



BOARD MEETING MINUTES

Date: February 16, 2016 Time: 6:00pm
Doubletree, 2925 Jordan Ct, Alpharetta, GA 30004

Location: Art Room and

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 Kent Peterman, Diane Sterna, Cindy Spelbring, Mike Pocrnich, Kelly Smith, Wade Phillips, Noah Levie (via Skype), Misty Schutrop, Mike McNulty, Stephanie Smitley

Authorizer Comments Liz Wynne attended but did not have any 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 amendments.**

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

• Motion: **Approval of Minutes** (January 26, 2016).

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

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

Program Services Committee (Stephanie Smitley/Angie Tuma)

Update from Ms. Mellgren on K-5

- Teachers completed most recent DDI math testing and data analysis. With data, teachers can move students in or out of targeted services
- MCA testing schedule was shared with teachers. There will be more computers available for use this year, hoping there won't be any computer issues like last year due to the testing company
- In year 2 for the new teacher evaluation tool. Looking at 2 domains, 1 the same as last year and 1 new one this year. Next year will be year 3 of 3-year implementation schedule. All teachers would have then gone through each of the 4 domains, if they have been at Aspen for those 3 years. Been getting good feedback from teachers on the tool
- Rachel Stewart from Adler Counseling has been working with about 13 K-5 students, parents give consent first
- Apex Fun Run kickoff was today. Students went home with the lanyards. Very high energy assembly!

Thank you Ms. Mellgren for the update!

- Director Report: Nothing new to report with the time between board meetings shorter than usual. Calendar: start before Labor Day because of the lateness of the holiday again this year, less early release days this year than in the past, in November the week of Thanksgiving will be only 1 and ½ days- the End of Tri was moved to Nov 23rd in order to allow students a full week of school before the Thanksgiving break, teachers will use that full day off for grading or traveling (their choice as long as grades are in by Nov 28th), end of school will be June 2nd. Program Services met 2 times to discuss different options for the calendar. Mike will get it ready to post on the website early next week and may look into making it a Google doc.

- Motion: **Approve the calendar for 2016-2017.**

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

- Committee Report: The committee met February 10th to finish discussing the calendar. A big issue was trying to fit in more staff development without changing the start/end date of the calendar and keeping early release days at a minimum. The committee looked at 2 policies up for annual review and made a small change to each. 505 the time was changed to 8:30 from 8:35 and in 522, the word conspicuous was removed in regard to posting the Title IX coordinator. See the committee minutes on the website for more information.

- Motion: **Approve Policy 505 Distribution of Nonschool-Sponsored Materials On School Premises By Students and Employees, 1st Read**

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

- Motion: **Approve Policy 522 Student Sex Nondiscrimination, 1st Read**

First Smitley Second Smith 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: 6800 postcards were sent out through FoxTracks to surrounding households. Looking at demographics especially EL Russian populations and putting postcards around churches, shopping areas, etc. Active Solutions has yearbook, crocheting, phy ed and basketball going on. 3 home basketball games left, kids are really enjoying it.
- Committee Report: Did not meet. Will be meeting March 1st at 4:30.

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

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

- Director Report: March 3rd teachers may attend an info session on 403b, Diane will be attending board training in March, Mike will be bringing teacher compensation plan to staff on Tuesday.
- Committee Report: Committee met February 11th, reviewed bylaws, started working on director eval, Misty will meet with Mike on Thursday to combine resources to make the eval. The committee reviewed policies that had not been looked at for several years. Small changes were made to each. In 202, there's an (optional) next to Vice-chair. Mike will ask MSBA for the meaning of that. In 213- committee names were adjusted to match current ones and will be placed in strategic goal order. Please see the committee minutes on the website for more information.

- Motion: **Approve Policy 201 Legal Status of the School Board, 2nd Read**

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

- Motion: **Approve Policy 202 School Board Officers, 1st Read**

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

- Motion: **Approve Policy 203.2 Order of the Regular Board Meeting, 1st Read**
 First Smitley Second Spelbring Yes X(9) No _____ Abst _____
- Motion: **Approve Policy 213 School Board Committees, 1st Read**
 First Smitley Second Smith Yes X(9) No _____ Abst _____

5. ASPEN ACADEMY PRACTICES EXEMPLARY FINANCIAL AND OPERATIONAL MANAGEMENT.

Finance & Facility Committee (Mike Pocrnich/Noah Levie/Misty Schutrop)

- Director Report: Synergy training begins in March. This will be replacing TIES. Fine tuning principal evals, working on the evolving admin staff roles for future of Aspen. Board chair and director are usual signers on the line of credit. Misty will go to the bank and sign the necessary paperwork. This is done annually.
- Motion: **Approve Mike McNulty and Misty Schutrop as signers on the line of credit.**

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

- Committee Report: Noah provided an update on our facility expansion project. Wildamere rejected our initial purchase offer and presented us with a counter offer that met its financial interests and the needs of its investors. Wildamere's counteroffer was determined by our team of experts to be substantially above fair market value and inadvisable to accept. As an alternative, Wildamere suggested we revisit expanding the school as our landlord in a continuation of a similar exercise from early last year. After weeks of meetings, discussions of our plan and how that would ensure Aspen's long term success we ended largely in the same spot as we did this time last year...Wildamere would not commit to expanding us to our targeted facility design that would enable Aspen to further enrich our educational program and sustain its state leading charter school performance. As a result, the board and school leadership will revisit our options and continue to pursue all possible angles to acquire our property and have greater control over our future. Mike M. stated Wildamere also rejected our request to modify our lease agreement that would align our lease payment with our current enrollment and lease-aid levels.
 Kristine presented the financials – lease aid will be overpaid in May, new coupons should be coming in the next couple of weeks. Budget is more in-line with current enrollment numbers, some changes need to be made to supplies and equipment (basketball & field trips will be moved). Kristine has submitted a 5-year budget for review which are based on enrollment numbers Mike M. has been using in our expansion plan. She will send it to Finance committee once that is finished. Check register – Indigo (formally ISES) has now been fully paid. Their bills were lost in the director transition and they did not follow up in a timely manner.

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

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

- Motion: **Approve Policy 714 Fund Balance, 2nd read.**

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

Strategic Planning Committee (Noah Levie/Misty Schutrop)

- Director Report: See above reports.
- Committee Report: Noah has been in touch with Wade, the previous chair. Next meeting will focus on metrics related to the strategic goals. Meeting date TBD.

Bylaws – next step is to make the changes discussed previously to the bylaws and then send it to the teachers for a vote.

It is School Board Appreciation Week! Misty thanks all of the board members for their service. She brought cookies and had some of the students make little “thank you” posters. Also, thank you to Misty!

- **Adjournment at 7:05pm**_____

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