



## BOARD MEETING MINUTES

Date: September 19, 2017 Time: 6:00pm

Location: Room 14

### School Board Norms of Engagement 2017 The Board of Aspen Academy will

<b>Tenacity</b>	• form cohesion, cooperate, respectfully engage, listen effectively, and remain future minded.
<b>High Expectations</b>	• keep students first, speak with one voice, operate as a governance board.
<b>Integrity</b>	• 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.
<b>No Excuses</b>	• 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.
<b>Kindness</b>	• 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 Paula Foley, Angie Tuma, Misty Schutrop, Diane Sterna, Victoria Regehr, Wade Phillips, Rob Allison, Kent Peterman, Noah Levie, Stephanie Smitley

Authorizer Comments Liz Wynn from FoE was very happy to see no dirt in the parking lot and the new building.

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 as amended.**

First Phillips Second Peterman Yes X(8) No \_\_\_\_\_ Abst \_\_\_\_\_

• Motion: **Approval of Minutes** (August 15, 2017).

First Sterna Second Regehr Yes X(8) No \_\_\_\_\_ Abst \_\_\_\_\_

**ASPEN ACCOLADES:** John Becker and Kristine Kemppainen for their tireless work on pick up and drop off. Vicki Ramsey for the incredible job of getting the lunchroom organized and functioning. Jen Halko for being AMAZING! Amy Jacobson for her work with the dismissal procedures at the end of every day.

**Motion: Approve the following Consent agenda items:**

- **Hiring of Jennifer Japel as Kindergarten teacher.**
- **Resignation of Geri Atlendorf.**
- **Resignation of Terri Pherson.**
- **Resignation of Megan McClanahan.**
- **Appoint Stephanie Smitley as Teacher Board Member.**
- **Change in job duties for Darby Thomas.**
- **Rehiring of CayCee Johnson as lunchroom staff.**

First Peterman Second Levie Yes X(8) No \_\_\_\_\_ Abst \_\_\_\_\_

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

**Program Services Committee** (Angie Tuma/Victoria Regehr)

### **MCA and World's Best Workforce presentation by Maggie Rowan.**

- Key Points from Charter goals: By end of 2020, 25% higher than state in Math, 20% higher in state than reading.
- Science jumped way up to 82%, credit to 5<sup>th</sup> & 8<sup>th</sup> grade teachers and use of Study Island.
- Now – math is 22% above, reading 16% above, more work to do in reading
- K score was 50% last year, big change in population. Working to identify students needing interventions sooner, starting Targeted Services sooner in first grade this year.
- Students need more practice reading from a screen, better at reading books. Would like MS be 1:1 with Chromebooks, need about \$30,000 to get 50 more Chromebooks for MS then more computers can move down into elementary. NewZLA helps with reading, 3 year purchase, in 2<sup>nd</sup> year of using. Direct instruction improved F&P scores.
- New school goals: K to 5 – 90% score 4 in F&P, 4 to 8 – 85% students M & E in reading and 75% will M & E in science.
- Focus will be on non-fiction books, helping teachers get what they need to teach students. Staff are working in same PLC's to go deeper, there are grade level goals to support the school goal and individual teacher goals to support the school goal.
- Should know around January how students are doing.
- Thank you Maggie for the presentation and answering the board's questions.

- Director Report: 504 procedures and SpEd purchasing needs to be looked at. Program Services committee will look at them.
- Committee Report: Diane will set the committee meeting.

**2. ASPEN ACADEMY PRACTICES EXEMPLARY FINANCIAL AND OPERATIONAL MANAGEMENT.**

**Finance & Facility Committee (Noah Levie/Misty Schutrop)**

- **Director Report:** Staff are sending any construction issues to Mrs. Foley. There will be a walk-thru in the evening next week, if any board members would like to come.
- **Facility update:** Kou Vang thanked the staff for living through the construction. Punchlist will be given to Anderson next week. Gym should be finished beginning of October. Gym foundation should be done this week. Any warranty issues the first year, go through Kou. Fence around the playground will go in after the playground is complete. Playground should be done very early next week. Kou will pursue any late fees we can get from Anderson for turning over the project late. Might be difficult because some issues were in Anderson’s control. Trees were all put in with the City’s input, most went in by the townhomes. Still some money, up to \$30,000, left in the contingency budget, can spend on blinds, monument sign, kitchen equipment.
- **Committee Report:** Presentation of Financials by Mike Pocrnich. Holdback payment came in Aug 30. 16% of fiscal year done, 14% of budget and 9% expenses. 103 Days Cash on Hand, DSCR – 1.11. These will change with the budget revision coming. Contracted services was running high, looks like some items need to be reallocated to Instructional Supplies. The copier lease payment needs to be updated. Communication line item is high. Anton Group had fees for finance, HR and extra work Kyle was doing on MARS reporting. The board would like to see all of the receipts from the credit card statement, including Amazon. 990 processing next week and board can approve next month. Audit is still be finalized, no findings so far.

Committee met earlier this evening at 4. Budget was looked at with updated enrollment numbers. Mrs. Foley will look at transportation and meet with Mike Pocrnich to revise budget. FoAA board had to be reapproved. The renewal email was missed, but should not be missed again. Aspen’s SAC/WAC fees will decrease by about \$14,000 between Met Council and City of Savage. Met Council decreased our units by 2. Property taxes of about \$100,000 will be due soon. Paula will look into where the funds will come from. Next committee meeting, early October.

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

First Levie Second Peterman Yes X(9) No \_\_\_\_\_ Abst \_\_\_\_\_

- Motion: **Approve the Friends of Aspen Academy board consisting of Rachel Mong as chair, Jeff Reistad as treasurer and Rebecca Karner as Secretary.**

First Smitley Second Tuma Yes X(9) No \_\_\_\_\_ Abst \_\_\_\_\_

- Motion: **Approve A Chance to Grow contract.**

First Smitley Second Tuma Yes X(9) No \_\_\_\_\_ Abst \_\_\_\_\_

- Motion: **Approve the Trans Alarm contract.**

First Allison Second Smitley Yes X(9) No \_\_\_\_\_ Abst \_\_\_\_\_

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

**Board Elections, Responsibilities & Governance Committee** (Diane Sterna)

- Director Report: Nothing to report.

Edits for the handbook were sent to Paula. Change of drop off time needs to be edited in the Student Handbook.

- Motion: **Approve the Employee Handbook, 2<sup>nd</sup> read.**

First Phillips Second Allison Yes X(9) No \_\_\_\_\_ Abst \_\_\_\_\_

- Motion: **Approve the Student/Parent Handbook, 1<sup>st</sup> read.**

First Smitley Second Regehr Yes X(9) No \_\_\_\_\_ Abst \_\_\_\_\_

- Motion: **Approve the resignation of Kristina Houglum.**

First Levie Second Allison Yes (6) No Sterna,Tuma Abst Schutrop

- Committee Report: Elections are coming November 13. Due date for applications is Oct. 16. Next meeting will be first week of Oct. Those members who are up for re-election, start thinking about running or not.

### **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: The Ribbon Cutting ceremony will be October 26 at 9:30am. There will be a time capsule to bury. If anyone has anything they wish to donate to add, please let Paula know. Veteran's Day ceremony will be November 10 at 1:30.
- Committee Report: Committee met this evening at 5:00. Mark from Creative Graphics presented analytics and possibilities for an upcoming marketing push. CG got 3 bids on a sign. Committee would like more info on what the sign is made of and wants to look into other types of monument signs and a tree adoption program.

**Strategic Planning Committee** (Misty Schutrop/Noah Levie)

- Director Report: Mrs. Foley, Mrs. Rowan and others have been working on the Annual Report and World's Best Workforce Report. Edits are still being made.
- Committee Report: Committee will meet in November.
- Motion: **Approve the 2017 Annual Report and World's Best Workforce Report, pending edits.**

First Levie Second Peterman Yes X(9) No \_\_\_\_\_ Abst \_\_\_\_\_

- **Adjournment at 7:53pm**\_\_\_\_\_

- First Peterman Second Phillips Yes X(9) No \_\_\_\_\_ Abst \_\_\_\_\_