



BOARD MEETING MINUTES

Date: November 15, 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, Stephanie Smitley, Mike McNulty, Angie Tuma, Cindy Spelbring, Diane Sterna, Kent Peterman, Noah Levie, Misty Schutrop

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 change.**

First Smitley Second Sterna Yes X(8) No _____ Abst _____

• Motion: **Approval of Minutes** (October 18, 2016).

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

ASPEN ACCOLADES (Mike McNulty): Thank you to Alanna Monn for your work with the Book Fair and setting it up and down twice. Thank you to Heather Allison who was working the Scrip table. Thank you to the carline teachers and staff. Thank you to the staff who made conferences a great experience.

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

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

Presentation on DDI and MCA scores by Mrs. Rowan.

- “Read to Succeed” – new K-5 goal is 85% score 3 or above on beyond the text & nonfiction Fountas & Pinnell, 6-8 goal 80% score M or E on MCA reading, 70% M or E MCA science.
- She learned MCA only tests on evidence from the text, no outside info is needed or should be used. Difficult for our students because they are taught to use that info. This year emphasis is on “Show me the evidence”, works in all subject areas.
- Need more nonfiction books, looking ahead need to prepare for changing student population, increase coaching staff, \$2-3,000 more in nonfiction books (space an issue at this time), more staff development days at the beginning of the year.
- Thank you Ms. Rowan for your presentation and time.

Presentation on Elementary K-5 by Ms. Mellgren.

- New EL student teacher from St. Mary’s, Title 1 teachers seeing students
 - SpEd evaluating 4-5 new & returning students, adding more paras, looking to get another SpEd teacher, been hard to transition with all the new staff, this is an audit year for SpEd also.
 - Kudos to the 1st-4th grade teams for adding the new students the board approved
 - Expanding the THINK program – positive feedback from reviewers on the culture at Aspen, Nadine has taken over the assemblies using MS students. She is also working with students in and out of the classroom.
 - PL football players came to play with the kids, fire marshal came in Oct
 - Ms. Mellgren is working on tweeting once a week, followers have increased from 6 to 50.
 - Needs are more time and professional development for teachers.
 - Thank you Ms. Mellgren for you time and presentation.
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- Director Report: Active Solutions basketball teams signing up now. It was brought to Ms. Mellgren’s attention that a family would need to travel for an extended period of time for a family emergency and might possibly be gone over the 15 days allowed by law not to be unenrolled. Admin would like the board to approve

allowing them not to be unenrolled, if their travels are disrupted and take longer than the 15 days they are planning.

- Motion: **Approve the allowance of a Kindergarten and 3rd grade student from the same family to remain enrolled in Aspen if their travel for a family emergency extends past December 2, 2016.**

First Phillips Second Levie Yes X(8) No _____ Abst _____

- Committee Report: The committee met Nov 1 to review policies. There were no changes made to policy 510 School Activities and 534 Data Practices. Policy 617 was updated with the new MSBA model policy updates. See the minutes on the website for more information.

- Motion: **Approve Policy 524 Technology Acceptable Use and Safety, 2nd Read**

First Tuma Second Levie Yes X(8) No _____ Abst _____

- Motion: **Approve Policy 616 School System and Accountability, 1st Read**

First Levie Second Smitley Yes X(8) 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: The marketing plan was given to the committee and board members for review. There are things that need to be discussed with Creative Graphics before it is approved. CG is tracking clicks from electronic ads. Marketing budget is \$30,000 now. Need to look at how much has been spent so far.
- Committee Report: The committee will be meeting in the next couple of weeks to review the marketing plan.

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

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

- Director Report: Mike talked to the ACC at their last meeting. Wants to be transparent about where fundraising money is going and where it is going. Asked for parents to be on the World's Best Workforce committee and wanted to get the ski club up and running. Aimie Strege and Kelly Smith are training with Mrs. Halko to do her job if she is ever out.

- Committee Report: The committee met November 9th. 29 ballots were cast in the election. Diane and Tina received 27 votes each, Misty and Victoria received 26 votes each. We will welcome Tina and Victoria to the board in January. The committee reviewed 3 policies. They needed to be reviewed further by admin before being brought to the board at this time. No changes were made to the following policies for a 2nd read. The director eval will take place in December, results will be shared with Mike. Makes sense to have a mid-year review in Dec/Jan and then full review in June.

- Motion: **Approve Policy 410 Family and Medical Leave Act, 2nd Read.**

First Smitley Second Levie Yes X(8) No _____ Abst _____

- Motion: **Approve Policy 412 Expense Reimbursement, 2nd Read.**

First Smitley Second Levie Yes X(8) No _____ Abst _____

- Motion: **Approve Policy 425 Staff Development, 2nd Read.**

First Smitley Second Levie Yes X(8) No _____ Abst _____

- Motion: **Approve amended bylaws, 2nd read.**

First Smitley Second Levie Yes X(8) No _____ Abst _____

5. ASPEN ACADEMY PRACTICES EXEMPLARY FINANCIAL AND OPERATIONAL MANAGEMENT.

Finance & Facility Committee (Noah Levie/Misty Schutrop)

- Director Report: Facility update – trees and hillside are gone, working to get the shed empty and utilities, soil remediation after the shed is gone. Next meeting is December 5.
- Committee Report: Mike Pocrnich reported the financials. YTD is 27% expenditures, 33% year complete. Days cash on hand is 121, new metric to be aware of related to bonds. Some line items are front loaded, like software licensing, memberships like FoE, etc. Those may show more than the 33%. Increase in Food Services was due to contracted services fee. There is a buffer with furniture and equipment, planned for more in budget. Got some lease back and security deposit back. There was a question on the check register about transportation. It was for SpEd students and is 100% reimbursed.
- Motion: **Approve the October check register.**

First Levie Second Peterman Yes X(8) No _____ Abst _____

Strategic Planning Committee (Noah Levie/Misty Schutrop)

- Director Report: Review team hired by FoE was here Nov 7 & 8 during conferences. Action plan meeting will be next week. Civil Rights Data is being collected on student enrollment, educational programs etc. Report is lengthy and done every so often.
 - Committee Report: Committee met this evening. Picked up where they left off last year, translating the objectives into specific goals. Established measures for one of the goals. More at the next meeting.
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- **Adjournment at** 8:01pm
 - First Spelbring Second Phillips Yes X(8) No _____ Abst _____