



BOARD MEETING MINUTES

Date: July 19, 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 6:06pm**

In attendance Cindy Spelbring, Kelly Smith, Kent Peterman, Mike McNulty, Noah Levie, Misty Schutrop, Angie Tuma, 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 adjusted Agenda**

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

- Motion: **Approval of Minutes** (June 21, 2016).

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

ASPEN ACCOLADES (Mike McNulty): Strength of the Active Solutions programs, 90% staff retention, good turnout for 403b, wellness group at the beginning of the year, local realtor came to speak to staff.

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

Program Services Committee (Stephanie Smitley/Angie Tuma)

- Director Report: Training is coming up for all teachers through FoE. 16 teachers have signed up to ride the bus from Aspen. FoE will reimburse \$500. Singapore math training for K-3 also in August. FoE Director's meeting at Aspen on Thursday to discuss plans for 2017. Money has been allocated for THINK from the Fun Run and the floors were cleaned during the 2 week break.
- Committee Report: Nothing to report at this time.

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: Mike and Betsy recommend going with Creative Graphics from Burnsville as the marketing firm. Their services will be ongoing monthly until we are finished, cost was also lower than another firm.
- Committee Report: Committee did not meet, but the info from the 3 firms was sent to the committee members. This firm will use about \$10,000 out of the \$40,000 that was budgeted for. Committee will oversee Creative Graphics products.

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: Nurse job was posted, 1 interview today, possibly 1 other. Tech job posting up for the next 2 weeks. Ms. Rosvold is moving. From Ms. Mellgren – Rachel

has 1 or 2 year's experience, she may also work some hours as targeted services to be full time, she's very excited to be a part of Aspen. Team members are part of the interview process.

- Motion: **Approve Angela Lorenzen as part time Phy Ed teacher.**

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

- Motion: **Approve Rachel Ibes as ELL teacher.**

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

- Motion: **Approve resignation of Jenna Rosvold.**

First Peterman Second Smith Yes X(7) No _____ Abst _____

- **Committee Report:** The committee met this morning, reviewed policies and began election process. Policy 211- added section to include board members, 301 – changed section E regarding sharing. No changes to 302, 303, 310 (need 2 people named at the beginning of each year to replace the director in an emergency). 306 will be up for a first read next month. Election will be November 7th during conferences. A few new things added to the Governance calendar – audit, policy 806 and 310 director replacement. The board self-eval will be in August.

- Motion: **Approve Policy 211 Criminal or Civil Action Against School, School Board Member or Employee, 2nd Read**

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

- Motion: **Approve Policy 301 School Administration, 2nd Read**

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

- Motion: **Approve board governance calendar.**

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

5. ASPEN ACADEMY PRACTICES EXEMPLARY FINANCIAL AND OPERATIONAL MANAGEMENT.

Finance & Facility Committee (Noah Levie/Misty Schutrop)

- Director Report: Randy Wagner, architect from DSGW met with staff and board members, addition is 37,000 sq ft. Placement of rooms needs to be figured out next. Received approval letter from MDE for lease aid. Aspen will join MSBA again. Mike Pocrnich with The Anton Group will now work with BKDA on financials. Ryan from Durham is leaving his position this week. Mike would like to pass off his work on transportation to Kristine for the next month, not to exceed 40 hours total. Kou meeting with city planner next week. Review & Comment waiting for architect, site control and signed purchase agreement. Kou explained Craig Kepler feels the language in the purchase agreement is as good as it is going to get. Committee recommends approving it. Friends of Aspen will sign it tomorrow night.
- Motion: **Approve the purchase agreement with Savage Education Parters, LLC.**
First Levie Second Smith Yes X(7) No _____ Abst _____
- Motion: **Approval of addendum to Aspen's BKDA service agreement.**
First Peterman Second Tuma Yes X(7) No _____ Abst _____
- Motion: **Approve Kristine Kemapanen for up to 40 hours to work on transportation.**
First Smitley Second Peterman Yes X(7) No _____ Abst _____
- **Committee Report:** Mike Pocrnich presented the financials. Everything looks good. He is waiting for final salary and benefits numbers and will work this week in trying to find the discrepancy in that portion of the budget. He will let the Finance chair know what he finds. Audit is coming up August 4 & 5. Lease was overpaid by about \$25,000. Mike would like Aspen to make automatic electronic payments, need an EFT policy and a list of approved vendors.
- Motion: **Approve the June check register.**
First Levie Second Tuma Yes X(7) No _____ Abst _____

Strategic Planning Committee (Noah Levie/Misty Schutrop)

- Director Report: Mike highlighted some items from the previous year, see Accolades. A teacher board member suggested to Mike that he recommunicate to staff the new salary schedule. He said some teachers spoke to him about it already.

- Committee Report: The committee met and review policy 102, 806 & 807. Small changes were made to 102 & 807, changing superintendent to director. Policy 806 wording was updated to reflect that Aspen has only 1 building.

- Motion: **Approve Policy 102 Equal Educational Opportunity, 1st Read**

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

- Motion: **Approve Policy 806 Crisis Management, 1st Read**

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

- Motion: **Approve Policy 807 Health and Safety, 1st Read**

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

- **Adjournment at 7:39pm**

- First Peterman Second Smitley Yes X(7) No _____ Abst _____