



## BOARD MEETING MINUTES

Date: May 18, 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

<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 6:06pm**

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

Authorizer Comments Beth Topoluk present to discuss the charter contract renewal

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 Allison 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 \_\_\_\_\_  
Stephanie Smitley Yes X No \_\_\_\_\_

April Schafer Yes X No \_\_\_\_\_  
Misty Schutrop Yes X No \_\_\_\_\_

- Motion: **Approval of Minutes** (April 20, 2021) and **Special Meeting Minutes** (May 4, 2021).

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

**Roll Call:** Rob Allison Yes X No \_\_\_\_\_  
Andrew Petrenko Yes X No \_\_\_\_\_  
Andrew Price Yes X No \_\_\_\_\_  
Stephanie Smitley Yes X No \_\_\_\_\_

Michael Faulise Yes X No \_\_\_\_\_  
April Schafer Yes X No \_\_\_\_\_  
Misty Schutrop Yes X No \_\_\_\_\_

**ASPEN ACCOLADES** (Mrs. Jiskra): Mr. Fairweather for the wonderful band concert last week. A great sense of community with the outside concert and parents, staff sitting in lawn chairs in the parking lot. Brandy Mosser for bringing her expertise at raising chicks from eggs. Classes come in daily to check on the eggs and now chicks. Middle school team for the growth they have shown and the opportunities they're giving the kids during school.

### **Presentation by Middle School**

- Mrs. Adams – teachers have been working hard on strategies to keep students engaged during distance learning. It has been tough to balance students in-person and online. Holding students accountable for missing assignments.
- Mr. Walters – Pie Day celebration, Kiefer made the news with his knowing 501 digits of pi, Nuke 'em tournament between advisories, Eagle Hour – Career Café, THINK activities, peer building activities. Middle School is going to Camp Kici Yapi on June 2<sup>nd</sup>.
- Mrs. Zoromski – Penguin Corps has grown from 14 students last year to 46 this year, they led computer distribution for 300 students last year, participated in 3 international conferences and several national ones this spring.
- Mrs. Overbo – Some fun projects that have been going on: 8<sup>th</sup> grade got lawn signs for graduation, going on a field trip to MOA and doing an Aspenized scavenger hunt, pizza party lunch and graduation is June 1. Science fair is June 1, advisory Olympics coming up and the all middle school field trip to Kici Yapi.
- Mrs. Carey – MS would like 1:1 devices, perfected technology activities this past year, don't have regular access to Chrome books for instance during this time of year all of the Chrome books are used for testing. Would also like to make improvements for internet access when lots of students are accessing the internet, can be very slow and time consuming. Would like clarification on the maximum number of students per class. This is a really great team! Excited for new staff next year and we've really been able to get to know kids on a more personal level when everyone was home. Got to meet pets and family members.

Thank you, Middle School teachers!

**Approve the following consent agenda items:**

- **Hires - Resignations – Terminations – Non-Renewals**
  - Maria Atkinson, para (effective 6-3-21)
  - Dana Burns, EA (effective 6-3-21)
  - Rachel Gulachek, EL (effective 6-4-21)
  - Jen Dyer, teacher (effective 6-4-21)
  - Nadine Penny, counselor (6-4-21)
  - Diana Reiter, para (effective 6-3-21)
  - Tia Westad, teacher (effective 6-4-21)
  - Elissa Christensen, teacher (effective 6-4-21)
  - Cheryl Nogan, para (effective 5-7-21)
  - Sarah Ross, teacher (effective 8-16-21)
  - Deb Olson, teacher (effective 8-16-21)
  - Lynn Hanson, sped teacher (effective 8-16-21)
  - Katlyn Pieper, sped teacher (effective 8-16-21)
  - Sarah Wested, teacher (effective 8-16-21)
  - Alyssa Anderson, para (effective 8-20-21)

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 \_\_\_\_\_ April Schafer Yes X No \_\_\_\_\_  
Andrew Price Yes X No \_\_\_\_\_ Misty Schutrop Yes X No \_\_\_\_\_  
Stephanie Smitley Yes X No \_\_\_\_\_

**Program Services Committee (Smitley)**

- Administration Report: The MSBA recommended that boards make a motion to rescind the face covering policy. Melanie and Stephanie have reviewed the handbook and made some edits for the 2<sup>nd</sup> read.
- Motion: **Rescind the approval of the Face Covering Policy 504.5 once the vaccination rate hits 70% or July 1, 2021, whichever comes earlier.**

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 \_\_\_\_\_ April Schafer Yes X No \_\_\_\_\_  
Andrew Price Yes X No \_\_\_\_\_ Misty Schutrop Yes X No \_\_\_\_\_  
Stephanie Smitley Yes X No \_\_\_\_\_

- Motion: **Approve the Student/Parent/Guardian Handbook, 1<sup>st</sup> read.**

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 \_\_\_\_\_ April Schafer Yes X No \_\_\_\_\_  
 Andrew Price Yes X No \_\_\_\_\_ Misty Schutrop Yes X No \_\_\_\_\_  
 Stephanie Smitley Yes X No \_\_\_\_\_

- Committee Report: Did not meet.

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

- Administration Report: Discussion of 5<sup>th</sup> section of Kindergarten – there were 72 Kinders on the waitlist so a 5<sup>th</sup> section was opened. 24 offers are out, leaving 44 on the waitlist. The waitlist seems solid and hasn't had much movement yet. Closing enrollment at the same time each year allows teachers to know their classes are set and they won't be getting any new students that make it hard to adjust late in the year.
- Motion: **Approve closing of enrollment on March 15<sup>th</sup> each year.**

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

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

- Motion: **Approve the contract fee with Pedia Staff, Inc to allow an employee to be a member of the Aspen staff.**

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 \_\_\_\_\_ April Schafer Yes X No \_\_\_\_\_  
 Andrew Price Yes X No \_\_\_\_\_ Misty Schutrop Yes X No \_\_\_\_\_  
 Stephanie Smitley Yes X No \_\_\_\_\_

This is for the time we were over the regular contract, no increase in cost.

- Motion: **Approve the current contract amendment for Indigo Education for special education director services.**

First Faulise Second Allison Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_

**Roll Call:** Rob Allison Yes X No \_\_\_\_  
Andrew Petrenko Yes X No \_\_\_\_  
Andrew Price Yes X No \_\_\_\_  
Stephanie Smitley Yes X No \_\_\_\_

Michael Faulise Yes X No \_\_\_\_  
April Schafer Yes X No \_\_\_\_  
Misty Schutrop Yes X No \_\_\_\_

Aspen will have a new special education director next year and a coordinator with a teacher coaching focus.

- Motion: **Approve the contract with Indigo Education for special education director and special education coordinator with teacher coaching focus, 2021-2022 school year.**

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

**Roll Call:** Rob Allison Yes X No \_\_\_\_  
Andrew Petrenko Yes X No \_\_\_\_  
Andrew Price Yes X No \_\_\_\_  
Stephanie Smitley Yes X No \_\_\_\_

Michael Faulise Yes X No \_\_\_\_  
April Schafer Yes X No \_\_\_\_  
Misty Schutrop Yes X No \_\_\_\_

Amendment includes updated requirements.

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

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

**Roll Call:** Rob Allison Yes X No \_\_\_\_  
Andrew Petrenko Yes X No \_\_\_\_  
Andrew Price Yes X No \_\_\_\_  
Stephanie Smitley Yes X No \_\_\_\_

Michael Faulise Yes X No \_\_\_\_  
April Schafer Yes X No \_\_\_\_  
Misty Schutrop Yes X No \_\_\_\_

- Motion: **Approve the Strategic Behavioral Solutions contract for the behavioral interventionist, 2021-2022 school year.**

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

**Roll Call:** Rob Allison Yes X No \_\_\_\_  
Andrew Petrenko Yes X No \_\_\_\_  
Andrew Price Yes X No \_\_\_\_  
Stephanie Smitley Yes X No \_\_\_\_

Michael Faulise Yes X No \_\_\_\_  
April Schafer Yes X No \_\_\_\_  
Misty Schutrop Yes X No \_\_\_\_

This is the same company, but increased school psych hours.

- Motion: **Approve the contract with Twin Cities Educational Consultants for school psych, 2021-2022 school year.**

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 \_\_\_\_\_ April Schafer Yes X No \_\_\_\_  
Andrew Price Yes X No \_\_\_\_\_ Misty Schutrop Yes X No \_\_\_\_  
Stephanie Smitley Yes X No \_\_\_\_\_

This agreement was worked on with our attorney, a way to recruit and keep special ed teachers. Aspen needs a teacher with an ASD license on the team.

- Motion: **Approve Nicole Harris's agreement with tuition reimbursement from Bemidji State for ASD licensure.**

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 \_\_\_\_\_ April Schafer Yes X No \_\_\_\_  
Andrew Price Yes X No \_\_\_\_\_ Misty Schutrop Yes X No \_\_\_\_  
Stephanie Smitley Yes X No \_\_\_\_\_

Mr. Jotter will be taking over purchasing responsibilities and will need a credit card to make needed purchases.

- Motion: **Approve James Jotter as a PEX card and/or credit card user.**

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 \_\_\_\_\_ April Schafer Yes X No \_\_\_\_  
Andrew Price Yes X No \_\_\_\_\_ Misty Schutrop Yes X No \_\_\_\_  
Stephanie Smitley Yes X No \_\_\_\_\_

- Committee Report: Presentation of Financials by Robin Pikal – 83% through the fiscal year, revenue is 71%, expenses 71%. Days Cash on Hand – 55/107, Debt service credit ratio- 1.43, YTD surplus \$404,907. Still working on ADM of 630, enrollment is now 636. Melanie and Robin will work on truing up line items for FY21 to help with FY22 budgeting, put some expenditures in ESSR I funds for this year. No questions on the check register.

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

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 \_\_\_\_\_ April Schafer Yes X No \_\_\_\_  
Andrew Price Yes X No \_\_\_\_\_ Misty Schutrop Yes X No \_\_\_\_  
Stephanie Smitley Yes X No \_\_\_\_\_

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

- Committee Report: Michael and Misty will be trading board officer position spots effective June 1.
- Motion: **Approve Michael Faulise as Board Chair and Misty Schutrop as Board Vice-chair effective June 1, 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 \_\_\_\_\_ April Schafer Yes X No \_\_\_\_\_  
Andrew Price Yes X No \_\_\_\_\_ Misty Schutrop Yes X No \_\_\_\_\_  
Stephanie Smitley Yes X No \_\_\_\_\_

- Ad-hoc Search Committee Update: Things are moving per the timeline set at the last meeting. There were 42 external candidates, no internal. First selection of applicants will happen tomorrow with Melanie, Michael and Stephanie.

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

- Committee Report: Met April 29<sup>th</sup>. Christi reviewed items she has been working on. Asked for Google analytics, about \$2,500 to view website data, \$200 to boost social media posts, something Connie used to do. Talked about it at finance committee. Can be fit into budget. A board member requested looking into Google analytics more as it may be free.

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

- Committee Report: Met May 5<sup>th</sup>, technical issue with Zoom access, admin had not seen the strategic plan. Will meet in June after a review.

**Charter Contract Renewal with Beth Topoluk** – Beth reviewed the important parts of the charter contract renewal document with the board. The Executive Summary states that Aspen achieved 75.9% of the previous contract goals, regularly exceeds the local school district, 4 of the 5 years was recognized as High Quality Charter school and so Friends of Education has awarded Aspen a 5-year contract renewal which is the most a charter can receive. Exhibit F has the goals for Aspen for the next 5 years. Goals are attainable, but will have to work for them. Now the board will approve the contract at the June board meeting, chair will sign the signature page, each board member will need to sign the assurances then turn in to FoE. Everything will be submitted to the Department of Education before June 30<sup>th</sup>.

• **Adjournment at** 8:05pm

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

**Roll Call:** Rob Allison Yes X No \_\_\_\_\_

Andrew Petrenko Yes X No \_\_\_\_\_

Andrew Price Yes X No \_\_\_\_\_

Stephanie Smitley Yes X No \_\_\_\_\_

Michael Faulise Yes X No \_\_\_\_\_

April Schafer Yes X No \_\_\_\_\_

Misty Schutrop Yes X No \_\_\_\_\_