



BOARD MEETING MINUTES

Date: May 17, 2016 Time: 6:00pm

Location: Art Room

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

Tenacity	<ul style="list-style-type: none"> • form cohesion, cooperate, respectfully engage, listen effectively, and remain future minded.
High Expectations	<ul style="list-style-type: none"> • keep students first, speak with one voice, operate as a governance board.
Integrity	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 6:03pm**

In attendance Kent Peterman, Stephanie Smitley, Kelly Smith, Mike McNulty, Misty Schutrop, Noah Levie, Diane Sterna, Angie Tuma, Mike Pocrnich, Cindy Spelbring

Authorizer Comments Beth Topoluk from Friends of Education came to speak about Aspen's charter renewal. She reviewed the charter renewal documents and how they differ from the last renewal, exhibits and goals that still need to be decided. These goals also include the World's Best Workforce goals. Beth needs the documents completed, signed and returned no later by June 24th for a July 1 renewal date.

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 removal of Policy 209.**

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

- Motion: **Approval of Minutes and Special Session Minutes** (April 19 and May 4, 2016).

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

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

Program Services Committee (Stephanie Smitley/Angie Tuma)

- Director Report: The World's Best Workforce committee recommends a new writing and spelling curriculum. Maggie will head a team this summer to work on this. Teachers trained in it will then present to rest of staff in August. Monies allotted in the budget to support the new curriculum.
- Committee Report: The committee met April 28th to review 3 policies. Both Policy 514 and 526 used the model MSBA policies as a template. Slight changes were made to both that included removing the word "building" where appropriate, superintendent to director and adding "school" to 24 hours. The committee decided not to review 524 as it will need to be reviewed again in the fall when technology is updated. See the meeting minutes on the website.

- Motion: **Approve Policy 514 Bullying Prohibition, 1st Read.**

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

- Motion: **Approve Policy 526 Hazing Prohibition, 1st Read.**

First Smitley Second Levie 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: Update on marketing and recruitment activities – Betsy is getting up to speed, she's working on digital ads online, working with Fox Tracks to get new post card ready, putting ads in gymnastics centers and Aspen will put up their fliers at school. Know of only 1 family that came from last post card mailing. Betsy will attend June chamber meeting. About 40% of 5th grade responded to initial email regarding attendance in 6th grade, a reminder will go out at the end of

the month. 6th grade waitlist students – 3 accepted, 1 declined, waiting for 5. Betsy will present to the board in June.

- Committee Report: Upcoming meeting with Strategic Planning on Monday, May 23 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: Mike is working on finishing up evals. Internal and external job postings for open positions. Friends of Education staff development date is August 5th.
- Committee Report: The committee met May 5th and reviewed several policies. There were no changes to 210. Policy 211 added a section on board members because they were included in the title of the policy but no referred to in the policy. Policy 301 will need to add the definition of school administration and figure out what “share” means before a 2nd read. See meeting minutes on the website.

- Motion: **Approve Policy 208 Development, Adoption and Implementation of Policies, 2nd Read**

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

- Motion: **Approve Policy 211 Criminal or Civil Action Against School, School Board Member or Employee, 1st Read**

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

- Motion: **Approve Policy 301 School Administration, 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: Facility update- Kou sent an update – Wildamere’s last offer is \$9.35 mil. Next step is purchase agreement contingent on bonding and positive review and comment from the commissioner, which can take up to 90 days after all paperwork is in. Beth will buy us dinner if the review and comment comes back within 30 days. Wildamere wants an appraisal done that they will pay for and choose in order to get a charity letter to make them look good. Mike P will speak with Craig Keplar about the ABC coming on board and the review and comment. Kou will provide the next steps. Mike M & Matt are getting back quotes on tech devices, will then go to Tech committee.
- Committee Report: Kristine presented the financials. Working FY16 budget is now down to \$59,000 deficit from \$155,000. Might go down further next month, if no more spending is done. Funds 2 & 4 are doing well and helping the overall budget. Lease aid application is almost done, Friday should be ready to sign. She’s looking into question on basketball being in the red. There’s \$45,000 in revenue not recorded anywhere. She’s looking into that also.
At May 9th committee meeting, reviewed FY16 budget, still a question on salary line this year. Looked at FY17 – still needs more vetting and review before going to board. Looking at a finance management representative change. See meeting minutes on the website. Noah also reiterated some of the things about benefits and busing that need review in the FY17 budget. Benefits weren’t ready, Mike will be meeting next week to see what the increase will be. Mike talked with Ryan at Durham, all 5 buses are not full, may go down to 4, will come down to time, geography and budget.
- Motion: **Approval of April check register.**

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

Tabled until the next meeting.

- Motion: **Approve FY16 budget.**

First _____ Second _____ Yes _____ No _____ Abst _____

Strategic Planning Committee (Noah Levie/Misty Schutrop)

- Director Report: Nothing to report at this time.
- Committee Report: Will be meeting with Marketing on Monday, May 23 at 4:30.

Friends of Education has been Aspen’s Authorizer from the very beginning. Beth expressed that Aspen has a “good enterprise here”. She is happy to be here and glad to see the director working with other FoE schools.

- **Adjournment at 7:58pm**

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

Special Closed Meeting

Location: Art Room

Call to Order at **8:23pm**

In Attendance: Kent Peterman, Stephanie Smitley, Kelly Smith, Misty Schutrop, Noah Levie, Diane Sterna, Angie Tuma, Mike Pocrnich, Cindy Spelbring

Director Evaluation Discussion

Adjournment at **10:05pm**