



BOARD MEETING MINUTES

Date: November 14, 2017 Time: 6:00pm

Location: Science 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 6:06pm**

In attendance Wade Phillips, Stephanie Smitley, Kent Peterman, Paula Foley, Angie Tuma, Victoria Regehr, Diane Sterna

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 modifications.**

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

• Motion: **Approval of Minutes** (October 17, 2017 and Special Closed Meeting Nov 7, 2017).

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

Presentation of Audit by Matt from berganKDV.

- Matt gave an overview of the budget from last year. Emphasized enrollment is the driver of the budget.
- Good audit report, clean audit with no significant deficiencies. An improvement from last year.
- Only 1 finding- the total amount of money at Sterling Bank was \$6,000 over the \$250,000 FDIC insurance. Mike will work on correcting.

ASPEN ACCOLADES: These staff members received accolades this month: Nicole Grams, Matt Bestler, Laura Meisinger, Kristine Kemppainen, Jennifer Japel, Barry Gross, Kalbi Grogan, Scott Fairweather, Amanda Sjolseth, Maria Mendoza Paulson, Nick Allard, Aimee Strege, Andrea Rebers, Melanie Jiskra and Ryan Fritze.

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

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

- Director Report: Paula is looking to catch the MS up tech wise, get more training for teachers on Singapore Math. Had all staff CPI training this morning, holds are down 60% this year. Conferences are coming up next week. Honor roll and perfect attendance assembly coming Dec. 20.
- Committee Report: The committee met Nov 7 to review policies. Policy 503 – wording was added to have teachers inform admin of when a student has 7 unexcused tardies so they can follow up. Wording was also added that students must meet curriculum obligations within 3 days, if they leave early. Policy 901- the committee made some minor changes to the policy, committee decided to not rent the locker rooms or cafeteria at this time and to not allow concessions. Fees for cleaning and time overage were added to appendix B. See the meeting minutes on the website for more information. No changes were made to 707 after the 1st read.

- Motion: **Approve Policy 707 Transportation of Students, 2nd read.**

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

- Motion: **Approve Policy 503 Student Attendance, 1st Read.**

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

- Motion: **Approve Policy 901 Facility and Grounds Use Policy, 1st Read.**

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

2. ASPEN ACADEMY PRACTICES EXEMPLARY FINANCIAL AND OPERATIONAL MANAGEMENT.

Finance & Facility Committee (Noah Levie/Misty Schutrop)

- **Director Report:** Student council is sponsoring a food drive. The ACC is looking to put on a golf fundraiser on June 22 to raise money for technology and building improvements. Afterschool activities would like to sell clothing to raise money for a scoreboard for our beautiful gym. Sheltertech Corp was the lowest of 3 bids to fix the water damage in the older part of the building. Hoping to have it done over Thanksgiving.
- Motion: **Approve student council to collect items for pumpkin/cranberry food drive and Toys for Tots.**
First Tuma Second Regehr Yes X(6) No _____ Abst _____
- Motion: **Approve a golf fundraiser.**
First Regehr Second Peterman Yes X(6) No _____ Abst _____
- Motion: **Approve an Eagle's scoreboard fundraiser.**
First Tuma Second Sterna Yes X(6) No _____ Abst _____
- Motion: **Approve contract with Sheltertech Corp. for fixing water damage.**
First Smitley Second Tuma Yes X(6) No _____ Abst _____
- **Facility update:** Craig Kepler came to speak to the board on the risks of taking legal action against Anderson for not delivering a finished product past the contracted hand-over date. Craig said the liquidated damages claim would immediately create a hostile relationship between Aspen and Anderson. Courts usually disfavor such litigation and it would be hard to prove there was a loss of revenue since the school was able to start on-time with students in the classrooms. He recommends not invoking liquidated damages.
- Kou Vang reports that the building is almost completed. Waiting for the final inspection from the city on the gym this week. Will get Certificate of occupancy soon after that and fire marshal comes through. Let Kou know of any building issues that come up between now and August 20. They will do an 11 month walk-through and will initiate any warranty work. Looking at construction budget – Anderson is still due \$531,000 which is being held in deposits by the city. Anderson will finish the items the city has asked to have done so the city will release the funds and Anderson can be paid. Contingency monies – school added \$51,000 to contingency budget which puts Aspen short by \$4,200 worse case scenario. Kou is waiting for updated numbers and should know in a couple weeks the exact number.

Committee Report: Committee met this afternoon before meeting to review updated FY18 budget. Committee also reviewed policy 705. This is a new policy for Aspen. It includes credit cards and prepaid cards. Office manager should be changed to business manager. See meeting minutes on the website for more information. Committee will look into PTO Bank at a later date. Committee reviewed and recommends the FY18 budget.

- Mike Pocrnich – In response to the audit presentation, transportation was included in the budget last year, it also included other items not only busing. Mike recommends opening a separate interest bearing account at Sterling and having the board take action on it in December. Mike gives an Aspen Accolade to Diane Hummel for her work for the audit.

Financials – 33% through fiscal year, 30% of the year. Days cash on hand is 82, DSCR is .98, below the 1.10 covenant. There is a 26% lag right now in revenue because we don't have lease aid coming in. As soon as the certificate of occupancy comes in, the application will be off to MDE. Mike is not concerned with the DSCR number and explaining it to bond holders, if they ask. There are legitimate reasons why Aspen is spending money from the fund balance. Bond holder call will be coming up before the end of the year. Mike will set it up and take care of posting it. Mike will run a sensitivity analysis to see how to get to 1.10. There were no questions on the check register.

- Motion: **Approve FY18 budget revision.**

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

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

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

- Motion: **Approve Policy 412 Expense Reimbursement, 2nd read.**

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

Tabled until later to look into PTO Bank.

- Motion: **Approve Policy 426 Employee Time Off, 2nd read.**

- Motion: **Approve Policy 705 Credit Card, 1st read.**

First Peterman Second Regehr Yes X(6) 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: Open enrollment is open and there have been 124 applications submitted for enrollment so far. Justina is a new para and has been working out well. Trista will be resigning after the Thanksgiving holiday.

- Motion: **Approve the hiring of Justina Bernstein as paraprofessional.**

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

- Motion: **Approve the resignation of Trista Moffit effective November 27, 2017.**

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

- Committee Report: Will be meeting soon to review policies. There was not enough information for a motion on the HR company. There are no candidates running opposed in the election. The election voting will take place November 27 from 12:30-1:30. The board would like to approve Andrew as the new parent board member now so he is able to get up to speed quicker.

Tabled until next time when we have more information and cost.

- Motion: **Approve HR contract.**

- Motion: **Approve Andrew Price as parent board member effective immediately.**

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

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: School board members from Prior Lake have been coming to Aspen for a tour. The Superintendent will tour after Thanksgiving break. Paula is looking to possibly partner with the PL middle schools for sports. Last year, the board allowed overenrolling by 1 student in K-5 prior to the start of school, knowing that there is movement over the summer and families will drop out, leaving spaces open. This is a way to keep at least 1 more family per class enrolled and knowing they will be coming to Aspen. With data from last year, there could be potentially even 2 students per class overenrolled. Some board members were concerned with the way the motion was worded that class sizes could stay over 22 and the board would possibly have to make similar motions in the future. The board's goal is to have 22 in each class, not more unless there are extenuating circumstances. The motion was re-worded as below. It is meant to allow admin to overenroll, as needed.

- Motion: **Approve allowing administration to overenroll to meet the enrollment goal of 22 students per classroom, K-5.**

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

- Committee Report: Has not met.

Strategic Planning Committee (Misty Schutrop/Noah Levie)

- Director Report: Nothing to report at this time.

- Committee Report: Has not met.

- **Adjournment at 8:09pm**

- First Regehr Second Sterna Yes X(6) No _____ Abst _____