



BOARD MEETING MINUTES

Date: July 18, 2017 Time: 5:00pm
Meeting Room

Location: Prior Lake Library

School Board Norms of Engagement 2017 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 5:03pm**

In attendance Paula Foley, Kent Peterman, Misty Schutrop, Stephanie Smitley, Wade Phillips, Rob Allison, Diane Sterna, Angie Tuma, Victoria Regehr

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 amended Agenda.**

First Phillips Second Smitley Yes X(7) No _____ Abst _____

- Motion: **Approval of Minutes** (June 20, 2017).

First Phillips Second Tuma Yes X(7) No _____ Abst _____

Welcome to our new parent board member, Rob Allison! Welcome to our new Executive Director Paula Foley!

ASPEN ACCOLADES (Mrs. Foley): Thank you to Nick and Matt who have been working under some tough conditions. Awesome job to Julie, Janelle and Maggie for keeping everything going!

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

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

- Director Report: Met with new SpEd director to go through files, etc and working on a TSES book. Para contracts just went out, will be working with transportation company and look into streamlining SpEd transportation. Will be working with Maggie to focus on academic achievement this year. Back to School Night will be August 30, 3:30-5 and 5:30-7.
- Committee Report: Nothing to report at this time.

2. ASPEN ACADEMY PRACTICES EXEMPLARY FINANCIAL AND OPERATIONAL MANAGEMENT.

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

- **Director Report:** Mrs. Foley has been in contact with Provost. They were one of 3 bids reviewed and the middle in cost. They are much more than last year's contract but we are adding more space and they are mopping the floors nightly and doing more than previously done. Computer lab downstairs will be done this week, parking lot getting the first coat of asphalt on the 29th, the new cafeteria will be the staging site for deliveries. Mrs. Foley will ask for volunteers who will watch a safety video and sign a waiver, to help with moving furniture, etc. Gym will not be ready until later into Sept. Mrs. Foley is also working on a staff organizational chart and job descriptions with the management team.
- Motion: **Approve the contract with Provost for cleaning services.**

First Smitley Second Sterna Yes X(7) No _____ Abst _____

- **Facility update** - After the last construction meeting yesterday, it looks like teachers will be able to get into the building Aug 28 or 29. All staff development before then will be offsite. Zinran will be opened later than expected, Aug 25 and will impact the installation of the playground because the big trucks will not be able to have access off of Zinran and must continue to use the temporary access by the trailer. The City of Savage is

assessing Aspen SAC/WAC fees of \$109,000 which was not planned for in the original budget. Aspen has already paid \$54,000 to Met Council for that purpose. Aspen has been assessed 21 units which seems high compared to other schools. The board would like Kou to have the units assessed as soon as possible and the chair to write a letter to the City requesting an assessment. Barry Stock from the City would like a letter by August 1. If the fees still need to be paid by Aspen, we would like them to be assessed over time, possibly with the Zinran assessment.

- **Motion: Approve the board chair to submit a letter to the City of Savage requesting a re-assessment of fees.**

First Smitley Second Phillips Yes X(7) No _____ Abst _____

- **Committee Report:** Presentation of Financials by Mike Pocrnich. Kyle from TAG has final ADM at 495, audit is scheduled for July 31, investor phone call will need to be scheduled by Aug 31. Aspen will need to open a separate account for fundraising or some other purpose so that all money is covered by FDIC. The budget is showing a DSCR of 1.04 for the end of the year, might change depending on spending. Board is concerned that is below the 1.10 threshold set in the bonding covenants and would like that number to be tracked closely. Mike is not overly concerned at this point and has seen schools below the 1.10 number. Days cash on hand is 93, well over the 60 required. Mike suggests the board adopt a credit card policy that tells how to use the points associated with the credit cards. Finance committee will look into that. A question on the check register – there was a late fee for form 941, looks like the payment was missed.
- **Motion: Approve the June check register.**

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

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

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

- Director Report: Mrs. Foley, as the new director needs to be approved as the IOwA so Aspen can gain access to MDE reports, etc. Contracts were not available at the time of the board meeting, but will be in the drive soon. They are standard contracts with people that have been working at Aspen for several years.
- **Motion: Approve Paula Foley as Identified Official with Authority for MDE.**

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

- **Motion: Approve the contract with Kara Spielmans as School Psych.**

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

- Motion: **Approve the contract with Jenni Ballard as Speech Therapist.**

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

- Motion: **Approve the contract with Bonnie Pape as Occupational Therapist.**

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

- Motion: **Approve the resignation of Cindy Spelbring.**

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

- Committee Report: Nothing to report at this time.

4. ASPEN ACADEMY MAINTAINS ENROLLMENT THROUGH RECRUITMENT AND RETENTION.

5. ASPEN ACADEMY DEVELOPS AND MAINTAINS STRONG STUDENT, PARENT, AND COMMUNITY PARTNERSHIPS.

Marketing and Community Engagement Committee (Wade Phillips/Kent Peterman)

- Director Report: Nothing to report at this time.
- Committee Report: Nothing to report at this time. The committee will meet soon regarding signage for the front of the school if it fits in the budget.

Strategic Planning Committee (Misty Schutrop/Noah Levie)

- Committee Report: Nothing to report at this time. Committee members will be working with Mrs. Foley on updating the Strategic Plan in the coming months.

- **Adjournment at 6:25pm**

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