



## BOARD MEETING MINUTES

Date: January 16, 2018 Time: 6:00pm Location: Media Center

### 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 6:12pm**

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

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 Phillips Second Regehr Yes X(8) No \_\_\_\_\_ Abst \_\_\_\_\_

• Motion: **Approval of Minutes** (Special Meeting December 4 and December 12, 2017).

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

## Annual Meeting Business

- Election of New Officers

- **Nominee/s** Misty Schutrop for Board Chair.

Motion: **Approve** Misty Schutrop for Board Chair.

First Regehr Second Tuma Yes X(8) No \_\_\_\_\_ Abst Schutrop

- **Nominee/s** Rob Allison for Board Vice-Chair.

Motion: **Approve** Rob Allison for Board Vice-Chair.

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

- **Nominee/s** Wade Phillips for Board Treasurer.

Motion: **Approve** Wade Phillips for Board Treasurer.

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

- **Nominee/s** Stephanie Smitley for Board Secretary.

Motion: **Approve** Stephanie Smitley for Board Secretary.

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

**Committee Assignments: Program Services - Diane Sterna, Angie Tuma, Victoria Regehr**

**Marketing and Community Engagement - Misty Schutrop, Andrew Price**

**Board Elections, Responsibilities & Governance - Steph Smitley, Misty**

**Schutrop**

**Finance & Facility - Wade Phillips, Rob Allison**

**Strategic Planning - Andrew Price, Misty Schutrop**

**ASPEN ACCOLADES:** Amanda Sjolseth did a fantastic job with the lottery and enrollment! To the staff for some very insightful conversations regarding DDI.

Update from Ad-hoc Transition Committee: Committee has not been meeting. Maggie is working very well internally. She connects with us for context or info as questions arise.

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

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

- Director Report: Admin would like to add a student per section in 4<sup>th</sup> grade to allow a sibling to enroll. The board has done this before to allow siblings to enroll into grades that are full. The sibling is the first and only sibling on the wait list. It would be nice for the family to have all 3 kids at the same school.
- Motion: **Approve adding 1 student per section in 4<sup>th</sup> grade for the 2017-2018 school year from the sibling wait list with the intent of allowing attrition to take class size back down to 22.**

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

- Committee Report: Did not meet. Will be meeting next week. There were no changes made to any of the policies after the 1<sup>st</sup> read. Policy 521 was updating and rewording the original policy. 305 will be changed to 521. There is a typo in 410 on page 8, should be handbook.

- Motion: **Approve Policy 521 Student Disability Non Discrimination, 2<sup>nd</sup> Read.**

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

- Motion: **Approve Policy 524 Technology Use and Safety, 2<sup>nd</sup> Read.**

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

- Motion: **Approve Policy 410 Family and Medical Leave, 2<sup>nd</sup> Read.**

First Tuma Second Regehr Yes X(8) No \_\_\_\_\_ Abst \_\_\_\_\_

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

### **Finance & Facility Committee (Misty Schutrop)**

- Director Report: Nothing to report at this time.
- **Facility update:** Update from Kou Vang – Waiting on the city for the Certificate Occupancy after fire marshal comes back for inspection. Going through escrow, city will hold about \$100,000 until spring, will give us the other \$400,000 so Anderson can be paid. The UTI will get fixed once they can get a crane to come in and lift the unit up and fix the foundation. Kou will look into rust where the leak occurred. Hoping to come during spring break to finish up some items. A board member asked if the heavy equipment to a different spot so it is not an eye sore. Looking at construction budget, there were several credits given. The school will owe \$8,800 which will need to be paid

April/May. A board member asked about fencing. The school has quotes for fencing around the retention ponds, etc and will look into that in the spring.

- **Committee Report:** Presentation of Financials by Mike Pocrnich. 50% of the fiscal year is done. Cash flow is down because of the large tax payment made before the end of the year. 45% on revenue side, still missing lease aid. 43% expenditures, will need a budget revision soon, will not have the property tax payment. There's 77 DCOH, a decrease from last month due to the property tax payout. DSCR is .98, still under covenant. Will start signaling to bond holders and add context to why the DSCR is low. Mike will look into SpEd expenditures and salaries for community service at the next revision coming up in Feb. Committee will also start looking at FY19. No questions on the check register.
- **Motion: Approve the December check register.**

First Allison Second Phillips 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:** The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA).
- **Motion: Approve Maggie Rowan to act as the Identified Official with Authority (IOwA) for Aspen Academy.**

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

- **Motion: Approve the resignation of Jennifer Halko.**

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

- **Motion: Approve the resignation of SueAnn MacLachlan.**

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

- **Motion: Approve the resignation/retirement of Nick Allard.**

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

- Motion: **Approve the hiring of LeEllyn Myles as paraprofessional.**

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

Tabled until later. Contract was not shared in time.

- Motion: **Approve the contract with Ulbrich Consulting.**

- Motion: **Approve the resignation of Kalbi Grogan.**

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

- Motion: **Approve the hiring of Jose Monroy as custodian.**

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

- Motion: **Approve an adjustment in the employment agreement for Maggie Rowan for an additional 15 days of PTO as allowed per policy 426 for reimbursed time served as interim director.**

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

- Discussion: Update from Ad-hoc Search Committee. The committee met last week. The posting for the director job is up and there are 9 applicants so far. Designs for Learning will vet them. Overview of the process... 1<sup>st</sup> round board will interview the vetted candidates then narrow down to 2 or 3. Each of those will come in for a half day at school, meet with teachers, staff, etc then board will have final interview on a separate day following those visits. The board will then take some time to decide on a director. Committee also discussed options for the interim when the current interim goes on leave. Looking at options from outside for help. Notice will go out in the newsletter letting the community know Aspen is looking to fill the interim role. Not sure if that will be several weeks or months, still to be determined. Looking at internal people or board chair as a last resort to fill the position. Possible special meeting next Tuesday to discuss candidates. Board member stated that the teachers are very happy with the current interim. Teachers would like to participate by giving questions to the board before the process starts and participating in the site visits. Plan is to try and talk to 3 or 4 people before Tuesday.
- Committee Report: Did not meet.

#### **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)**

- Director Report: Lottery went great! Parents were there and cheering and excited. Lots of positive feedback and questions coming in now.
- Committee Report: Did not meet. In October, it was noted that there were some parts of the annual report that did not reflect accurate data for the previous school year. The WBW summary wording is now included in the report. Student population table fixed with the correct data. There was a column added to the demographic info and a paragraph added on professional development for Mrs. Herman. Mrs. Rowan will verify the information on p. 52 before submitting.

**Strategic Planning Committee (Misty Schutrop)**

- Director Report: Nothing to report at this time.
- Committee Report: Did not meet.
- Motion: **Approve the edited Annual Report and World's Best Workforce Report FY17, pending verification of information on p. 52.**

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

- **Adjournment at 7:49pm** \_\_\_\_\_

- First Tuma Second Regehr Yes X(8) No \_\_\_\_\_ Abst \_\_\_\_\_