



## BOARD MEETING MINUTES

Date: December 13, 2016 Time: 6:00pm

Location: Art Room

### School Board Norms of Engagement 2015 The Board of Aspen Academy will

<b>Tenacity</b>	<ul style="list-style-type: none"> <li>form cohesion, cooperate, respectfully engage, listen effectively, and remain future minded.</li> </ul>
<b>High Expectations</b>	<ul style="list-style-type: none"> <li>keep students first, speak with one voice, operate as a governance board.</li> </ul>
<b>Integrity</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b>No Excuses</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b>Kindness</b>	<ul style="list-style-type: none"> <li>treat each other with respect at all times, respect time allotted for all presentations at board meetings, and respect each other's time.</li> </ul>

• **CALL TO ORDER AT 6:00pm**

In attendance Misty Schutrop, Mike McNulty, Wade Phillips, Cindy Spelbring, Stephanie Smitley, 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 stated change.**

First Peterman Second Levie Yes X(6) No \_\_\_\_\_ Abst \_\_\_\_\_

• Motion: **Approval of Minutes** (November 15 and November 30, 2016).

First Levie Second Phillips Yes X(6) No \_\_\_\_\_ Abst \_\_\_\_\_

**ASPEN ACCOLADES** (Mike McNulty): To the staff and Maggie for dealing with Synergy issues with report cards, students for working hard each day, Mrs. Halko and Mrs. Strege for how well they take care of students each day, and to Mr. Feicht and Ms. Simons for running 6<sup>th</sup> grade boys and girls friendship groups.

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

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

- Director Report: Toys for Tots going on through Student Council, SpEd audit ongoing, 5<sup>th</sup> grade went to Minneapolis Institute for Art, will be talking with Synergy about the problems with the report cards.
- Committee Report: The committee met November 30<sup>th</sup> to review policies. No changes were made to 616 for a 2<sup>nd</sup> read. No changes were made to policy 210. Some changes were made to 509 to "Aspenize" it and a few small changes were made to 617. Please see the meeting minutes on the website for more information.

- Motion: **Approve Policy 616 School System and Accountability, 2<sup>nd</sup> Read**

First Levie Second Smitley Yes X(6) No \_\_\_\_\_ Abst \_\_\_\_\_

- Motion: **Approve Policy 509 Enrollment of Students, 1<sup>st</sup> Read**

First Phillips Second Levie Yes X(6) No \_\_\_\_\_ Abst \_\_\_\_\_

- Motion: **Approve Policy 617 Selection of Learning Resources, 1<sup>st</sup> Read**

First Levie Second Smitley 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)

- Director Report: Lots of enrollment jumping happening at Aspen and across other Friends' schools, enrollment changes almost daily, some going to Eagle Ridge because they have a high school. Open Enrollment closes Dec 16. Getting good responses according to Kelsey from Creative Graphics (CG), 1 student from FB ads has enrolled, others coming from tours. 6<sup>th</sup> grade helping with THINK assembly this month. Fun Run coming January 26<sup>th</sup>.
- Committee Report: Committee met December 5<sup>th</sup>. Decided to keep Aspen's original tag line. CG is working on a new unique selling proposition with a student first message. Please see the website for the committee meeting minutes. Website

should be running around Jan 1. Wade was able to participate in one of the prospective parent tours, lots of positive messages.

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

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

- Director Report: MSBA conference is January 12 & 13. Mike would like to have the 2 new board members spend some time in the office in January. Working on mid-year staff evals. Ryan needs to agree to Eagle's Nest as part of his contract. The SpEd teacher is replacing Megan Dietrich who left last year.
- Motion: **Approve the hiring of Ryan Fritze as SpEd para and possible Eagle's Nest.**  
First Smitley Second Peterman Yes X(6) No \_\_\_\_\_ Abst \_\_\_\_\_
- Motion: **Approve the hiring of Laura Meisinger as SpEd teacher.**  
First Peterman Second Phillips Yes X(6) No \_\_\_\_\_ Abst \_\_\_\_\_
- Motion: **Approve the termination of Geoff Ratliff.**  
First Levie Second Peterman Yes X(6) No \_\_\_\_\_ Abst \_\_\_\_\_
- Committee Report: The committee did not meet. Misty and Wade met with Mike to discuss results from the recent review. They will meet again with him and have a closed session after the January meeting to discuss the review with the full board.
- Motion: **Approve a parent board member Wade Phillips for 1 year effective January 1, 2017.**  
First Peterman Second Levie Yes X(6) No \_\_\_\_\_ Abst \_\_\_\_\_

#### **5. ASPEN ACADEMY PRACTICES EXEMPLARY FINANCIAL AND OPERATIONAL MANAGEMENT.**

**Finance & Facility Committee** (Noah Levie/Misty Schutrop)

- Director Report: Construction meeting yesterday – city will be cutting utilities to barn today, should be coming down soon, will see an increase in utility costs once trailer, etc is set up on site. Water will be shut down on a Sat or Jan 16 SD day to move water line. End of Jan will see a change to parking. Mike & Diane H. went to charter finance

meeting, was informative for both. Still working on WBWF summary, all others submitted. Chamber memberships have been valuable for the \$100 annual fee.

- Motion: **Approve the renewal of the Prior Lake and Savage Chamber of Commerce memberships.**

First Peterman Second Smitley Yes X(6) No \_\_\_\_\_ Abst \_\_\_\_\_

- Committee Report: Committee met December 5<sup>th</sup> – need EFT policy, will discuss at the next meeting. Current budget is on track with minor adjustments. PTO will continue to manage according to current policy and guidelines. Discussed pros/cons for K-1 or K-3 option for next year, will stay the course on budget of expansion plan. Presentation of Financials by Mike Pocrnich. 990 will be reviewed in January and also for Friends of Aspen Academy. Cash balance is solid, caught up on payables, 124 days cash on hand. A few line items are running higher than normal. Special care will be needed to keep those to the budget. There was a question on the register about Management Liability Policy. Mike will look into what this is.

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

First Levie Second Phillips Yes X(6) No \_\_\_\_\_ Abst \_\_\_\_\_

#### **Strategic Planning Committee** (Noah Levie/Misty Schutrop)

- Director Report: Action plan from the FoE review will be presented to the Strategic Planning committee at the next meeting. FoE noticed that an MDE logo for Exemplary Schools was changed without permission on a postcard sent out for marketing and placed in the Annual Report. Misty apologized to Beth for the mistake. It was taken out of the Annual Report.

- Motion: **Approve the edited Annual Report taking out the one graphic.**

First Peterman Second Smitey Yes X(6) No \_\_\_\_\_ Abst \_\_\_\_\_

- Committee Report: Next meeting will be in January.

Board Recognition – Thank you Cindy for your service on the board. You've been a great voice and advocate for students and teachers.

- **Adjournment at 6:59pm**

- First Peterman Second Smitley Yes X(6) No \_\_\_\_\_ Abst \_\_\_\_\_