



BOARD MEETING MINUTES

Date: October 18, 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 6:00pm**

In attendance Stephanie Smitley, Misty Schutrop, Mike McNulty, Wade Phillips, Kent Perterman, Diane Sterna, Angie Tuma

Authorizer Comments Liz Wynn from Friends of Education came to observe the meeting.

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 Sterna Second Phillips Yes X(6) No _____ Abst _____

- Motion: **Approval of Minutes** (September 20 & September 30, 2016).

First Smitley Second Peterman Yes X(6) No _____ Abst _____

ASPEN ACCOLADES (Mike McNulty): Thank you to the parents and staff who attended the Planning Commission meeting and the City Council meeting where the Aspen expansion project was approved. Thank you to Misty and Rachel Mong (Chair of Friends of Aspen Academy) for all of the work that went up to the bond signing day yesterday. Thank you to Kou Vang for leading Aspen in this long process.

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

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

Presentation on Middle School by Mrs. Herman.

- 6th- 42 students settling in, 7th grade-26 and 18 wonderful, quiet, well-behaved 8th graders
- New family with a 6th & 8th grader are loving Aspen and doing well!
- 2 new Latin teachers are pairing up
- Lots of new paras- staff is pleased with the extra help
- Science & Social Studies (Antonson & Meier) have full loads, not enough prep, other MS teachers are helping
- Better read and math extend curriculum
- Nadine Penny – counselor who is now running THINK assemblies, 5 min get to know you sessions with students, has referral forms for students/teachers/parents to use, 1-1 counseling M,W,F, 6th grade boy's friendship group and 6th grade girl's art group.
- Spirit Week for MS this week, Staff vs. Students VB game tomorrow
- Student Council – helping with THINK assemblies, service projects, recognize students
- New electives – Stress management, technology, creative writing, newspaper/yearbook
- Thank you to Mrs. Herman!
A board member asked if there was a way to engage the 4th and 5th graders to get them involved and learn about MS.
- Director Report: The band will play at a Timberwolves game and attend the game. Mr. Leiferman will have more details later.
- Committee Report: The committee met 2 weeks ago to review the technology policy. There were a few little things to fix and the committee decided to take out "Technology Use Agreement Form" until next year when the form will be named correctly. See the minutes on the website for more information.
- Motion: **Approve Policy 524 Technology Acceptable Use and Safety, 1st Read**

First Tuma Second Sterna Yes X(6) 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)

Presentation by Mark Schmidtbauer from Creative Graphics.

- Creative Graphics sent out an email survey to families with children in 1st-8th grade to Prior Lake/Savage area. 30 responses total, 10% response rate.
 - Found what factors were important to parents, what schools should offer students, asked about perceptions of charters and of Aspen.
 - They will work on core messaging now with this info.
 - New website will be up and running soon. A board member asked about search engine optimization (SEO), they will follow best practices, might tweak content as they go to make more search friendly.
 - There is a print ad in the PL American and Savage Pacer over the next 3 weeks. Also, a FB ad running that attracted 1 student.
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- Director Report: Working with Creative Graphics.

 - Committee Report: The committee did not meet.

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

Board Elections, Responsibilities & Governance Committee (Stephanie Smitley/Cindy Spelbring)

- Director Report: Mrs. Halko has been training Kelly Smith and Aimee Strege as subs for her position since there is not anyone able to take her place. 2 new paras were just hired. SpEd team met and would like to replace social worker with another SpEd teacher due to more SpEd students entering the program and Aspen. Other team members cover the skills of the social worker. Thank you, Ms. Mellgren. A board member asked if the extra time some MS teachers had due to smaller classes was being utilized effectively, yes!

- Motion: **Approve the resignation of Social Worker Megan Diedrich.**

First Peterman Second Phillips Yes X(6) No _____ Abst _____

- Motion: **Approve Julie Anderson as para.**

First Smitley Second Tuma Yes X(6) No _____ Abst _____

- Motion: **Approve Trista Olson as para.**

First Smitley Second Sterna Yes X(6) No _____ Abst _____

- **Committee Report:** The newly approved bylaws were found to have omitted the length of service for community members and a typo regarding the parent members. Beth Topoluk felt it would be fair to make those changes and amend the bylaws in 2 reads by the board. The committee met last week. Voting will take place Nov 7th from 1-4pm. There are 2 parents running for 3 spots, 2 teachers for 2 spots and no community members for the community spot. No candidates are running opposed. The committee reviewed 4 polices, one of which did not have any changes. 410 and 412 both had some minor changes. Mrs. Rowan added a few sentences to the MSBA model policy of 425 to make it consistent with Aspen's procedures on staff development. Please see the minutes on the website for more information.

- Motion: **Approve Policy 410 Family and Medical Leave Act, 1st Read.**

First Peterman Second Smitley Yes X(6) No _____ Abst _____

- Motion: **Approve Policy 412 Expense Reimbursement, 1st Read.**

First Phillips Second Smitley Yes X(6) No _____ Abst _____

- Motion: **Approve Policy 425 Staff Development, 1st Read.**

First Sterna Second Smitley Yes X(6) No _____ Abst _____

- Motion: **Approve amended bylaws, 1st read.**

First Smitley Second Peterman Yes X(6) No _____ Abst _____

5. ASPEN ACADEMY PRACTICES EXEMPLARY FINANCIAL AND OPERATIONAL MANAGEMENT.

Finance & Facility Committee (Noah Levie/Misty Schutrop)

- Director Report: Facility update – Site plan passed Savage City Council, bonding was signed yesterday! Kou Vang summarized recent events – bonds went to market on Oct. 6, sold for average 4.995%, city passed the site plan and re-zoning, 21 days for the review and comment from MDE, papers signed yesterday, money will be in the bank tomorrow. Grading will start soon, parking lot hopefully done end of November, groundbreaking ceremony planned for Nov. 2nd.

- Motion: **Approve the contract with Leann Shore for autism consultation services.**

First Tuma Second Sterna Yes X(6) No _____ Abst _____

Amazon Smile does not cost any extra. The school needs to sign up for it and anyone who orders through Smile, a % of their purchase goes to Aspen.

- Motion: **Approve Amazon Smile as a fundraiser.**

First Smitley Second Tuma Yes X(6) No _____ Abst _____

This is similar to Amazon Smile. Parents can even buy SCRIP to use on the SchoolStore website. Parents would make purchases for the same price through this website and a % goes back to Aspen.

- Motion: **Approve SchoolStore as a fundraiser.**

First Peterman Second Smitley Yes X(6) No _____ Abst _____

- **Committee Report:** Betsy Simons brought updated enrollment numbers, currently 493 with several more pending. She was very excited about adding those 3 extra students in 1st-4th grade! Mike and Betsy will lock down enrollment dates this week. Mike Pocrnich is not here this evening. McNulty answered several of Misty and Steph's questions previously.

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

First Phillips Second Smitley Yes X(6) No _____ Abst _____

Strategic Planning Committee (Noah Levie/Misty Schutrop)

- Director Report: Nothing at this time.
- Committee Report: The committee will meet before the November board meeting. Policy 806 has a 3rd read, the procedures will be available in the office and the Safety Committee will provide yearly updates.

- Motion: **Approve Policy 806 Crisis Management, 3rd Read**

First Smitley Second Phillips Yes X(6) No _____ Abst _____

- **Adjournment at 7:56pm**

- First Peterman Second Phillips Yes X(6) No _____ Abst _____