



BOARD MEETING MINUTES

Date: August 15, 2017 Time: 6:00pm Location: Prior Lake Library Meeting 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 6:09pm**

In attendance Kent Peterman, Stephanie Smitley, Paula Foley, Misty Schutrop, Tina Houglum, Rob Allison, 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 as amended.**

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

- Motion: **Approval of Minutes** (July 18 and August 10, 2017).

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

ASPEN ACCOLADES (Mrs. Foley): Hats off to staff that are working now... Nick, Matt, admin team and the movers! Almost all of the waxing is done. Thank you to Jen Halko for getting donations!

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

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

- **Director Report:** Each employee has a mentor or coach, eval process is ready. Staff development committee has the agendas ready for all staff on the 28th. Lunch will be provided on that Monday if you'd wish to come by and say hi. Ribbon cutting will be sometime in October.
- **Committee Report:** Nothing to report at this time.

2. ASPEN ACADEMY PRACTICES EXEMPLARY FINANCIAL AND OPERATIONAL MANAGEMENT.

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

- **Director Report:** Organizational chart is being finalized and will go out to staff, working on job descriptions/responsibilities and committee overviews. 3 new committees – Veteran's Day event, Grandparent's Day and media center. 3 bids out to security companies. Building will be shut down to wax the hallways. About 50% furniture will be moved tomorrow by the moving company that is working very hard. Asphalt will be down by the end of the week, if no rain. Looking at having playground company install the whole play area with no parent help. It looks like it might be the same cost as having Anderson only pour the holes. Kou is looking at getting lockers donated for MS, but we have to pay for the install. Some items like lockers and extra kitchen equipment are not budgeted for in the contingency budget. The fund balance will need to be utilized for some of these spends. According to Mike, we have about \$200,000 in the fund balance. Mrs. Foley will look into selling the gym curtain on Craig's list. Grass has also been going back and forth between hydro seed and sod. The board would like everything to be done right the first time, even if it means spending more up front. Sod might be the best option to get the kids on in the spring. There will be a sidewalk from the door out to the playground so the students will not have to go through mud or step on new grass. The audit agreement with BKDV is same as last year for about \$10,000. The audit was started at the end of July. There is no conflict between BKDA (our previous financial firm) and BKDV. They are totally separate.
- **Motion: Approve the audit agreement with BKDV.**

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

- **Facility update:** Misty spoke to Kou earlier. The north classrooms, SpEd rooms, and mezzanine are finished and ready to move into. South classrooms are still in progress. Kou will be working with Anderson to discuss if late fees are due to Aspen because they weren't finished by Aug 14.
- **Committee Report:** The committee met August 2 to review the current budget, a new credit card policy and revision of the reimbursement policy. Budget will get a reset once enrollment settles down in Sept/Oct. Thanks to Misty's diligence, Met Council agreed to reduce the SAC/WAC units by a few. City of Savage agreed they would also follow the number of units Met sets. The number of units still seems too high, especially compared to Redtail Ridge. Gym shouldn't be included in the space because there are no showers. Misty will contact them again. The potential savings is around \$10,000 between the City and Met which will be assessed over 11 years.
- Financials presented by Mike Pocrnich – Reminder that Aspen has about \$84,000 in the community ed fund to spend on things like fencing, etc. 8% of the fiscal year is done, 7% revenue and 3% actual due to summer payables. Days Cash on Hand- 108. DSCR is 1.10, right where we need to be. Need to be strategic when spending reserves to keep the DSCR above 1.10. Once fire inspection is done, lease aid application can get moving. Anticipating November when lease aid will start coming in. Budget is for 540 students, right now 549, will see in Sept what enrollment will be. Only question on the check register was the FoAA accounting fees – money shifts back and forth between Aspen and FoAA.
- Motion: **Approve the July check register.**

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

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

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

- Director Report: Mrs. Foley would like the board to be aware that she would like to look into staff salaries to make them more fair across the board. Board approved the salary scale at the end of last year to help salaries become more transparent and fair. She will also look into para time since we can only pay up to 8 hours a day. Some work in after school or before care, which may be able to be paid separately.
- Motion: **Approve the Employee Handbook, 1st read.**

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

- Motion: **Approve the resignation of Nidhi Khetiya.**

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

- Motion: **Approve the hiring of Amy Sheely as third grade teacher.**
First Levie Second Smitley Yes X(6) No _____ Abst _____
- Motion: **Approve the hiring of Billy Loftin as third grade teacher.**
First Levie Second Peterman Yes X(6) No _____ Abst _____
- Motion: **Approve the hiring of Melanie Jiskra as Assistant Principal.**
First Levie Second Peterman Yes X(6) No _____ Abst _____
- Motion: **Approve the hiring of Joel Justin as special ed teacher.**
First Levie Second Allison Yes X(6) No _____ Abst _____
- Motion: **Approve the hiring of Cindy Carey as .4 science teacher.**
First Levie Second Houglum Yes X(6) No _____ Abst _____
- Motion: **Approve the hiring of Steph Smitley as .5 kindergarten teacher pending signing of contract.**
First Levie Second Peterman Yes X(5) No _____ Abst Smitley

Stephanie cannot be on the board as a parent now. She will remain secretary as an ex-officio member and run for a teacher position in November.

- Motion: **Approve the resignation of Stephanie Smitley as parent board member and accept her volunteering as ex-officio member as secretary.**
First Peterman Second Allison Yes X(5) No _____ Abst Smitley
- Committee Report: Committee has not met. Will be meeting soon to choose election dates, etc. Misty will run the election this year since Stephanie will be running. There will be 3 parent seats, 2 community member seats and 1 teacher seat up for election.

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: Marketing contract with Creative Graphics is in effect until the end of August. Can continue at \$500/month with a 60 day notice of cancelling. Mrs. Foley met with Mark. He gave feedback on the website including ADA requirements on teacher

pages, etc. Looking at a large sign to go along 13. The option given was too small. Mrs. Foley will look into other options. She would like to renew the relationship with CG and will bring the contract to the next board meeting. They will also continue to look at analytics from the website including key words and SEO.

- Committee Report: The committee has not met but will set up a meeting soon.

Strategic Planning Committee (Misty Schutrop/Noah Levie)

- Committee Report: Nothing to report at this time.

Well done Aspen on the Science MCAs in 5th and 8th grade! Moved from 69.5 to 84.7% proficiency!!

- **Adjournment at 7:24pm**
- First Levie Second Peterman Yes X(6) No _____ Abst _____