



BOARD MEETING MINUTES

Date: June 20, 2017 Time: 6:00pm
Meeting Room

Location: Prior Lake Library

School Board Norms of Engagement 2017 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 6:01pm**

In attendance Misty Schutrop, Kent Peterman, Noah Levie, Tina Houglum, Diane Sterna, Angie Tuma, Wade Phillips, Stephanie Smitley

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 one addition.**

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

• Motion: **Approval of Minutes** (May 16 and May 25, 2017).

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

ASPEN ACCOLADES: Great job packing up the school, teachers and staff!!

Motion: Approve all of the following Consent agenda items:

- Resignation of Garth Kirkham.
- Resignation of Brenna Tillman.
- Resignation of Elizabeth Bauman.
- Resignation of Nikki Antonson.
- Hiring of Michelle Young as 4th grade teacher.
- Hiring of Jill Baty as 1st grade teacher.
- Hiring of Scott Fairweather as Music/Band/Orchestra teacher.
- Hiring of Sarah Meyer as Art teacher.

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

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

Program Services Committee (Stephanie Smitley/Angie Tuma/Victoria Regehr)

- Committee Report: The committee did not meet. It was brought to our attention from Ms. Mellgren that Aspen needed a policy or procedure in place by July 1 that covered unpaid meal charges. Stephanie and Diane Hummel went through the provided model policy and “Aspenized” it into procedures. No changes were made to policy 503 and 513 since the 1st read.
- Motion: **Approve Unpaid Meal Charges Procedures.**

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

- Motion: **Approve Policy 503 Student Attendance, 2nd Read.**

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

- Motion: **Approve Policy 513 Student Promotion, Retention and Program Design, 2nd 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)

- **Committee Report:** The committee did not meet. There were no changes made to the 3 policies since the 1st read.
- **Motion: Approve Policy 903 Visitors to School Buildings and Sites, 2nd Read.**
First Smitley Second Levie Yes X(8) No _____ Abst _____
- **Motion: Approve Policy 904 Distribution of Materials on School Property by Nonschool Persons, 2nd Read.**
First Phillips Second Tuma Yes X(8) No _____ Abst _____
- **Motion: Approve Policy 905 Advertising, 2nd Read.**
First Smitley Second Houglum Yes X(8) No _____ Abst _____

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

Board Elections, Responsibilities & Governance Committee (Stephanie Smitley/Diane Sterna)

- **Committee Report:** The committee did not meet. There will be a board and family get together after the July board meeting. The board would like to move the meeting time up to 5:00.
- **Motion: Approve changing the time of the July 2017 board meeting to 5:00pm.**
First Peterman Second Phillips Yes X(8) No _____ Abst _____

5. ASPEN ACADEMY PRACTICES EXEMPLARY FINANCIAL AND OPERATIONAL MANAGEMENT.

Finance & Facility Committee (Noah Levie/Misty Schutrop/Tina Houglum)

- Facility update from Kou Vang – A new building schedule was made, got behind due to rain, still on schedule for Aug 14. Anderson will start working longer hours and with small Saturday crews to make up time. South gym wall should be done next week, starting erection of south classroom walls, exterior on north side is finishing up. Contingency list – still waiting on accurate numbers, only 2 of the 7 documents were correct. Low voltage was down to \$65,000 but seems to still be very high. Greg

Anderson has taken over for Greg Harris while he's on vacation. There was a question of an additional fee for the water main. Anderson will pay for that because they knew it had to be moved, but did not have that in the original contract. The city of Savage handed Aspen a bill for \$109,000 for water and sewer (SAC/WAC) that was not in the original discussion of the building. If we have to pay that, we lose quite a bit of our contingency monies that would buy things we really need. Aspen can ask the city council to have it paid over 7-10 years along with the Zinran assessment or speak to the Mayor who could wave the fee. Misty and Noah will meet with the Mayor and go from there.

- Motion: **Approve the contract with Hastings Co-Operative Creamery Company.**

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

- **Committee Report:** The committee met May 25th. At the time, the cleaning company RFPs were not ready. Since then, admin has chosen Provost to start Aug 1. The question of the facility use fee is still being looked at to see if it is feasible with the bond covenants.

Presentation of Financials by Mike Pocrnich. 92% fiscal year is complete. 91% revenue, 88% expenditures, lower because of summer salaries. DCOH -104 and DSCR -1.10. Need to keep DSCR above 1.10. Discussion turned to being mindful of that number when we go to spend money on classroom furniture, Smartboards, etc. Mike and Diane Hummel noticed that transportation ran close to \$30,000 under the budgeted amount after all the bills were in. The board felt comfortable using that surplus to cover the \$9,000 plus deficit we were originally running to end the fiscal year. Mike will adjust the FY17 budget to reflect the change. Audit will be early August. There was a question about a surveyor on the check register. That should be reimbursable from the construction budget. There were a lot of teacher reimbursables this month. The question was asked if those reimbursables could be done sooner in the year. The finance committee will look into it and see if a policy change is needed.

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

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

- Motion: **Approve revised FY17 budget.**

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

The FY18 budget was discussed during the finance committee meeting. Mike made further changes since then: adjusted utilities to \$1.50/sq. ft, added salaries and benefit increases, 2% increase in state monies over the next 2 years. The board would like to stay aware of the 1.10 DSCR number when making purchases, etc for the following year.

- Motion: **Approve FY18 budget.**

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

Strategic Planning Committee (Misty Schutrop/Noah Levie)

- Committee Report: The committee did not meet. Parent survey results were overall very positive. There were many good and constructive comments to look at. FoE mentioned they would like to see the board focus on academic achievement during the board meetings. The committee will work with Paula on ways to do that.
- **Adjournment at** 7:37pm
- First Smitley Second Phillips Yes X(8) No _____ Abst _____