



BOARD MEETING MINUTES

Date: February 21, 2017 Time: 6:00pm

Location: Art Room

School Board Norms of Engagement 2017 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 6:10pm**

In attendance Kent Peterman, Stephanie Smitley, Diane Sterna, Tina Houglum, Mike McNulty, 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 Peterman Second Sterna Yes X(6) No _____ Abst _____

• Motion: **Approval of Minutes** (January 17 & 31st, 2017).

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

ASPEN ACCOLADES (Mike McNulty): Thank you to teachers and staff for parking and running “shuttle service” from Bethesda. Thank you to Mrs. Elsberry, Mr. Leifermann, and Mr. Gross for the hours of hard work that went into putting on Love of the Arts night. Thank you to Maggie, John and Kristine for the Title 1 presentation.

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

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

- Director Report: The Action Plan meeting was cancelled because of sickness. The ACT Aspire would replace the CTP. 8th grade would take the ACT. It would show the progress goal for those students in 4th and 8th grade. This year there is only 1 student. Nova is also looking at this test. Waiting to hear from Friends of Education if they approve of the change.
- Motion: **Approve using the ACT Aspire nationally normed test, pending approval from FoE.**

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

- **Committee Report:** The committee met 2 times regarding the calendar. There was much input from teachers and admin and a lot of thoughtful discussion about the calendar from a teacher’s, student’s and parent’s perspective. School will start Sept 5th this year after Labor Day and later than last year due to construction. Please see the committee meeting minutes for more information.
- Motion: **Approve the 2017-2018 School Calendar.**

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

- Motion: **Approve moving the November and December 2017 board meetings to the 2nd Tuesday of the month.**

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

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 will be meeting with Creative Graphics on March 2nd. Get any brochure edits to Mike by the end of the week. Waiting for post office to give pricing for bulk mailing.

- Discussion on closing enrollment for this school year – Aspen has done this in the past. Only 4 spots were offered to next year’s 1st grade even though there are more spots than that available currently. Closing enrollment for this year helps for planning purposes for next year. Spots may be offered to those families wanting them sooner rather than waiting closer to the start of the school year when those families may have made other arrangements. March 24th was chosen to give those families still making decisions for this school year some time to do so. In the future, the board could decide to have a consistent date for closure, if needed.
- Motion: **Approve closing enrollment of new students in grades K-5 as of March 24th for the 2016-2017 school year.**

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

- Committee Report: Nothing to report. Committee will be meeting soon.

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

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

- Director Report: Hiring of subs for those going on maternity, 3 still needed. Lucky to find a Spanish sub. Kitchen staff is switching positions, pay will stay the same.

- Motion: **Approve the hiring of Maria Paulson as SpEd para.**

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

- Motion: **Approve the hiring of Amanda Sjolseth as Spanish long-term sub.**

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

- Motion: **Approve the resignation of Betsy Simons effective March 3, 2017.**

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

- **Committee Report:** March 1st is the next meeting. Noah would like to continue to be part of the Aspen board as a community member.

- Motion: **Approve Noah Levie as Community board member effective immediately.**

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

5. ASPEN ACADEMY PRACTICES EXEMPLARY FINANCIAL AND OPERATIONAL MANAGEMENT.

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

- Director Report: Finance meeting coming soon. Buses- looking at 2 companies 4.0 & Durham in conjunction with other FoE schools in order to get better pricing. Looking at facility use fees. Buckingham trash contract up for renewal. Cost is per weight and has increased as we've grown. It is a 2 or 3 year contract with 3 years offering the best "deal". The board would like to see if we can sign through June 30, 2018 to be more in line with the fiscal year. Mike said they are very easy to work with and can renegotiate as time goes along. He will ask for the contract to end on that date.
- Facility update from Kou Vang – Geopiers should be going in the next and take a 1 ½ weeks. Structural engineer said we need all geopiers, but none at the gym level, soil looks good there, should save us some money. 90% of electrical is finalized, waiting for utility connection from MN Valley Electric. Roof access ladders need to be changed and will cost \$30,000. Fire wall needs to be moved south of new classrooms, cost may increase \$30-\$40,000. Soft costs will put about \$130,000 back into contingency fund. Should know if 2 weeks how much will be in contingency and money can start being repurposed into things like ceramic tile in the foyer, security or kitchen items. Timeline: Set-up classrooms starting Aug 14, gym done Aug 23 with school starting Sept 5. End of March colors will need to be chosen, those decisions will start needing to be made soon. The gym will need to be closed around the 2nd week of May to get started on interior construction.
- Motion: **Approve the contract renewal with Buckingham Companies for trash/recycling through June 20, 2018.**

First Regehr Second Phillips Yes X(6) No _____ Abst _____

- **Committee Report:** The committee will be meeting soon. Presentation of Financials by Mike Pocrnich. Balance sheet looking strong and healthy. 58% of the year has gone by, expenses at 53%. Debt service coverage ratio is 1.12, need to be 1.10, need to keep an eye on it and using forethought when buying furniture and technology that will be needed as we grow. Will be looking at the budget at the next meeting. No questions on the check register this month.
- Motion: **Approve the January check register.**

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

Strategic Planning Committee (Misty Schutrop/Noah Levie)

- Director Report: Nothing to report at this time.
- Committee Report: Will be meeting after the Action Plan committee meets.

Summary of Closed Session January 17, 2017.

The board reviewed the updated director survey data.

Meeting Recessed at 7:17pm

Reconvened at 7:28pm

School Exec Connect update by Bob Ostlund and Ken Dragseth.

Bob and Ken presented the board with a timeline and the job descriptions for the director search. The board will look over the descriptions and get any changes back to them by the end of the week. They will send out the position for posting on several sites. Should have candidates by the end of April. They will review them and present the board with 6-8 candidates on May 5. The board will choose up to 6 to do a first interview with on May 6. The final 2 or 3 candidates will have a 2nd interview and come to Aspen to meet with stakeholders on May 9, 10 and 11th. After that, the board will decide on a candidate or start over.

- **Adjournment at 8:06pm**
- First Peterman Second Sterna Yes X(6) No _____ Abst _____