



## BOARD MEETING MINUTES

Date: September 20, 2016 Time: 6:00pm

Location: Art Room

### School Board Norms of Engagement 2015 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 6:01pm**

In attendance Diane Sterna, Stephanie Smitley, Angie Tuma, Kent Peterman, Mike McNulty, Noah Levie, Wade Phillips, Misty Schutrop

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 Levie Second Smitley Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_

• Motion: **Approval of Minutes** (August 16, 2016).

First Smitley Second Tuma Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_

**Presentation by Anderson Companies, general contractor for expansion project will have to reschedule due to a scheduling conflict.**

**Presentation of the FY16 audit by Andy of KDV.**

- Audit was clean, only found 1 midlevel “significant deficiency” to improve internal controls regarding community service procedures. Under MN legal compliance, board needs to approve opening a bank account before it is opened, which the board was aware would be pointed out.
  - Other items pointed out: ADM decreased last year due to decrease in enrollment, fund balance was 36.2% for 2016, important to have a good fund balance in case the state holdback increases, expenses per pupil increased (still lower than other FoE schools), food surplus of \$1,514!, community fund surplus of \$30,000.
  - Discussion: McNulty stated the internal controls for community service should be fixed now. Looked like Aspen was 140,000 off from projected budget last year in admin, pupil support services (includes transportation), and sites & buildings. Items may have been coded differently and some expenditures may have been after June 30<sup>th</sup> close out date.
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- Motion: **Approve the FY16 audit.**

First Levie Second Tuma Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_

**ASPEN ACCOLADES** (Mike McNulty): Thanks to the parent volunteers and ACC members for the first 2 weeks of school, especially Open House Nights. Thanks to the staff, the kids are excited for school, they will make this another great year!

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

**Program Services Committee** (Stephanie Smitley/Angie Tuma)

- Director Report: Title I and II have been approved.
- Committee Report: Committee will meet soon. Diane Sterna will slowly take over this committee as chair.

**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: Culver's Night raised \$273 that will go toward new playground equipment.
- Committee Report: Committee met with Mark from Creative Graphics. They are redoing the website which should be up and running in October. Website will be more visual, less number of clicks, key search words were discussed. Marketing plan was outlined for the committee. Plan will be ready for committee in October. Look into filling empty seats in Kindergarten. See committee minutes on the website for more information.

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

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

- Director Report: See the new hire information on the Director's report. Tech integration job was posted to 3 websites with only 1 applicant. Paras are all special ed. Lunch assistant position is about 3 hrs/day under Fund 2.

- Motion: **Approve Kelly Smith as technology integration specialist.**

First Peterman Second Levie Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_

- Motion: **Approve Alex Hobart as para.**

First Smitley Second Phillips Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_

- Motion: **Approve Megan McClanahan as para.**

First Sterna Second Peterman Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_

- Motion: **Approve Bryce Corrow as Phy Ed teacher.**

First Peterman Second Tuma Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_

- Motion: **Approve Madelyn Tschida as para.**

First Sterna Second Smitley Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_

- Motion: **Approve Kimberly Bischoff as lunch assistant.**

First Smitley Second Tuma Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_

- **Committee Report:** Committee will be meeting soon. Stephanie will take over as chair of this committee. Elections are coming up. Bylaws may need to be amended to include term length for community members. Waiting to hear from Friends of Education. No changes made to policy 306 from the 1<sup>st</sup> read.

- Motion: **Approve Policy 306 Administration Code of Ethics, 2<sup>nd</sup> Read**

First Smitley Second Levie Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_

- Motion: **Approve any officer to sign documents specific to the expansion in the absence of the Board Chair .**

First Smitley Second Tuma Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_

## **5. ASPEN ACADEMY PRACTICES EXEMPLARY FINANCIAL AND OPERATIONAL MANAGEMENT.**

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

- Director Report: Vantage Financial lease for new computers was received last night. Amy Mace went through the lease. One item was changed to allow teachers to take their computers out of the building. Lease is \$2,094/month for 3 years. Option to buy at the end of 3 years. White glove service for the length of the lease. The board was not able to review the contract before the meeting and would like the opportunity to do that before approving.
- Motion: **Approve the technology lease with Vantage Financial.**  
Tabled until the board can review the contract.

Kou Vang presented the DSGW contract. It is a standard AIA contract. A modification was made with regard to legal from Craig Keplar.

- Motion: **Approve the recommendation to Friends of Aspen Academy to approve contract with DSGW Architects, Inc.**

First Levie Second Peterman Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_

Kou presented the pre-development budget. The total is \$316,000 the school could be responsible for if bonding does not close. Includes \$187,000 due from FoAA for earnest money. Some site evaluation payments will be deferred and paid after bond closing. Architect will be due \$50,000 and \$50,000 for engineering regardless of bond closing or not.

- Motion: **Approve the pre-development project budget.**

First Levie Second Phillips Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_

- Motion: **Approve recommendation to ABC to approve purchase agreement as of September 20, 2016 for the south parcel of neighboring land.**

First Smitley Second Tuma Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_

- Motion: **Approve the authorization of the Finance/Facility committee to finalize the terms of the purchase agreement of the south parcel, if necessary.**

First Smitley Second Phillips Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_

- **Committee Report:** There were 7 requests to contractors for bids, only 3 responded. Kou put together side by side comparisons of the 3. Anderson had the most complete response, school building experience, detailed plans, knew those that would head project, good references. Fendler-Patterson was not as thorough, not bonded. Rochon not thorough, no project plans and had leins. Committee recommends going with Anderson Construction.
- Per Kou: General contractor contract will be a standard AIA contract that would adhere to Aspen's budget. Contract needs to be approved by board and FoAA before offer letter prints on Monday, Sept. 26<sup>th</sup>. There will be 2 contracts, 1 for material and 1 for labor. Should be done late Thursday. Special board meeting set for Friday at 7:30am.
- Motion: **Approve a standard contract with Anderson Companies pending counsel review, committee review and project coming in on budget.**  
Tabled until the contract is ready for review.

Resolutions for reimbursements and borrowing between Aspen and Friends of Aspen Academy.

- Motion: **Approve the reimbursement resolution for Aspen Academy.**

First Tuma Second Smitley Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_

- Motion: **Approve the recommendation that Friends of Aspen Academy approve and sign the Friends of Aspen Academy reimbursement resolution.**

First Tuma Second Phillips Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_

- Motion: **Approve the borrowing resolution for Aspen Academy.**

First Tuma Second Sterna Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_

- Motion: **Approve the recommendation that Friends of Aspen Academy approve and sign the Friends of Aspen Academy borrowing resolution.**

First Smitley Second Peterman Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_

- Presentation of Financials. Mike Pocrnich presented the financials. Revised FY17 budget based on 495 students, currently 491. Still early in the fiscal year. Mike P will work with Diane to delineate the deposits for community service fund. Question on the

check register about VPN services for AT&T. Is this new and what is it for? Mike will look into it.

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

First Tuma Second Levie Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_

- Motion: **Approve FY17 budget revision.**

First Phillips Second Peterman Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_

FoAA board members need to be appointed yearly.

- Motion: **Approve Friends of Aspen Academy Board members Rachel Mong as President, Jeff Reistad as Treasurer and Rebecca Karner as Secretary.**

First Levie Second Tuma Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_

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

- Director Report: Nothing to report.

Annual report was reviewed by Steph and Misty. Misty's edits are still pending before report is turned into FoE by October 1<sup>st</sup>. Mike will send finished report to Steph and Misty for review before submittal.

- Motion: **Approve the 2016 Annual Report pending edits.**

First Peterman Second Phillips Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_

- Committee Report: Nothing to report at this time.

- **Adjournment at 8:57pm**

- First Levie Second Phillips Yes X(7) No \_\_\_\_\_ Abst \_\_\_\_\_