



BOARD MEETING MINUTES

Date: January 17, 2017 Time: 6:00pm Location: Art Room

School Board Norms of Engagement 2017 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 6:04pm**

In attendance Misty Schutrop, Mike McNulty, Stephanie Smitley, Victoria Regehr, Wade Phillips, Diane Sterna, Tina Houglum, Angie Tuma, Kent Peterman, Noah Levie

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 Levie Second Sterna Yes X(9) No _____ Abst _____

• Motion: **Approval of Minutes** (December 13, 2016).

First Smitley Second Sterna Yes X(9) No _____ Abst _____

Annual Meeting Business

- Election of New Officers

- **Nominee/s** Misty Schutrop for Board Chair.

Motion: **Approve** Misty Schutrop for Board Chair.

First Peterman Second Tuma Yes X(9) No _____ Abst _____

- **Nominee/s** Wade Phillips for Board Vice-Chair.

Motion: **Approve** Wade Phillips for Board Vice-Chair.

First Levie Second Peterman Yes X(9) No _____ Abst _____

- **Nominee/s** Noah Levie for Board Treasurer.

Motion: **Approve** Noah Levie for Board Treasurer.

First Peterman Second Smitley Yes X(9) No _____ Abst _____

- **Nominee/s** Stephanie Smitley for Board Secretary.

Motion: **Approve** Stephanie Smitley for Board Secretary.

First Levie/Phillips Second Peterman Yes X(9) No _____ Abst _____

Committee Assignments: Program Services - Stephanie, Angie & Victoria
Marketing and Community Engagement - Wade & Kent
Board Elections, Responsibilities & Governance - Stephanie & Diane
Finance & Facility - Noah, Misty & Tina
Strategic Planning - Misty, Noah & Diane

ASPEN ACCOLADES (Mike McNulty): Thank you to Janelle, Betsy and Jennifer for all their work on the lottery last week. Thanks to all of the kids, parents and teachers that worked hard on Battle of the Books.

1. ASPEN ACADEMY ACHIEVES INTELLECTUAL, SOCIAL AND CREATIVE GROWTH FOR ALL STUDENTS.

Program Services Committee (Stephanie Smitley/Diane Sterna/Angie Tuma)

- Director Report: Meeting on the calendar tomorrow, survey sent out to staff, committee will review their comments.

- Committee Report: Committee is meeting tomorrow. No changes were made to the policies for a 2nd read.

- Motion: **Approve Policy 509 Enrollment of Students, 2nd Read**

First Smitley Second Phillips Yes X(9) No _____ Abst _____

- Motion: **Approve Policy 617 Selection of Learning Resources, 2nd Read**

First Smitley Second Sterna Yes X(9) No _____ Abst _____

2. ASPEN ACADEMY MAINTAINS ENROLLMENT THROUGH RECRUITMENT AND RETENTION.

3. ASPEN ACADEMY DEVELOPS AND MAINTAINS STRONG STUDENT, PARENT, AND COMMUNITY PARTNERSHIPS.

Marketing and Community Engagement Committee (Wade Phillips/Kent Peterman)

- Director Report: Lottery was done last week. Betsy is going through the list contacting families. Unique Selling Proposition- Enriched learning for K-8th grade, in a tuition-free public charter school that prepares your student for the next stage. will be used in marketing campaign. Look into putting FB ads in the budget. Website is up and running, meeting next week to fine tune errors. A parent had very positive comments about it. Mike will be writing 3 articles for the Savage Pacer, Core Knowledge, THINK & the expansion. 1st article ran last week. Brochures will be going into new housing development offices once they are printed.

Discussion: It was suggested that the board allow classes to be over enrolled in order to make sure there are 22 students in each section come the start of school. Families have been known to decide to go to other schools, move, etc. between now and the start of school. Enrolling an extra student in each K-5 classroom allows for the natural attrition that occurs over the summer for these reasons. The total would be 20 students K-5.

- Motion: **Approve over enrolling by 1 student in each classroom K-5.**

First Smitley Second Tuma Yes X(9) No _____ Abst _____

- **Committee Report:** The committee has not met since the last board meeting. There was no consensus from the committee on the unique selling proposition. It was an admin decision.

4. ASPEN ACADEMY DEVELOPS AND RETAINS A HIGHLY-QUALIFIED STAFF AND BOARD

Board Elections, Responsibilities & Governance Committee (Stephanie Smitley)

- Director Report: Patricia Ross was hired as an in-house sub who is currently subbing for Mrs. Cauley while out on maternity. She could also sub for other teachers going on maternity leave soon. There might be a 2 week gap between maternity leaves that she would be a sub for other teachers. Her contract is until the end of the year. Thank you to the principals for interviewing subs. Mike will set up an orientation date for Tina and Victoria. Mike is speaking with Jenny Pine about insurance flex benefits for staff so it would be a tax savings for teachers.

- Motion: **Approve the hiring of Patricia Ross as in-house sub.**

First Smitley Second Peterman Yes X(8) No Phillips Abst _____

- **Committee Report:** Committee has not met, but will meet in the next month. Board self-evaluation went out and results came in. Misty will send the comments out before the next board meeting. School board norms of engagement needed to be reviewed again by the board since they were from 2015. No changes were made to them.

- Motion: **Approve the School Board Norms of Engagement 2017.**

First Levie Second Sterna Yes X(9) No _____ Abst _____

5. ASPEN ACADEMY PRACTICES EXEMPLARY FINANCIAL AND OPERATIONAL MANAGEMENT.

Finance & Facility Committee (Noah Levie/Misty Schutrop)

- Director Report: Facility update – carline changing mid-Feb, hope to get a picture next week of what it will look like to get out to staff & parents. Summer admin schedule will be adjusted due to the construction process.
Update from Kou – permits from the city have been holding up the process. Footings and foundations permit to be picked up today, can start those in the next 2 weeks. State will be handling mechanical, electrical & plumbing permits, City handles footings & foundations, utilities and framing. Water lines need to be moved after grading, then will grade the new entrance, and retaining wall coming soon. Schedule is about 2 weeks delayed right now, end of August turnover date. Gym will be about 30 days later because the floor needs to cure. Sept 5 is a realistic start date to have kids start school. Should have updated schedule the end of the week. Assessment fees for Zinran was unexpected about \$82,000 over 15 years. Budget will need to be reviewed. Payments not due until after completion of the project in Spring 2018. Lease aid can be used for special assessments.
Compliance – Need a person in house to submit the checklist of reports to the trustee. Procedure was amended to read Executive Director or designee.

- Motion: **Approve the post-issuance compliance procedure as amended.**

First Peterman Second Phillips Yes X(9) No _____ Abst _____

- Motion: **Recommend that Friends of Aspen Academy approve the post-issuance compliance procedure as amended.**

First Levie Second Smitley Yes X(9) No _____ Abst _____

FoAA needs to approve the service agreement with TAG. It is something all schools do and there is no fee.

- Motion: **Recommend that Friends of Aspen Academy approve the service agreement with Anton Group.**

First Levie Second Tuma Yes X(9) No _____ Abst _____

This was added to the agenda tonight. It is in budget, but no agreement was given to the board for review.

- Motion: **Approve the renewal of MASA job site agreement.**

First Peterman Second Tuma Yes X(8) No Phillips Abst _____

- **Committee Report:** Mike Pocrnich presented the financials. Financials are looking good. 50% of the way through the fiscal year. 49% revenue, 45% expenses – lag because of summer pay for teachers. Budget based on 495 ADMs, payments from state will adjust accordingly. 126 days cash on hand, need over 60 for bonding purposes. Some line items are running high - insurance payment is for FoAA. May need to shuffle money around from those lines that are not high. Mike thinks elevator maintenance is coming up. Food service was much higher than last month due to a big payment coming in. Check register- would be helpful to have what Amazon payments are for, many of them this month on the credit card. Wrong docking stations were sent that's why there was a refund.

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

First Phillips Second Smitley Yes X(9) No _____ Abst _____

Strategic Planning Committee (Noah Levie/Misty Schutrop)

- Director Report: Info from Action Plan committee meeting prior to board meeting.
- Committee Report: Committee has not met but will be meeting.

- Adjournment at 7:45pm
- First Peterman Second Tuma Yes X(9) No _____ Abst _____

Special Closed Meeting

Location: Art Room

Call to order at: 7:59pm

In Attendance: Misty Schutrop, Noah Levie, Kent Peterman, Angie Tuma, Tina Houglum, Diane Sterna, Wade Phillips, Stephanie Smitley

Director Evaluation Discussion

Adjournment: 9:36pm

- First Peterman Second Tuma Yes X(9) No _____ Abst _____