



BOARD MEETING MINUTES

Date: May 15, 2018 Time: 6:00pm

Location: Media Center

School Board Norms of Engagement 2017 The Board of Aspen Academy will

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| 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 Angie Tuma, Diane Sterna, Andrew Price, Wade Phillips, Stephanie Smitley, Dave Peterson, Victoria Regehr, Rob Allison

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 Tuma Second Sterna Yes X(5) No _____ Abst _____

• Motion: **Approval of Minutes** (April 17, 2018).

First Tuma Second Sterna Yes X(5) No _____ Abst _____

ASPEN ACCOLADES: Dr. Peterson shared a slideshow of happenings around school – Kindergarten Super Thinkers, Admin Assistant Day with Jean and Lynn, Roman Day in MS, Kindergarten Round up (about 125 people, thank you to Melanie and the K teachers and support staff who presented), MS Band at Holy Family Festival, 5th grade projects, K & 4th grade buddies, 1st grade American symbols projects, 2nd grade insect museum and Google Augmented Reality Expedition.

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

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

- Director Report: Nothing to report at this time.
- Committee Report: The committee met last week to review the Uniform policy and guidelines and also policy 514 and 533 for annual review. No changes were made to 514 since the 1st read. Policy 504 was edited to be more clear on certain dress code items. Angie worked on editing the uniform guideline sheet to mirror changes made to the policy and make it more reader friendly. In Policy 533, having it reviewed annually was added. Please see the meeting minutes on the website for more information.
- Motion: **Approve Policy 514 Bullying and Harassment Prohibition, 2nd Read.**
First Sterna Second Tuma Yes X(6) No _____ Abst _____
- Motion: **Approve Policy 504 Student Dress and Appearance, 1st Read.**
First Sterna Second Tuma Yes X(6) No _____ Abst _____
- Motion: **Approve Policy 533 Wellness, 1st Read.**
First Tuma Second Regehr Yes X(6) No _____ Abst _____

2. ASPEN ACADEMY PRACTICES EXEMPLARY FINANCIAL AND OPERATIONAL MANAGEMENT.

Finance & Facility Committee (Wade Phillips/Rob Allison)

- Director Report: Budget is in good shape for next year. The board will need to approve the FY18 budget next month. The snow is gone, so now we can see the grounds and what needs to be done. Dr. Peterson will work with Kou to finish up landscape needs. There will need to be a finance and facility meeting in June and Kou should attend. Also need to look at what to do with the asphalt. A board member expressed he had a conflict of interest with Topline, one of the owners was a client of his, in case admin decides to contract with them.

Healthiestyou is an online way for staff to connect with doctors without having to go in for an office visit. It would help keep costs down in the long run. It is \$9/month. Preferred One is coming Thursday to meet with teachers. Rates went up 27.7%. Aspen hopes to see better returns with Healthiestyou in 2 or 3 years.

- Motion: **Approve the employee health benefits package, including Healthiestyou program for 2018-2019.**

First Price Second Allison Yes X(7) No _____ Abst _____

Diane spends a lot of time with food service. Dr. Peterson suggested going out to bid on Food services next year. Hastings did not have a price change from last year.

- Motion: **Approve the 1-year contract with Lancer.**

First Smitley Second Price Yes X(7) No _____ Abst _____

- Motion: **Approve the 1-year contract with Hastings Co-Operative Creamery.**

First Price Second Allison Yes X(7) No _____ Abst _____

Creatively Focused provides SpEd Director services and is within budget. Ideally Aspen would like to have coordination and decision making in the building. Actively looking for new staff. Those teachers that are on a variance must have their position posted.

- Motion: **Approve the 1-year contract with Creatively Focused for 2018-2019.**

First Allison Second Tuma Yes X(7) No _____ Abst _____

Word of Mouth is a new company for Speech.

- Motion: **Approve the contract with By Word of Mouth, Ltd. for 2018-2019.**

First Smitley Second Regehr Yes X(7) No _____ Abst _____

Dr. Peterson went out to bid on transportation. Durham will be leaving the state of MN. Schmitt's bid came in \$5/bus cheaper than Durham. There is a 3% standard increase after year 1. Using PL's buses was a no go since Aspen needed them during prime time hours.

- Motion: **Approve the 2-year contract for transportation with Schmitt and Sons.**

First Regehr Second Allison Yes X(7) No _____ Abst _____

Krause-Anderson is a new company for Aspen. Currently, Aspen is using TAG for HR. This will be a single point of contact by phone or email when needed.

- Motion: **Approve the contract with Krause-Anderson for human resources, Practical HR for 2018-2019.**

First Price Second Regehr Yes X(7) No _____ Abst _____

- **Committee Report:** There was no committee meeting today. Wade gave a quick rundown of the financials. Mike Pocrnich was unable to attend. There were no questions on the check register.

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

First Regehr Second Smitley Yes X(7) No _____ Abst _____

- Motion: **Approve Connie Gayle as a signer on the Sterling Bank line of credit, effective July 1, 2018.**

First Price Second Allison Yes X(7) No _____ Abst _____

- Motion: **Approve Sterling Bank as designation for depositories for Aspen Academy.**

First Smitley Second Regehr Yes X(7) No _____ Abst _____

- Motion: **Approve Mike Pocrnich or his designee at The Anton Group as the delegation of Authority to make electronic funds transfer for Aspen Academy.**

First Allison Second Sterna Yes X(7) 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: Busing interest form is getting ready to be sent out. Admin will look into alternate ways to charge/not charge for busing and the busing fees for next year. Having an HR/Enrollment person on site will allow onboarding and exiting to be done by 1 person as well as all aspects of enrollment. Christine was a teacher and has HR experience. She will start June 12.

- Motion: **Approve the hiring of Christine Harrison as 1.0 Human Resources/Enrollment Coordinator.**

First Tuma Second Sterna Yes X(7) No _____ Abst _____

Julie has been with Aspen for 4 years and we appreciate her service. We wish her the

best in retirement!

- Motion: **Approve the resignation of Julie Herman effective June 30, 2018.**

First Regehr Second Sterna Yes X(7) No _____ Abst _____

- Motion: **Approve Connie Gayle to act as the Identified Official with Authority for Aspen Academy effective July 1, 2018.**

First Smitley Second Tuma Yes X(7) No _____ Abst _____

- Motion: **Approve the resignation of Aimee Strege effective June 8, 2018.**

First Sterna Second Tuma Yes X(7) No _____ Abst _____

The position will be about 35 hours per week.

- Motion: **Approve Social Worker position.**

First Smitley Second Regehr Yes X(7) No _____ Abst _____

- Committee Report: Nothing to report at this time.

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 and Committee Report: Marketing and Strategic Planning met together. Next year, look at 5-year plan. Marketing – Creative Graphics currently runs the website. The host is no longer going to support Word Press. Dr. Peterson has found Advanced Imaging Systems that can take our whole website, which we own, and move it to another host.
Discussion on finding community board members – something we need to focus on. Previously we have posted on our FB page and newsletter looking for community members, no responses. Need to look into the professional community more, attend the Fall Festival in September.

Strategic Planning Committee (Andrew Price/Misty Schutrop)

- Director Report: Nothing to report at this time.

- Committee Report: See Marketing committee report.

- **Adjournment at** 7:40pm

- First Regehr Second Smitley Yes X(7) No _____ Abst _____