



## BOARD MEETING MINUTES

Date: October 17, 2017 Time: 6:00pm Location: Science Room

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

<b>Tenacity</b>	<ul style="list-style-type: none"> <li>form cohesion, cooperate, respectfully engage, listen effectively, and remain future minded.</li> </ul>
<b>High Expectations</b>	<ul style="list-style-type: none"> <li>keep students first, speak with one voice, operate as a governance board.</li> </ul>
<b>Integrity</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b>No Excuses</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b>Kindness</b>	<ul style="list-style-type: none"> <li>treat each other with respect at all times, respect time allotted for all presentations at board meetings, and respect each other's time.</li> </ul>

- CALL TO ORDER AT 6:02pm**

In attendance Stephanie Smitley, Wade Phillips, Misty Schutrop, Kent Peterman, Rob Allison, Paula Foley, Angie Tuma, Diane Sterna, Noah Levie

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 Agenda with noted changes.**

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

- Motion: **Approval of Minutes** (September 19, 2017).

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

**ASPEN ACCOLADES:** Thank you to the Principals, Maggie and the team for your work on the staff in-service day. Thank you to the entire staff for finding solutions to problems that have popped up and advocating for kids.

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

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

- Director Report: There are 2 families that have 5<sup>th</sup> graders that have spots, but need a spot for their siblings, one in K and one in 2<sup>nd</sup>. The board has previously allowed class size to increase to 23 to allow for siblings previously, knowing that natural attrition will take class size back down to 22.
- Motion: **Approve 23 students per classroom in Kindergarten and 2<sup>nd</sup> grade to allow sibling enrollment.**

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

Director report, continued: Report due to FoE on November 1. The report will come for approval at the November board meeting. Staff are working on their goals for student achievement and there were some changes to the SpEd department. Transportation-Bus company can now use our TRZ system to call families if their bus is running late. One bus is at capacity, bus company is working to get kids home faster. Might need to look into adding a 5<sup>th</sup> bus next year.

- Committee Report: The committee met on October 10<sup>th</sup> to review the 504 procedures and policy 707. The Governance committee had previously looked over 707. That committee used Prior Lake and a model MSBA policy from Eden Prairie to meld into an Aspen policy. It will need to go to admin and possibly one more committee meeting before the 2<sup>nd</sup> read. Please see the minutes on the website for more information.
- Motion: **Approve Policy 707 Transportation of Students, 1<sup>st</sup> read.**

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

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

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

- **Director Report:** Bids went out for snow removal. Topline was the least expensive of the 3. Will look into having snow “dustings” done in-house rather than by Topline to save money. They will work to have the snow removed prior to school start and prior to pick up, if needed. Snow will be piled up on the north side of the lot and should not impede parking spaces.

- Motion: **Approve the snow management contract with Topline.**

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

- **Committee Report:** Mike Pocrnich presented the financials. We're at 25% of the fiscal year, revenue is 22% and expenses at 18%. Days cash on hand is 98 and DSCR 1.11. A budget revision will be coming next month based on updated enrollment numbers. Facility expenditures are still being finalized. A question was asked about the Community Ed fund 4. End of June there was about \$90,000 surplus that could be used toward certain items left on the contingency list. The technology equipment is running high, that included the new Smartboards. The operating leases for the copier were incorrect and will be adjusted as well as the utility. Reimbursement from Friends of Aspen Academy will be coming. Mike will work on it. There was a question on the check register about the AT&T bill. Mike will dig into it further. Another question was getting reimbursement taxes from vendors. Maggie and Diane are working on that.

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

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

Committee met right before this meeting and went through the following 2 policies. Policy 412 added a sentence that referred to the Employee Handbook. All needed information is now in the handbook.

- Motion: **Approve Policy 412 Expense Reimbursement, 1<sup>st</sup> read.**

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

Several changes were made to 426 right before the meeting. Those will be added to the policy before the 2<sup>nd</sup> read.

- Motion: **Approve Policy 426 Employee Time Off, 1<sup>st</sup> read.**

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

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

**Board Elections, Responsibilities & Governance Committee** (Stephanie Smitley/Misty Schutrop)

- Director Report: Paula handed out current enrollment for school and numbers for Free and Reduced, ELL and SpEd. Each has increased percentage wise since last year. Enrollment as of Oct 6 is 527 students. There are several more coming in the following weeks. Melanie and Jen have taken on enrollment duties as well as giving tours.

Evening dates will be coming. The staff came up with marketing ideas during the last staff development day. The edits on the student handbook should have been done.

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

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

- Committee Report: The committee met October 3<sup>rd</sup>. The election will be November 13<sup>th</sup>. Applications were due yesterday, Oct. 16<sup>th</sup>. Staff surveys will go out soon. The board's self-eval will be done in June/July instead of January due to the amount of possible new members coming on in January. Paula will have the students fill out the MDE student survey. The committee then looked over policy 707 Student Transportation. It combined Prior Lake and Eden Prairie policies. It then went to the Program Services committee. Please see the minutes on the website for more information.

#### **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: See previous section on marketing.
- Committee Report: The committee did not meet.

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

- Director Report: Nothing to report at this time.
- Committee Report: The committee will be meeting in November.

- **Adjournment at 6:57pm**

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