



BOARD MEETING MINUTES

Date: April 20, 2021 Time: 6:00pm Location: Media Center
 Zoom: Meeting ID: 953 1782 7550
 Password: 9Tz6T8

School Board Norms of Engagement 2021 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 6:05pm**

In attendance Misty Schutrop, Stephanie Smitley, Andrew Price, April Schafer, Rob Allison, Melanie Jiskra, Diane Hummel, Andrew Petrenko, Michael Faulise

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 amendments.**

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

Roll Call: Rob Allison Yes X No _____

Michael Faulise Yes X No _____
 Andrew Petrenko Yes X No _____

Andrew Price Yes X No _____
Stephanie Smitley Yes X No _____

April Schafer Yes X No _____
Misty Schutrop Yes X No _____

- Motion: **Approval of Minutes** (March 16, 2021) and **Special Meeting Minutes** (March 29 and April 15, 2021).

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

Roll Call: Rob Allison Yes X No _____

Michael Faulise Yes X No _____

Andrew Petrenko Yes X No _____

Andrew Price Yes X No _____
Stephanie Smitley Yes X No _____

April Schafer Yes X No _____
Misty Schutrop Yes X No _____

ASPEN ACCOLADES (Mrs. Jiskra): Thank you to Eric, Amy, Elissa, Zack, Steph, Angela, Ryan and the whole carpool team for the team effort to get students home when School Dismissal Manager was out. Thank you to Jean for all you do! Tomorrow we celebrate her with Administrative Assistant Day.

Presentation by 2nd Grade – Mrs. Woodward, Mrs. Behrens, Ms. Kruse, and Mrs. Wiese

- Mrs. Woodward shared that the team has been very flexible with the different learning models and have been dividing and conquering the curriculum. Math is using Math In Focus, some units are very in depth, others still need some extra resources. Using Rocket Math in class and over Zoom, addition. They worked on a project making a board game and taught other students. Multiplication is coming up and end-of-the-year Pet Shop project touches on exposure topics for 3rd grade.
- Mrs. Wiese looped with her 2nd graders this year. Using new reading curriculum, Collaborative Classroom Curriculum (CCC) – Making Meaning (3 days a week), vocabulary (2 days a week), vocab comes from books their reading fiction/non-fiction. Word study, Being a Reader – decoding and write words. Spelling curriculum started after Winter, guided reading, each student has their own books to read.
- Ms. Kruse – Making connections between writing and reading, Being A Writer – creative writing, finding ideas, research polar bears, doing insect project. Handwriting Zaner-Bloser, intro to cursive.
- Mrs. Behrens – She’s enjoying the team cohesiveness. Using Core Knowledge as the foundation, reading Peter Pan, Magic Paintbrush, Charlotte’s Web, classic literature. Social Studies – kids love to talk about the topics. This year learning US History, War 1812, citizenship, ancient India, China and Greece. 3 students in her class are from India and have been helping with ancient India topic. CK has downloaded resources, created Smartboard slides from the student book. Science – human cells, digestive system, biographies of scientists, working on insects and life cycles and will be doing magnets next. Next year science focus will change with the new CK science curriculum based on new science standards. More manipulatives will be coming. Mrs. Behrens

stated that after a couple years of dramatic changes, she thanks her team and loves them all so much and they get along very well.

Thank you, 2nd grade!

Program Services Committee (Smitley)

- Administration Report: Guidelines for masks from the Face Covering policy were added to the uniform guidelines under accessories.
- Committee Report: The committee did not meet.

Finance & Facility Committee (Allison/Faulise/Schutrop)

- Administration Report: Pay scale is years of total teaching, not just at Aspen. Budget is conservatively based, pay scale for next year, 3% across all areas, 5% for admin. Working on grid for hourly employees based on performance assessments. Schedule C- extra money for those teachers taking on committees and duties that take more time.
- Motion: **Approve the teacher pay scale and schedule C for 2021-2022.**

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

Roll Call: Rob Allison Yes X No _____ Michael Faulise Yes X No _____
Andrew Price Yes X No _____ Andrew Petrenko Yes X No _____
Stephanie Smitley Yes X No _____ April Schafer Yes X No _____
Misty Schutrop Yes X No _____

This is a new provider for Aspen for a social worker. More time was needed and current provider could not provide more time. Recommended by Kelly.

- Motion: **Approve the contract with Agate Social Works, LLC.**

First Allison Second Faulise Yes X(7) No _____ Abst _____

Roll Call: Rob Allison Yes X No _____ Michael Faulise Yes X No _____
Andrew Price Yes X No _____ Andrew Petrenko Yes X No _____
Stephanie Smitley Yes X No _____ April Schafer Yes X No _____
Misty Schutrop Yes X No _____

- Motion: **Approve the contracts with Twin Cities Education Consultants, LLC for Early Childhood Education and Autism Support services.**

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

Roll Call: Rob Allison Yes X No _____

Michael Faulise Yes X No _____

Andrew Petrenko Yes X No _____

Andrew Price Yes X No _____

April Schafer Yes X No _____

Stephanie Smitley Yes X No _____

Misty Schutrop Yes X No _____

Audiologist is only as needed, low incident provider.

- Motion: **Approve the contract with Sentient Healthcare, Inc. for audiologist services.**

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

Roll Call: Rob Allison Yes X No _____

Michael Faulise Yes X No _____

Andrew Petrenko Yes X No _____

Andrew Price Yes X No _____

April Schafer Yes X No _____

Stephanie Smitley Yes X No _____

Misty Schutrop Yes X No _____

- Motion: **Approve the amendment to the Infinite Campus agreement.**

First Petrenko Second Allison Yes X(7) No _____ Abst _____

Roll Call: Rob Allison Yes X No _____

Michael Faulise Yes X No _____

Andrew Petrenko Yes X No _____

Andrew Price Yes X No _____

April Schafer Yes X No _____

Stephanie Smitley Yes X No _____

Misty Schutrop Yes X No _____

- Motion: **Approve the contract with A Chance to Grow for 3rd party billing.**

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

Roll Call: Rob Allison Yes X No _____

Michael Faulise Yes X No _____

Andrew Petrenko Yes X No _____

Andrew Price Yes X No _____

April Schafer Yes X No _____

Stephanie Smitley Yes X No _____

Misty Schutrop Yes X No _____

- Motion: **Approve the contract with Strategic Staffing Solutions for the school nurse.**

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

Roll Call: Rob Allison Yes X No _____

Michael Faulise Yes X No _____

Andrew Price Yes X No _____
Stephanie Smitley Yes X No _____

Andrew Petrenko Yes X No _____
April Schafer Yes X No _____
Misty Schutrop Yes X No _____

Occupational therapy contract did not have required ceiling amount, now included in amendment.

- Motion: **Approve amendment to Fox Hire contract.**

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

Roll Call: Rob Allison Yes X No _____

Michael Faulise Yes X No _____

Andrew Petrenko Yes X No _____

Andrew Price Yes X No _____

April Schafer Yes X No _____

Stephanie Smitley Yes X No _____

Misty Schutrop Yes X No _____

This position is in the budget for next year, will split between gen ed and sped budgets, will work with all students K-8, staff and parents with strategies for crisis, trauma and social emotional learning. Emily is currently a para and working on her license through Signa Behavioral Health. She will be working with SST as well.

- Motion: **Approve mental health practitioner position.**

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

Roll Call: Rob Allison Yes X No _____

Michael Faulise Yes X No _____

Andrew Petrenko Yes X No _____

Andrew Price Yes X No _____

April Schafer Yes X No _____

Stephanie Smitley Yes X No _____

Misty Schutrop Yes X No _____

- Committee Report: Committee met prior to the board meeting. Reviewed the budget, enrollment current and next year, school will add Frontline Attendance in the budget which helps with tracking staff hours more efficiently, and FY22 budget. Presentation of Financials by Robin Pikal – 75% of the way through fiscal year. Revenues at 65%, expenses at 63%, DCOH – 57 and 105, DSCR 1.56. There was an increase in accounts payable from Feb because of the timing of the PEX card balance. YTD fund balance is \$1.9 million, surplus of \$507,704. No questions on the March check register.

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

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

Roll Call: Rob Allison Yes X No _____

Michael Faulise Yes X No _____

Andrew Petrenko Yes X No _____

Andrew Price Yes X No _____

April Schafer Yes X No _____

Stephanie Smitley Yes X No _____

Misty Schutrop Yes X No _____

- Motion: **Approve Aspen's 990.**

Tabled until next meeting. Board members did not have time to review it. Due May 15th, board will approve at a separate meeting.

FY22 budget based on a very conservative 643, reduction in admin salaries due to other things, not director salary. There was a question about maintenance of effort for sped – FY22 will be \$1.485, we are close to having it resolved for this year. Kelly should try to attend next finance meeting for more info.

- Motion: **Approve the FY22 budget.**

First Allison Second Faulise Yes X(7) No _____ Abst _____

Roll Call: Rob Allison Yes X No _____

Michael Faulise Yes X No _____

Andrew Petrenko Yes X No _____

Andrew Price Yes X No _____

April Schafer Yes X No _____

Stephanie Smitley Yes X No _____

Misty Schutrop Yes X No _____

The board would like to give bonuses to admin for their extra work during the director transition time.

- Motion: **Approve bonuses for Melanie Jiskra and Diane Hummel for \$5,000 each, James Jotter for \$3,000, Eric Sandberg and Julie Martini for \$2,000 each.**

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

Roll Call: Rob Allison Yes X No _____

Michael Faulise Yes X No _____

Andrew Petrenko Yes X No _____

Andrew Price Yes X No _____

April Schafer Yes X No _____

Stephanie Smitley Yes X No _____

Misty Schutrop Yes X No _____

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

- Committee Report: Did not meet. General board elections will be coming up in November, then again in Spring of 22 to get on the new election cycle more in line with the school year. Will need to appoint 2 teacher board members after June. Info to staff went out yesterday.
- **Summary of Closed Meeting 4-15-21** – Board reviewed the evaluation of the principal, identified areas of strength and improvement. Michael and Misty will meet with Melanie soon.
- Ad-hoc Search Committee Update: Workshop meeting summary is in the drive. Beth Topoluck from Friends of Education reiterated to Misty that any administrative model is

allowable. Nothing in bylaws that says only 1 person can report to the board. Beth said there are schools with teacher models and she applauds us for exploring other options and being innovative. The job posting will be for an operations manager that will be focused on the business side working in partner with the principal. The job posting lists duties and qualifications that were discussed in the previous workshop meeting. Posting will go up soon with a May 15th application deadline.

- Motion: **Approve the job posting for new hire.**

First Faulise Second Smitley Yes X(6) No Price Abst _____

Roll Call: Rob Allison Yes X No _____

Michael Faulise Yes X No _____

Andrew Petrenko Yes X No _____

Andrew Price Yes _____ No X

April Schafer Yes X No _____

Stephanie Smitley Yes X No _____

Misty Schutrop Yes X No _____

Marketing and Community Engagement Committee (Price/Schafer/Faulise)

- Committee Report: Andrew will set meeting soon with input on date/time from Christi and Melanie.

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

- Committee Report: Will meet when marketing meets.

- **Adjournment at 7:36pm**

- First Allison Second Faulise Yes X(7) No _____ Abst _____

Roll Call: Rob Allison Yes X No _____

Michael Faulise Yes X No _____

Andrew Petrenko Yes X No _____

Andrew Price Yes X No _____

April Schafer Yes X No _____

Stephanie Smitley Yes X No _____

Misty Schutrop Yes X No _____