



BOARD MEETING MINUTES

Date: March 20, 2018 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 6:01pm**

In attendance Diane Sterna, Dave Peterson, Stephanie Smitley, Misty Schutrop, Wade Phillips, Rob Allison, 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 Allison Second Phillips Yes X(6) No _____ Abst _____

• Motion: **Approval of Minutes** (February 20, 2018 and Special Meeting Minutes February 26,27, March 6, 7).

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

ASPEN ACCOLADES (Dr. Peterson): To the book fair volunteers, Scrip volunteers and all of the staff for doing a great job during conference time. And an accolade for Dr. Peterson for his Director's Report.

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

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

- Director Report: Dr. Peterson has been doing drop in visits of classrooms to see the curriculum in action over the last 2 weeks.
- Committee Report: Did not meet. As a result of the budget discussion at the Finance/Facility meeting prior to the board meeting, the committee recommends the board look into a 5th section of K for next year only as a way to bring in more revenue. Dr. Peterson will have staff get info from those families on the K waitlist for next year to see if there are enough interested in attending Aspen to make it fiscally feasible.
- Motion: **Approve working toward a 5th section of Kindergarten for next year 18-19.**

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

2. ASPEN ACADEMY PRACTICES EXEMPLARY FINANCIAL AND OPERATIONAL MANAGEMENT.

Finance & Facility Committee (Wade Phillips/Rob Allison)

- Director Report: Dr. Peterson has been looking at a preliminary staffing plan for next year. It is a fluid plan that will most likely change in the next 60 days.
- **Committee Report:** Committee met this evening before the meeting. Looked at the FY19 budget for the 2nd go around. Goals are to have DSCR and bond covenants above the minimum required. Looked at transportation, staffing and enrollment. The goal is to come back in April for another go around with more up to date information.

Presentation of Financials by Mike Pocrnich. Lease aid has been submitted, there are a couple little things like the updated emergency plan that needs to be submitted before final approval. Should be approved and payment coming by the end of April which will help the cash flow. We are 67% of the way through the fiscal year, 61% revenue due to delay in lease aid, 63% expenditures. Days cash on hand is 77 and debt service credit ratio is 1.04. Some line items are running over 67%. Those have been looked at, some lines will be increased due to staffing, other lines like dues and memberships are done for the year. The bank account with \$38 was officially closed and all of the accounts are now insured. The fee is 60 cents/\$1,000. No questions on the check register except for the delinquency fees for PERA. They got stuck between BKDA and TAG taking over all

financial systems. TAG will credit the \$307 to Aspen. Capital One credit card dollars were spent on blinds. They will get spent as soon as an online account can be opened.

The 990s are ready for submission by May 15. There was a mistake on one of the officer's names. There was a question on line 15 about the discrepancy between the amounts in the two columns. It is a government accrual and is understandable. Mike will make the correction and submit.

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

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

- Motion: **Approve Aspen's 990 and Friends of Aspen Academy 990.**

First Allison Second Phillips 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: Nothing to report at this time.

The board unanimously approved entering into negotiations with Connie Gayle to be Aspen's next Executive Director at the last board meeting. The 1-year agreement was reviewed by both sides. The board would like to welcome Connie to Aspen!

- Motion: **Approve the agreement with the Executive Director Connie Gayle starting July 1, 2018.**

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

- Motion: **Approve the hiring of Alicia Valiant as SpEd teacher.**

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

- Committee Report: Did not meet. Policy 901 was missing the chart with updated pricing at the last reading. It was added along with 2 paragraphs regarding custodian and building monitor charges.

- Motion: **Approve Policy 901 Facility and Ground Use, 4th read.**

First Smitley Second Sterna 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 (Misty Schutrop/Andrew Price)

- Director Report: Nothing to report at this time.
- Committee Report: Did not meet, will try and get a meeting in April.

Strategic Planning Committee (Andrew Price/Misty Schutrop)

- Director Report: Nothing to report at this time.
- Committee Report: Did not meet, will try and do a combination meeting with Marketing.

Misty Schutrop shared on a personal note, that her daughter's last day at Aspen in 8th grade would be tomorrow. Her daughter is passionate about softball and would like to play for the Prior Lake High School team this year. The school district had no interest in allowing Aspen students to play for their team without them being enrolled in a PL school.

- **Adjournment at 6:36pm**
- First Smitley Second Phillips Yes X(6) No _____ Abst _____