



BOARD MEETING MINUTES

Date: December 12, 2017 Time: 6:00pm

Location: Media Center

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 6:00pm**

In attendance Maggie Rowan, Wade Phillips, Kent Peterman, Diane Sterna, Rob Allison, Noah Levie, Angie Tuma, Misty Schutrop, Stephanie Smitley, Victoria Regehr, Andrew Price

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 Sterna Yes X(9) No _____ Abst _____

- Motion: **Approval of Minutes** (November 14, 2017, special meeting November 28, 2017 and Special Closed Meetings Nov 14 and Nov 28, 2017).

First Allison Second Smitley Yes X(9) No _____ Abst _____

ASPEN ACCOLADES: Scott Fairweather for ribbon cutting ceremony and fantastic band concert. Barry Gross for his work on the ribbon cutting. Kelly Smith for working on the power point and behind the scenes on the ribbon cutting. Diane Hummel for a clean audit (from Mike Pocrnich).

Update from Ad-hoc Transition Committee: Discussion of FoE visit and other transition activities. FoE had a positive visit, needs are being flushed out already, will use as a tool moving forward. Nick is working on the alarm system, getting it set back the way it was.

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

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

- Committee Report: The committee met November 28 to review policies. Policy 524, 410 and 414 were up for annual review. No changes were made to 414. In 524, changes made reflect the Technology Use Agreement to be now separate from the handbook. Synergy will be able to track if parents have signed next year. In 410, the only change made was to remove "collective bargaining agreement". The committee also reviewed 707 using an MSBA model policy. There were no changes made to the policies up for a 2nd read. Please see the meeting minutes on the website for more information.

- Motion: **Approve Policy 707 Transportation of Students, 3rd read.**

First Smitley Second Sterna Yes X(10) No _____ Abst _____

- Motion: **Approve Policy 503 Student Attendance, 2nd Read.**

First Phillips Second Tuma Yes X(10) No _____ Abst _____

- Motion: **Approve Policy 901 Facility and Grounds Use Policy, 2nd Read.**

First Allison Second Smitley Yes X(10) No _____ Abst _____

- Motion: **Approve Policy 521 Student Disability Non Discrimination, 1st Read.**

First Smitley Second Phillips Yes X(10) No _____ Abst _____

- Motion: **Approve Policy 524 Technology Use and Safety, 1st Read.**

First Phillips Second Tuma Yes X(10) No _____ Abst _____

- Motion: **Approve Policy 410 Family and Medical Leave, 1st Read.**

First Allison Second Regehr Yes X(10) No _____ Abst _____

2. ASPEN ACADEMY PRACTICES EXEMPLARY FINANCIAL AND OPERATIONAL MANAGEMENT.

Finance & Facility Committee (Noah Levie/Misty Schutrop)

- **Facility update:** From Misty - Kou and Anderson are looking at punch list items to finish. The leak in the roof is coming through the RT unit. Anderson could not find where the leak is. Kou will have a 3rd party come on Friday to look. Property taxes are still being worked on. Lockers will need to be moved upstairs to the locker room, Kou will work out the details. City still holding the funds until things are complete. Kou will come to the January meeting.
- **Committee Report:** Presentation of Financials by Mike Pocrnich. Still waiting for Certificate of Occupancy to get lease aid. Cash balance increased from last month and financials are looking solid. 42% through fiscal year, 37% revenue, waiting for lease aid. Mike will change wording on financials from revised budget to adopted budget. Debt service credit ratio will probably not meet the covenant. Mike is not worried as long as we are proactive about it and explain expenditures to the bond holders up front. Worst case they would send someone to review our finances. Days Cash on Hand is 93. No questions on the check register. Audit was clean, only one action needed. Need to open an interest bearing account so we are covered over \$250,000.
- No changes made to Policy 426 for the 2nd read. In 705, under "misuse includes", requiring purchase order was added.

- Motion: **Approve FY17 Audit.**

First Phillips Second Allison Yes X(10) No _____ Abst _____

- Motion: **Approve opening an interest bearing bank account at Sterling Bank.**

First Smitley Second Tuma Yes X(10) No _____ Abst _____

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

First Tuma Second Regehr Yes X(10) No _____ Abst _____

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

First Smitley Second Tuma Yes X(10) No _____ Abst _____

- Motion: **Approve Policy 705 Credit Card with change, 2nd read.**

First Smitley Second Sterna Yes X(10) No _____ Abst _____

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

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

- Discussion: Update on finding an interim director from Ad-hoc Search Committee. The committee was tasked with filling the interim job and get the process rolling for the director position. Rob met with Liz from DL – she would post the job on Indeed and vet candidates which is part of their services they provide through HR. Question was if we use School Exec Connect, would those candidates go through Liz also? Jason Ulbrich at Eagle Ridge has 13 days available through his contract to consult and would be able to assist a director. Other people who might be interested in an interim – retired principal that a board member knows of, Beth from Charter Source will share with her clients, retired principal from PL, board chair if she is willing would have to resign from the board. Maggie is now available through the end of February and will get some consulting from Jason Ulbrich. The committee will look into other search firms and check out their fees, level of interest, etc. Aspen will continue with our current HR firm, continue to have Maggie be the interim through the end of February with help from Jason.

- Motion: **Approve engagement with Ulbrich Consulting pending a contract.**

First Levie Second Peterman Yes X(10) No _____ Abst _____

- **Committee Report:** Election results- All candidates ran unopposed. Voting was open for an hour 12:30-1:30. Each candidate received 9 votes each. Wade has agreed to stay on the board 1 more year. Thank you Wade!

- Motion: **Approve the appointment of Wade Phillips as parent board member for one year beginning January 1, 2018.**

First Smitley Second Peterman Yes X(10) No _____ Abst _____

Kelly Smith is currently an hourly employee and puts in overtime hours. It would save money in the long run to put her on an employee agreement for 35 hours/week and would make planning her time easier.

- Motion: **Approve the change in employment agreement for Kelly Smith effective January 2, 2018.**

First Levie Second Phillips Yes X(10) No _____ Abst _____

- Motion: **Rescind Action at 11/28/17 board meeting to terminate employment agreement and Motion to approve resignation agreement and Release of Claims.**

First Levie Second Peterman Yes X(10) 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)

- Committee Report: Did not meet
- Discussion: The question was raised about what do we do about the director search services we have available through School Exec Connect. Let Ken and Bob know that at this time, we do not need their services.

Strategic Planning Committee (Misty Schutrop/Noah Levie)

- Committee Report: Did not meet.

Thank you to 2 amazing board members, Noah and Kent! The board thanks you for your years of service. You will be missed! Noah thanked Wade, Steph and Misty for the last 4 years.

- **Adjournment at 7:49pm** _____

• First Smitley Second Tuma Yes X(10) No _____ Abst _____