



BOARD MEETING MINUTES

Date: June 21, 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 6:04pm**

In attendance Mike Pocrnich, Cindy Spelbring, Wade Phillips, Kelly Smith, Misty Schutrop, Angie Tuma, Mike McNulty, Diane Sterna, Noah Levie, Kent Peterman, 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 the adjusted agenda.**

First Phillips Second Tuma Yes X(10) No _____ Abst _____

- Motion: **Approval of Minutes and Special Session Minutes** (May 17 and June 6, 2016).

First Smitley Second Smith Yes X(10) No _____ Abst _____

A board member requested to remove Aspen's 990 from the consent agenda.

Motion: Approve the following consent agenda items:

- **Special education contract with Sanborn Educational Associates, Inc. for 2016-2017.**
- **Occupational therapist contract with Bonnie Pape for 2016-2017.**
- **School psychological services contract with Kara Spielmans for 2016-2017.**
- **DAPE teacher contract with Strategic Staffing Solutions for 2016-2017.**
- **The change in position for Cindy Spelbring to Kindergarten teacher.**
- **The non-renewal of Tammy Englund and Noah Guither's contracts due to low middle school enrollment.**
- **The change in position for Gretchen Boie to Kindergarten teacher.**
- **The resignation of community board member Mike Pocrnich effective June 22, 2016.**
- **Elizabeth Folsom as SPED teacher.**

First Levie Second Smitley Yes X(10) No _____ Abst _____

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

Program Services Committee (Stephanie Smitley/Angie Tuma)

- Director Report: Singapore training K-3 in Aug, Maggie is working on writing curriculum, new charter goals are similar to previous. Synergy is almost ready to be switched from TIES, scheduling will be done after the switch. 55 Chromebooks will be leased, \$71,000 over 3 years, under budgeted amount, chosen so all on 1 platform, easy transition.
- Committee Report: Did not meet. No changes made to the policies after the first read. A typo needs to be fixed in section E. 4.

- Motion: **Approve Policy 514 Bullying Prohibition, 2nd Read.**

First Phillips Second Smith Yes X(10) No _____ Abst _____

- Motion: **Approve Policy 526 Hazing Prohibition, 2nd Read.**

First Smitley Second Levie Yes X(10) 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: Letter to families being created to update on facility happenings.
 - Betsy Simons gave a marketing and enrollment update. She interviewed 3 marketing companies – Creative Graphics, JAM Marketing and LEVEL. Next to finance committee with recommendation.
 - i. Banner is outside school, garage sale signs ordered and half distributed, Ads in 3 local newspapers (got a call from one already, middle schoolers)
 - ii. Digital ads with family picture and testimonial, will be getting click report from these ads
 - iii. Enrollment: made a request for records chart and enrollment received chart
 - iv. Received some feedback from 5th grade families on why not returning
 - v. Discussion on marketing firms: Betsy feels either Creative Graphics or LEVEL would be best. Creative would be a longer term relationship than LEVEL, both would help develop identity. Board members want to make sure the company can help build Aspen's brand and who we are, not just production of items.
- Committee Report: Committee met. Thank you to Betsy for getting signs ordered and out.

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: Benefits went out to bid- Preferred One, Health Partners, BCBS. Preferred One came back at 4% increase, much lower than the others. No change in offerings from current plan. Only 1 year contract, go out for RFP again next year. Dental also slightly increased for first time.
Charter contract: Friend's goals did not change much from previous goals, used Friend's suggestions. Goals should be used to guide strategic plan. Exhibit N should be referred to often to guide spending and curriculum to meet academic goals. Aspen was very low in spending with regards to students in comparison with other Friends' schools.
- Motion: **Approve the charter contract.**

First Peterman Second Levie Yes X(10) No _____ Abst _____
- Committee Report: Nothing to report at this time.

5. ASPEN ACADEMY PRACTICES EXEMPLARY FINANCIAL AND OPERATIONAL MANAGEMENT.

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

- Director Report: Finance/Facility committee has reviewed 4 architects Kou received bids from, narrowed down to DSGW and KOMA, DSGW lowered their price \$10,000, Mike will need to decide before board approval. Aspen and Wildamere have come to a tentative agreement on terms. Craig Kepler drafted the agreement. Waiting for Wildamere to respond. The board would like Kou to send regular updates, at least monthly, so all are on the same page.
Bus contract: bus contract was signed previously. It states 5 buses, Mike has a verbal agreement through Ryan that we could use only 4 buses, he will double check. Mike will look into mega stops, liability would need to be added possibly for these stops. About same number of kids requested busing this year as last. More stops further south and east than last year. Ryan will work the routes and contact Mike. Will go to Program Services committee when ready.

The purchase agreement was not ready and will be tabled until the next meeting.

- Motion: **Approve the purchase agreement with Wildamere.**

First _____ Second _____ Yes _____ No _____ Abst _____

- Motion: **Approve 2-year bus contract with Durham.**

First Pocrnich Second Tuma Yes X(10) No _____ Abst _____

- Committee Report: Mike Pocrnich presented the financials. Aspen's in good standing financially, especially with an enrollment dip. Deficit looks to be around \$60,000, way better than we thought, but that could change for the better after final numbers come in July. Audit was moved up to August 4th & 5th, much earlier than last year. Basketball has been in red, looks like Eagle's Nest teacher has been under basketball. Check register question about Chuck & Don's- 3 charges are charged weekly for pet food (crickets and large rat).

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

First Pocrnich Second Peterman Yes X(10) No _____ Abst _____

- Motion: **Approve revised FY16 budget.**

First Pocrnich Second Smitley Yes X(10) No _____ Abst _____

990 was previously signed and submitted. Mike P will follow up on the reason for the negative investment number.

- Motion: **Approve the 990.**

First Phillips Second Tuma Yes X(10) No _____ Abst _____

Nominee/s for Treasurer Noah Levie.

- Motion: **Approve Noah Levie as Treasurer effective June 22, 2016.**

First Peterman Second Tuma Yes X(10) No _____ Abst _____

Strategic Planning Committee (Noah Levie/Misty Schutrop)

- Director Report: Procedures for policies were already done, need the policies approved.
- Committee Report: Met today to review 2 800 policies, safety and crisis management. They will come to the board for a first read next month.

Summary of Special Closed Meeting on May 16, 2016.

The board looked over the director results, survey findings from staff and board. Areas of strengths and improvements were discussed. Misty and Wade will meet with Mike tomorrow with goals.

- **Adjournment at 7:36pm**
- First Levie Second Phillips Yes X(10) No _____ Abst _____