



BOARD MEETING MINUTES

Date: December 8th, 2020 Time: 6:00pm

Location:
 Zoom: Meeting ID: 953 1782 7550
 Password: 9Tz6T8

School Board Norms of Engagement 2020 The Board of Aspen Academy will

Tenacity	• form cohesion, cooperate, respectfully engage, listen effectively, and remain future minded.
High Expectations	• keep students first, speak with one voice, operate as a governance board.
Integrity	• 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	• 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	• 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 Kelsey Carlson, Stephanie Peterson, Rob Allison, April Schafer, Andrew Price, Andrew Petrenko, Stephanie Smitley, Misty Schutrop

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 edit.**

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

Roll Call: Rob Allison Yes X No _____

Stephanie Peterson Yes X No _____

Andrew Petrenko Yes X No _____

Andrew Price Yes X No _____
Kelsey Carlson Yes X No _____
Misty Schutrop Yes X No _____

April Schafer Yes X No _____
Stephanie Smitley Yes X No _____

- Motion: **Approval of Minutes** (November 17th, 2020).

First Carlson Second Smitley Yes X(7) No _____ Abst _____

Roll Call: Rob Allison Yes X No _____
Stephanie Peterson Yes X No _____
Andrew Price Yes X No _____
Kelsey Carlson Yes X No _____
Misty Schutrop Yes X No _____

Andrew Petrenko Yes X No _____
April Schafer Yes X No _____
Stephanie Smitley Yes X No _____

ASPEN ACCOLADES (Mrs. Jiskra): Maureen Stevenson, Health Aid who has been very diligent with covid information and contact tracing and handling the phone calls home very professionally. Mr. Sandberg and Mr. Jotter for their work planning and implementing Tier 1 childcare. Thank you to all!

Approve the following consent agenda items:

- **Hires - Resignations – Terminations – Non-Renewals**
 - Nora Carlson, Para (effective 11-6-20)
 - Alex Rivard, Para (effective 11-23-20)

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

Roll Call: Rob Allison Yes X No _____
Stephanie Peterson Yes X No _____
Andrew Price Yes X No _____
Kelsey Carlson Yes X No _____
Misty Schutrop Yes X No _____

Andrew Petrenko Yes X No _____
April Schafer Yes X No _____
Stephanie Smitley Yes X No _____

Presentation by 1st Grade – Mrs. Torvik, Mrs. Trovarello, Mrs. Sandell, Ms. Haseltine presented.

- First grade is working well as a team, managing hybrid and now distance and working on engaging students online. Math – working on a lot of review from Kindergarten, will be starting newer concepts after break. Students are working with manipulatives that were sent home.
- Reading/Language Arts – new Collaborative Classroom curriculum, includes Being a Reader (foundational skills), Being a Writer and Making Meaning, also teaching social emotional learning through literacy. Learning sentence components (nouns and plural nouns). Students are using their vocab words in everyday life, like quarreling with my sister.

- Social Studies – geography and building off what they learned in K, doing the Pigeon project with the continents. Didn't get one from Antarctica this year. Science – layers of the earth, made different types of rocks at home using Fruit by the Foot and Starbursts, also looked for rocks around their house. Learning about World Religions now and will begin ancient civilizations after break.
- Students seem to be staying engaged during distance learning. Teachers are working hard to keep them engaged and doing hands-on activities.

Thank you, First Grade!

Program Services Committee (Smitley/Carlson)

- Committee Report: The committee did not meet.

Finance & Facility Committee (Allison/Faulise/Schutrop/Price)

- Committee Report: The committee did not meet, but will look again at enrollment numbers and review FY21 budget in February. Presentation of Financials by David Kloskin – 42% of the way through the fiscal year, \$1.5 mm in account, look into moving some money into Woodbury account. Would still be up \$128,000 from last year without PPP loan. Now have until Dec. 30th to spend CRF grant. Will be able to get Dec. 15 payroll included. Days cash on hand- 99, debt service credit ratio – 1.55. Revenue is 39%, expenses at 33%. SBA has been quick turning around the forgiveness applications with favorable results. Rob thanks Dave for keeping on top of the PPP loan process and paperwork. No incentive to claim early, so good to wait and spend it down. No questions on the check register.
- Motion: **Approve the November check register.**

First Allison Second Carlson Yes X(8) No _____ Abst _____

Roll Call: Rob Allison Yes X No _____
 Stephanie Peterson Yes X No _____
 Andrew Price Yes X No _____
 Kelsey Carlson Yes X No _____
 Misty Schutrop Yes X No _____

Andrew Petrenko Yes X No _____
 April Schafer Yes X No _____
 Stephanie Smitley Yes X No _____

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

- Director Report: Presentation by Mrs. Jiskra on World’s Best Workforce Summary and plan.
 - Most of the WBWF goals from last year will be “unable to report” due to the pandemic and not taking the MCAs, Fastbridge or Explore assessments in the spring.
 - Met preschool readiness goal – 100% of students turned in their preschool screening results.
 - Plan for this school year: 4 goals to meet out of 5 (don’t have a high school goal), committee met Nov 30 to review previous year and Dec 4 to review upcoming plan. Push for equitable access to effective and diverse teachers for all students – Aspen has highly qualified teachers as reported in the STAR data with 2 teachers on variance, Aspen does have equitable access. Goal is to broaden our search for teachers through partnering with universities for student teachers, challenging when there is a teacher shortage.
 - 2020-2021 school goals are the same as last year plus close the sped gap by 20% in reading and math.
Thank you, Melanie!
- Staff Climate survey results presented by Mrs. Jiskra and Mr. Sandberg
 - Survey given to staff, 47 responses in 5 areas: staff connections, structures for learning, physical environment, peer/adult connections and family/parent involvement.
 - Most all areas have improved over the last 2 plus years since the survey started in 2018.
 - Big increases in the following: staff feeling noticed and appreciated (44 to 70%), admin put in time & effort to improve school (61 to 95%), behaviors are taken care of (59 to 92%), instructional materials up to date (23 to 61%), students treat each other with respect (52 to 81%), students demonstrate behavior that allow teachers to teach and students to learn (36 to 74%).
 - Next step – action steps come from full staff once they’re able to meet again.

Thank you, Melanie and Eric!

The board approves the professional development plan for administrators without an admin license annually.

- Motion: **Approve the Professional Development plans for administration.**

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

Roll Call: Rob Allison Yes X No _____
Stephanie Peterson Yes X No _____
Andrew Price Yes X No _____
Kelsey Carlson Yes X No _____
Misty Schutrop Yes X No _____

Andrew Petrenko Yes X No _____
April Schafer Yes X No _____
Stephanie Smitley Yes X No _____

The director asked the board to approve the payout of more PTO days at the end of this year. The executive board met and agreed to payout an additional number of days.

- Motion: **Approve the covid amendment to Director's employment agreement.**
First Smitley Second Carlson Yes X(8) No _____ Abst _____

Roll Call: Rob Allison Yes X No _____
Stephanie Peterson Yes X No _____
Andrew Price Yes X No _____
Kelsey Carlson Yes X No _____
Misty Schutrop Yes X No _____

Andrew Petrenko Yes X No _____
April Schafer Yes X No _____
Stephanie Smitley Yes X No _____

- Committee Report: Did not meet, but will start the director eval process soon, need to notify Connie by Jan 24th about an extension to her employment agreement. May need a special board meeting after break to discuss.

Marketing and Community Engagement Committee (Price/Schafer)

- Committee Report: The committee did not meet.

Strategic Planning Committee (Price/Peterson/Allison/Petrenko)

- Committee Report: The committee did not meet.

- **Adjournment at 7:18pm**

- First Peterson Second Schafer Yes X(8) No _____ Abst _____

Roll Call: Rob Allison Yes X No _____
Stephanie Peterson Yes X No _____
Andrew Price Yes X No _____
Kelsey Carlson Yes X No _____
Misty Schutrop Yes X No _____

Andrew Petrenko Yes X No _____
April Schafer Yes X No _____
Stephanie Smitley Yes X No _____