



## Transition Committee Minutes

Date: February 8, 2020 Time: 5:00pm Location: By Zoom:

In Attendance: Stephanie Smitley, Julie Martini, Kelsey Carlson, Diane Hummel, Eric Sandberg, Stephanie Peterson, Melanie Jiskra, Rob Allison, James Jotter, Andrew Price, Michael Faulise, Becca Moser

### **Agenda**

- **2021 planning** - Melanie is working on the Charter School Consortium with St. Thomas, lots of meetings right now, will know more later about the time commitment. One para has applied from Aspen. Melanie shared the curriculum cycle, will work on continued implementation. Keep an eye on enrollment numbers for this year for budgeting purposes. Julie will provide ADM, if needed.
- **Areas that are doing well/need attention** - Things have been running smoothly, admin is making sure teachers are able to focus on teaching with the kids back in school. James is working on getting the elevator license which was just repaired and inspected. Eric is working on the new bus contract with Prior Lake. We should have the contract by Feb 15th. He said they are very willing to work with us. Cost might be less than current contract, if we were to move start/end times, price would go up because they'd need to add more busses. They will work with us if we have deviations in the schedule like an early release day or late start. Current contract goes to June 2022, Eric will contact PL to ask about mutually agreeing to end that contract. Reports are due to MDE and the resident district March 1 regarding transportation for next year.

• **Any hires needed that have been identified** - Right now, EAs and paras are good. Looking at the budget moving forward next year, will look at those positions with regards to enrollment and budget.

• **Purchasing update** - Diane has been making purchases using the PEX card. She submitted the credit card application today. She has a process for purchasing that she will get to staff by Wednesday, the process is open to adjustment if needed. She will work on getting the back end process set. Melanie has Aspen's technology budget for next year from Wade. Will also look at this year's budget and see if any money is left to spend on things like Smartboards or more Chrome books. Tiernay did a review of the current Smartboards to see which need to be replaced sooner. Diane is working with James on ordering supplies monthly or quarterly, some savings have already been made.

• **Other needs**

- **Financial** - Diane had a question about larger purchases. If it is within the normal spending, go ahead and spend it. If it is a much larger out of the norm purchase than ask the finance committee, Mike. Michael suggested if it is under \$5,000 then spend, if over, ask.
  
- **Covid** - Melanie has been receiving the Covid information. MDE has taken over the vaccine distribution. Those on the waitlist from 2 weeks ago should be getting emails this week. She is on Scott County calls and has been impressed with their efforts. Sounds like the county will be able to give vaccines in schools within 3 weeks. Information to parents has gone out and will continue to go out regarding CDC and MDH guidelines for quaranting and travel. There will be amendments to the student/parent and employee handbook regarding the guidelines.
  
- **Policy** - MSBA has an updated face covering policy. Program service committee will review on Thursday. Also doing the annual review of 505.
  
- **Reports coming up** - March 1 the winter data report is due to FOE. Transportation forms are also due March 1. Julie is tracking FOE reporting due dates.

Thank you all for doing a wonderful job!

5:43pm