



## BOARD MEETING MINUTES

Date: February 20, 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 6:00pm**

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

Authorizer Comments \_\_\_\_\_

Community Comments Rebecca Moser spoke on Special Education with regards to the interim director hiring.

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 updated Agenda**

First Sterna Second Phillips Yes X(6) No \_\_\_\_\_ Abst \_\_\_\_\_

- Motion: Approval of Minutes** (January 16, 2018 and Special Meeting Minutes January 16).

First Smitley Second Sterna Yes X(6) No \_\_\_\_\_ Abst \_\_\_\_\_

**ASPEN ACCOLADES:** Mrs. Elsberry, Ms. Meyer, Mr. Gross and Mr. Fairweather for a wonderful Love of the Arts Night. Jean Brening for being warm and welcoming to Aspen's staff and students. Diane Hummel for taking on more tasks so that Aspen runs smoothly and stays fiscally responsible. Melanie Jistkra for making sure staff and students are safe. Julie Herman for her work on the Fun Run.

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

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

- Director Report: Mrs. Rowan is working to get HR on-site and inhouse rather than as a consultant. She is working with the SpEd team and director to communicate the recent changes in the department to parents of SpEd students. Mrs. Rowan attended a data practices training and as part of the law, the board needs to approve compliance officials and a responsible authority.
- Motion: **Approve the Director as the Data Practice Compliance Official and officer.**  
First Price Second Smitley Yes X(6) No \_\_\_\_\_ Abst \_\_\_\_\_
- Motion: **Approve the Director as the responsible authority for carrying out the requirements of the Data Practices Act.**  
First Smitley Second Tuma Yes X(6) No \_\_\_\_\_ Abst \_\_\_\_\_
- Motion: **Approve the Aspen Academy Public Data Request Information and Form.**  
First Phillips Second Smitley Yes X(6) No \_\_\_\_\_ Abst \_\_\_\_\_
- Committee Report: The committee met two times in the past few weeks to discuss next year's calendar. There were 2 calendars the committee was looking at, one that started before Labor Day and the other that started after. After some initial tweaks and adding PD days to the calendars, they went back to staff for comment. Only a handful of staff commented. The committee recommended the board approve the traditional after Labor Day start in light of a new director and office staff that would have an additional week to get ready. Committee meeting minutes are on the website.
- Motion: **Approve the 2018-2019 school calendar.**  
First Sterna Second Tuma Yes X(6) No \_\_\_\_\_ Abst \_\_\_\_\_

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

## Finance & Facility Committee (Wade Phillips/Rob Allison)

- Director Report: At the finance committee meeting this evening, started the FY19 budget conversation.
- **Committee Report:** Committee met tonight. Planning for stable, steady growth, balanced budget, keeping an eye on surplus to meet bond covenants. Next meeting in March.  
Presentation of Financials by Mike Pocrnich. Lease aid should be coming in March. MDE is aware that Aspen's application is coming. 58% of the fiscal year is completed. 53% of revenue, missing lease aid to date. Days cash on hand is 81, assuming lease aid comes in March, debt service credit ratio is 1.01 and should increase. The gym curtain has been ordered using money from the community ed fund. Fencing will be looked at next year. There were no questions with the check register.
- Motion: **Approve the January check register.**

First Phill Second Price 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: Working with SpEd to get that department in order. The receptionist has started! Looking to hire an in-house HR person for consistency. Ms. Spielman was Aspen's school psychologist. A new one was hired through Twin Cities Education Consultants and will work on Fridays to do assessments and evaluations. Soliant Health is providing a SpEd social worker. She has started observations and will work with students soon. Jason Ulbrich from Eagle Ridge has been providing consulting services for the interim director. Integrative Therapy will be providing OT services next year. Job descriptions were completed with Jason's help after conversations with Misty and Maggie. They then went through 3 or 4 reiterations before being brought to the board.
- Motion: **Approve the resignation of Kara Spielman.**

First Philli Second Price Yes X(6) No \_\_\_\_\_ Abst \_\_\_\_\_

- Motion: **Approve the hiring of Jean Brening as receptionist.**

First Phillips Second Tuma Yes X(6) No \_\_\_\_\_ Abst \_\_\_\_\_

- Motion: **Approve Ryan Fritze as Special Education teacher effective January 29, 2018.**

First Phillips Second Price Yes X(6) No \_\_\_\_\_ Abst \_\_\_\_\_

- Motion: **Approve the contract with Soliant Health.**

First Price Second Tuma Yes X(6) No \_\_\_\_\_ Abst \_\_\_\_\_

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

First Phillips Second Smitley Yes X(6) No \_\_\_\_\_ Abst \_\_\_\_\_

- Motion: **Approve the contract with Twin Cities Education Consultants, LLC.**

First Smitley Second Sterna Yes X(6) No \_\_\_\_\_ Abst \_\_\_\_\_

- Motion: **Approve the contract with Integrative Therapy, LLC.**

First Sterna Second Smitley Yes X(6) No \_\_\_\_\_ Abst \_\_\_\_\_

- Motion: **Approve the resignation of Laura Meisinger effective March 2, 2018.**

First Phillips Second Smitley Yes X(6) No \_\_\_\_\_ Abst \_\_\_\_\_

- Motion: **Approve job descriptions for Executive Director, Principal, Dean of Students and Curriculum Coordinator.**

First Smitley Second Price Yes X(6) No \_\_\_\_\_ Abst \_\_\_\_\_

- Discussion: Update from Ad-hoc Search Committee. The committee met February 7 to review director candidates and set interview schedule. Executive Director search process will begin Feb 26 and 27 with first round interviews. Final candidates will come back the next Thursday, Friday and Monday for a day at Aspen to tour, meet with stakeholders and final board interview.

The board met February 13 to meet and interview interim director candidate Dr. Dave Peterson. His term will be March 1 to June 30 with a 30 day out. He will work with Maggie to get up to speed on all things Aspen.

- Motion: **Approve the Interim Executive Director contract with Nest.**

First Phillips Second Tuma Yes X(6) No \_\_\_\_\_ Abst \_\_\_\_\_

The search committee has 6 candidates, A-F for the board to interview in the first round.

- Motion: **Approve the Executive Director candidates A - F to interview in February and March.**

First Phillips Second Sterna Yes X(6) No \_\_\_\_\_ Abst \_\_\_\_\_

- Committee Report: The committee 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 (Misty Schutrop/Andrew Price)**

- Director Report: Nothing to report at this time.
- Committee Report: Have not met. Andrew will talk to realtors about charter schools. He has learned most of them don't know what a charter school is and they believe it costs \$8,000 to attend Aspen.

##### **Strategic Planning Committee (Andrew Price/Misty Schutrop)**

- Director Report: Nothing to report at this time.
- Committee Report: Did not meet.

##### **Summary of closed meeting January 16, 2018.**

On January 16, 2018 as allowed by statute, a closed session was held to discuss a pending claim with our attorney. Information about the claim was shared and questions were answered.

- **Adjournment at 7:34pm**
- First Phillips Second Price Yes X(6) No \_\_\_\_\_ Abst \_\_\_\_\_