutting, Teacher (effective 8-20-19)
  - Tuyen Stephany, Para (effective 8-20-19)
  - Lauren Trovarello, Teacher (effective 8-20-19)
  - Mary Comfort, Teacher (effective 8-20-19)
  - Zachary Jiskra, Teacher (effective 8-20-19) – Dr. Gayle interviewed and will be the direct report for Mr. Jiskra, observations will be done by Mrs. Lee.
  - Stuart Keroff, Teacher (effective 8-20-19)
  - Madison Zoromski, Teacher (effective 8-20-19)

First Smitley Second Regehr Yes X(7) 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: Presentation by Mrs. Jiskra:
  - K-4 will use Words Their Way, will take place of spelling, each student will be on their own list. K-2 Fountas & Pinnell Phonics, teachers will get training and materials. K-4 Guided Reading, continue with Lori Magstad from FoE. K-4 F & P Benchmark assessments, new editions and training. Writing will continue as same, Writing Rhetoric for 5-8, goes with Core Knowledge. K-4 Zaner Bloser workbooks. More leveled books are coming, 70% informational texts. CK texts for Social Studies.

- Math – K-4 Dimensions, newly published version of Singapore Math, training Aug 28<sup>th</sup>. 5-8 Math in Focus, more material available online. Rocket Math K-5. ALEKS, math acceleration, goes through Calculus, bought seats for grades 5-8.
- Science – Grade 4 will pilot Amplify, no CK specific materials available, can go K-8.
- Staff Development – ENVoY for all new staff and any staff who would like to attend. Project based learning, rubric design with Lori for 5-8. CK – all staff Aug 23<sup>rd</sup> by Team Leads. Infinite Campus July 9-12 to train, team leads will then train grade levels. PLC will be on Growth Mindset, all staff.
- Each Thursday will be a different type of SD – PLC, Data review, peer coaching (Framework for Effective Teaching) and a community and connect.
- Programming: K-4 students will stay in their homeroom classes. K piloted last year. Many benefits to keeping students. Teachers will use differentiated instruction in their own classrooms to meet the needs of each student. Grade 3 & 4 will switch for social studies and science. Grade 4 will also offer a higher math option. 120 minute block for literacy, 90 minute block for math.
- Aspen will have MN Math and Reading Corps tutors. K-3 for literacy, work 1:1 for 20 min/day. 4-8 Math 2:1. All progress monitoring. Tutors will come trained. If you know of anyone, grandparent, new graduate who would be interested, let Melanie know.
- Middle School – 5<sup>th</sup>-8<sup>th</sup>. In Advisory, students will work on executive functioning, accelerated math and English, content planning time with teachers, electives will be at the end of the day.
- Teacher Leader Development – Each grade has a team lead. Will be 7 peer coaches and 1 instructional coach (Jen Lee). Data coaches will be Mrs. Dunn and Mrs. Gulachek. All new staff will have Jen Lee as coach. Evals will be done by Melanie. Teachers will be on a 3 year cycle. High cycle year – teachers will have 3 formal evals, low cycle year – informal evals. New teachers and most veteran staff will be high cycle this year. New teachers will also meet with Melanie once a month.
- Staff Climate Survey – staff debriefed the survey results with mixed groups. Action steps were developed. Those things will be addressed in community and connect Thursdays. The board was given a handout with positive, areas of growth and action steps taken from the staff discussions.

Thank you Melanie! Lots of great information!

- Committee Report: Did not meet. No changes to the 2<sup>nd</sup> read of policy 410.
- Motion: **Approve Policy 410 Family Medical Leave Act, 2<sup>nd</sup> Read.**

First Regehr Second Peterson Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_

Read Well needs to be submitted by July 1, most of the plan is mandated for K-3.

- Motion: **Approve the Read Well by Third Grade plan.**  
First Peterson Second Smitley Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_
- Motion: **Approve updated curriculum items.**  
First Smitley Second Peterson Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_

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

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

- Director Report: Facility update – A backhoe came out today to dig down near the music room. Found some insulation that was clearly different from the other insulation. Problem will be taken care of in the next couple of weeks. They will also put the tube underground. Appears not to be Aspen’s responsibility.
- Committee Report: Committee met before the board meeting. Presentation of Financials by Mike Pocrnich – Mike is looking to have some board training next week. Contact him if you would like to join. Audit has been scheduled. Lease aid has been approved which will help with cash flow. 92% of fiscal year is complete. 92% revenue, 94% expenses. DSCR is 1.16, DCOH is 38 and 80 with receivables. Running behind on cash flow due to SpEd drag of about \$400,000 still owed in sped revenue. Gen ed and food service funds will be even, running over on Community ed which was a planned spend down. School wide deficit looks to be about \$33,000. Fund balance at 27%. Check register – question on “unsupported purchase” that was reimbursed. Mike will check into it. Mike will also get a reimbursement from Skyward Accounting for purchased software Aspen will not be using.
- Motion: **Approve the May check register.**  
First Peterson Second Smitley Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_
- Motion: **Approve FY19 revised budget.**  
First Regehr Second Smitley Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_

Aspen utilizes TCEC for incoming Kinders who need transition of services.

- Motion: **Approve Twin Cities Education Consultants, LLC contract for Early Childhood special education services for 2019-2020.**

First Smitley Second Peterson Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_

Contract was amended because the original SpEd director from Designs for Learning will be the school psychologist. Aspen is hiring an internal SpEd director that we used previously.

- Motion: **Approve an amended contract with Designs for Learning.**

• First Regehr Second Peterson Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_

- Motion: **Approve the 2019-2020 contract with Teachers on Call.**

• First Smitley Second Peterson Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_

- Motion: **Approve the 2019-2020 contract for Milk Creamery.**

• First Peterson Second Schafer Yes X(6) No Mehrhoff Abst \_\_\_\_\_

- Motion: **Approve the 2019-2020 contract with A Chance to Grow.**

• First Smitley Second Regehr Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_

- Motion: **Approve the 2019-2020 contract with Strategic Staffing for social worker.**

• First Regehr Second Smitley Yes X(7) 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: Discussion of administrative assistant and communication coordinator positions – The board originally approved the position of admin assistant but that person is now performing more duties that would better fit the Communication Coordinator title.

- Motion: **Amend the Administrative Assistant position to be the Communication Coordinator position.**

• First Smitley Second Peterson Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_

- Committee Report: The committee did not meet.

- Discussion: New staffing model in Middle School will have 2 teachers for each subject, 5<sup>th</sup> grade was added to MS to help retain those students to stay through 8<sup>th</sup>, half of the MS teachers will be new. By interviewing and filling positions early, there were many qualified teachers to choose from. Different from last year when teachers were hired right before school started or during the school year.  
Teacher and Administration (non-Director) Evaluation process - Dr. Gayle is working on formal evaluation forms for admin staff. Will put those into play next year. Board would like to have data on formal and informal teacher evaluations in a board report.  
Suggestion was made to relay to teachers the grievance policy and process to staff so everyone is on the same page, revisit Aspen Norms and explain the type of HR we have available at school (more on-boarding/off-boarding than someone to go to for grievances).

Plans/ideas for upcoming years to replace or continue peer coaching model, Results of the Fall 2018 staff climate survey and action items implemented and/or coming next school year.

- Motion: **Approve the Student/Parent/Guardian Handbook, 2<sup>nd</sup> Read**
- First Smitley Second Regehr Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_
- Motion: **Approve the Employee Handbook, 1<sup>st</sup> Read**
- First Smitley Second Schafer Yes X(7) 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: The committee did not meet.

Regehr left the meeting.

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

- Director Report: Dr. Gayle will meet with Julie Goldsmith on final parts of the strategic plan. Should have a more final draft by mid-July.
- Committee Report: The committee did not meet.

**Summary of June 4, 2019 Closed Session.** The board met to close-out the formal evaluation of the executive director. The chair and vice-chair will meet with Dr. Gayle soon to discuss. Meeting was interrupted by a tornado warning.

- **Adjournment at** 8:53pm
- First Smitley Second Peterson Yes X(6) No \_\_\_\_\_ Abst \_\_\_\_\_