



BOARD MEETING MINUTES

Date: August 16, 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 6:09PM**

In attendance Diane Sterna, Mike McNulty, Noah Levie, Cindy Spelbring, Kent Peterman, Misty Schutrop, 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 amended Agenda.**

First Spelbring Second Smitley Yes X(6) No _____ Abst _____

• Motion: **Approval of Minutes** (July 19, 2016).

First Smitley Second Spelbring Yes X(6) No _____ Abst _____

ASPEN ACCOLADES (Mike McNulty): Thanks to Maggie and the professional development committee for getting all the SD ready for teachers. Thanks to teachers who attended FoE's Rick Wormelli workshop. Thank you to the admin team for getting the building ready. Thank you to Kristine Kempanen for helping with bus transportation.

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

Program Services Committee (Stephanie Smitley/Angie Tuma)

- Director Report: Betsy will work to clarify communication to parents about un-enrolling a student.
- Committee Report: Committee did not meet.

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 & Discussion: After reviewing 3 companies, the director and Betsy felt Creative Graphics would be the best fit for Aspen. \$6,000 for the proposed scope of work, additional \$4,500 to redevelop website. Some board members questioned whether this company could give us the branding, etc Aspen needs and what exactly is included in the scope of work agreement. Terms were very vague and confusing. Mike felt the board needed to approve the agreement to get started ASAP even though the board was only given the agreement that day to review.
- Committee Report: Committee did not meet.
- Motion: **Approve scope of work agreement with Creative Graphics.**

First Levie Second Peterman Yes X(4) No Schutrop, Spelbring Abst

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

Board Elections, Responsibilities & Governance Committee (Cindy Spelbring/Misty Schutrop)

- Director Report: Some background info was sent by the director to the board and parents in the newsletter.

- Motion: **Approve Sue Ann MacLachlan as Special Ed teacher.**
First Spelbring Second Smitley Yes X(6) No _____ Abst _____
- Motion: **Approve Aimee Strege as school nurse.**
First Sterna Second Smitley Yes X(6) No _____ Abst _____
- Motion: **Approve Jessica Ries as 4th grade teacher.**
First Smitley Second Sterna Yes X(6) No _____ Abst _____
- Motion: **Approve the resignation of board member Kelly Smith effective August 7, 2016.**
First Smitley Second Peterman Yes X(6) No _____ Abst _____
- Motion: **Approve Joshua Feichts as Latin teacher.**
First Smitley Second Spelbring Yes X(6) No _____ Abst _____
- Motion: **Approve Carla Joy Strand as Latin teacher pending background check.**
First Spelbring Second Smitley Yes X(6) No _____ Abst _____
- Motion: **Approve the resignation of Kierstin Nygaard.**
First Smitley Second Peterman Yes X(6) No _____ Abst _____
- Motion: **Approve Jessica Doyle as Spanish teacher pending background check.**
First Sterna Second Spelbring Yes X(6) No _____ Abst _____
- **Committee Report:** The committee met to review policies and discuss the election. No changes were made to 404 and 407. Only changes to 306, rewording of a sentence or 2. Election will be held Nov. 7, 7-9am & 12-6pm. Ballot counting at 7 with a board member and volunteers. ACC will put out a sign-up genius to get volunteers. Letter going out to parents about what the board does. Board needs to discuss committee chairs with Kelly leaving. Stephanie will take over Governance, looking for someone to take over Program Services.
- Motion: **Approve Policy 306 Administration Code of Ethics, 1st Read**
First Smitley Second Spelbring Yes X(6) No _____ Abst _____

5. ASPEN ACADEMY PRACTICES EXEMPLARY FINANCIAL AND OPERATIONAL MANAGEMENT.

Finance & Facility Committee (Noah Levie/Misty Schutrop)

- Director Report: Audit meeting on Sept 12. Employee & student handbooks were reviewed by admin and no major changes. Computers came in. Facility – Savage will hold public hearings for expansion in the next few weeks, will go to city council in October. General contractors are working on submitting bids. Playground will not be able to be on wetland area because of cost, will switch places with new pond area. Board would like any contracts needing approval to be reviewed by counsel and time to review themselves before approval.
- Discussion: Architect contract with DSGW was given to board right before the board meeting. There wasn't time to review it and legal counsel had not reviewed it either. Board members did not feel it wise to approve it.
- **Committee Report:** Presentation of Financials by Mike Pocrnich. Audit was completed, 2 legal compliance issues. Aspen wasn't fully FDIC insured and the new account was not board approved before opened. This should not happen again. Sterling will sweep all accounts and make necessary adjustments. There is a bonding organizational meeting with Dick Ward on Friday. Financials look good even though only 1 month in. Question on the check register- check for \$187,000 was made to wrong payee so was re-written and was not Aspen's error.
- Motion: **Approve the July check register.**

First Smitley Second Peterman Yes X(6) No _____ Abst _____

Strategic Planning Committee (Noah Levie/Misty Schutrop)

- Director Report: Annual report due Oct. 1, Maggie working on some of it. Hazardous waste covered under basic pollution in policy. Liability will be transferred to ABC after building purchase.
- Committee Report: Committee did not meet. No changes made to policies between first and second reads.
- Motion: **Approve Policy 102 Equal Educational Opportunity, 2nd Read**

First Levie Second Smitley Yes X(6) No _____ Abst _____

- Motion: **Approve Policy 806 Crisis Management, 2nd Read**

First Smitley Second Sterna Yes X(6) No _____ Abst _____

- Motion: **Approve Policy 807 Health and Safety, 2nd Read**

First Smitley Second Sterna Yes X(6) No _____ Abst _____

- **Adjournment at 7:51pm**

- First Peterman Second Spelbring Yes X(6) No _____ Abst _____