



BOARD MEETING MINUTES

Date: January 26, 2016 Time: 6:00pm Location: Art Room

School Board Norms of Engagement 2015 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 Wade Phillips, Kelly Smith, Misty Schutrop, Stephanie Smitley, Mike Pocrnich, Angie Tuma, Kent Peterman, Mike McNulty, Cindy Spelbring, 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**

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

• Motion: **Approval of Minutes** (December 16, 2015).

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

Annual Meeting Business

- Election of New Officers

- **Nominee/s** Wade Phillips & Misty Schutrop for Board Chair.

Votes Misty – 5, Wade – 4

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

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

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

Votes _____

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

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

- **Nominee** Mike Pocrnich for Board Treasurer.

Votes _____

Motion: **Approve** Mike Pocrnich for Board Treasurer.

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

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

Votes _____

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

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

**Committee Assignments: Program Services - Stephanie, Chair & Angie
Marketing and Community Engagement - Wade, Chair & Kent
Board Elections, Responsibilities & Governance - Kelly, Chair & Cindy, Misty
Finance & Facility - Mike, chair, & Noah, Misty
Strategic Planning - Noah, chair & Misty**

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

Program Services Committee (Stephanie Smitley/Angie Tuma)

- Director Report: Basketball is going great, 3rd home game tonight, more kids have joined since it began. MS is working on grading and will be meeting soon. Geography Bee was yesterday. Alex Lesko won and a 4th grader was 2nd. Love for the Arts coming up next week also. Committee will be looking at DDI again.
- Committee Report: Committee met last week to review the calendar. After the meeting ended there were several more emails back and forth between committee members and it was decided to meet again to add some needed Professional Development dates into the calendar. Additional policies were not reviewed, but will be during the next meeting, Wednesday, February 10th. No changes were made since the last meeting to Policy 515.
- Motion: **Approve Policy 515 Protection and Privacy of Pupil Records, 2nd read.**

First Smitley Second Tuma 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 (Kent Peterman/Noah Levie)

Marketing presentation by Julie Martini:

- Aspen history, started at Bethesda and moved to new building in Jan 2013
- Enrollment has steadily increased, sections were added in 2013, enrollment this year took a drop in MS
- Current marketing projects: met with parents of 4, 5, 6th graders and sent survey to parents 4-8th regarding MS. Look at returning forms to see who is returning next year. Seems to be more stating they are not returning than in previous years when they said they were and then did not. This info is needed to get an accurate picture of enrollment for next year. Increased the number of tour options, including day time tours. Julie has been busy giving tours and has had to add more dates, about 100 tours this year, about 2/week. Looking into having MS students shadow other MS students. Increasing ads in the paper, mailings to PL/S residents and do more in-depth interviews with several families that have left.
- Goals: retain current students, retain staff and increase MS enrollment
- Obstacles: Need to retain the students to keep staff, building space and timing of the changes
- Question about doing larger tours or inviting community to Aspen events – parking is limited, larger tours people might not speak up and ask questions, people seem to like

the smaller tours, about 8 are more personal. Julie says the tours are a good use of her time. Active Solutions after school classes are open to non-Aspen students.

- Noah has noticed a change in thinking about MS this year. Julie gives recognition to the teachers and Julie Herman for making the difference in MS this year.

Thank you Julie for your presentation!

- Director Report: Looking into marketing, will wait and see if there's money and how much in the budget before deciding on a plan. Will be meeting about 403b investing opportunities Aspen can provide to staff. Some staff attended an informational meeting about real estate and home buying.
- Committee Report: The committee did not meet.

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

Board Elections, Responsibilities & Governance Committee (Misty Schutrop/Cindy Spelbring)

- Director Report: Met with other charter school directors, they'd like to have teachers get together to share ideas in grade level groups in 2017-2018 school year. Teacher compensation plan brings Aspen teacher's salaries between 85-90% of local school districts. There are 10 Levels (based on years' experience and teacher evaluations) and a column for BA and MA. Would require a budget increase of about \$33,000 a year, but more like \$50,000 to get some teachers up to where they should be based on their level. The admin team would work to determine the levels. Aspen is low on non-teacher staff, and has low teacher-student ratio. Would like to start July 1. Dependent on budget which is dependent on enrollment. Could also set up school achieved goals, if budget allows. Next steps would be look at March/April preliminary budget. Mike will take this to the Finance committee for more discussion.
- Committee Report: Self-eval results are in the Drive – Misty will look at calling a working session to discuss the results, etc. Answer to board meeting attendance question from last meeting – Policy 209, a board member can be removed if missed 3 consecutive meetings without reason. Bylaws have begun review process – letter will be sent, special meeting called to allow community input, goes to board and teachers (2/3 majority needed) for vote. Policies for 1st and 2nd read – no changes made to the 2nd reads. Only change to 201 was 9 members to 10.
- Motion: **Approve Policy 214 Out of State Travel by School Board Members, 2nd Read**
First Phillips Second Smitley Yes X(9) No _____ Abst _____
- Motion: **Approve Policy 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse, 2nd Read**

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

- Motion: **Approve Policy 201 Legal Status of the School Board, 1st Read**

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

Two teacher board member candidates, Brenna Tillman(K) and Diane Sterna(4th) have applied to the board. Vote was done by secret ballot. Diane received 8 votes, Brenna 1 vote.

- Motion: **Approve Diane Sterna as new teacher board member effective immediately.**

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

5. ASPEN ACADEMY PRACTICES EXEMPLARY FINANCIAL AND OPERATIONAL MANAGEMENT.

Finance & Facility Committee (Mike Pocrnich/Wade Phillips/Kent Peterman)

- Director Report: Friends of Education gave Aspen a 5 year charter renewal, the longest allowed by law. Liz Wynne was at Aspen for a site visit in Jan. Ongoing negotiations with Wildamere. Noah and Misty are involved also. Hamiline Capital is a possible player and could carry part of the debt so Aspen is able to get the gym. Mike is hoping to meet with Wildamere regarding facility and current lease this week. Wildamere is having a hard time understanding the need for a gym and classroom space in the same build phase.
Jump Rope for Heart would take place in May to raise money for the American Heart Association.

- Committee Report: Next Finance meeting will be at 5pm before the next board meeting. Reviewed a Fund Balance policy, fund balance is set at 25% per our charter. Kristine will be working with Mike to move around \$30,000 of line items that will not affect bottom line. Those will go on working budget. Lease payments are still more than they should be. Mike said there has been no response from Wildamere on changing the lease. She will start working on FY16 budget but needs projected enrollment, staff changes and lease numbers. Hope to have that for March meeting. There was a question on Food Service, seems to be running a month behind. Its due to the time difference of reporting and when Casey can get the work done. BKDA is running the checks by Mike first, waiting for his approval and then cutting them.

- Motion: **Approval of December check register.**

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

- Motion: **Approve Policy 714 Fund Balance, 1st read.**

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

- Motion: **Approve Jump Rope for Heart fundraiser.**

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

Strategic Planning Committee (Wade Phillips/Noah Levie)

- Director Report: Items have been covered above.
- Committee Report: The committee did not meet.

Thank you to Noah for being Board Chair this past year. Noah thanked Wade for all of his assistance throughout the year, too.

- **Adjournment at** 7:43pm

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