



BOARD MEETING MINUTES

Date: August 21, 2018 Time: 6:00pm Location: Media Center

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

Tenacity	<ul style="list-style-type: none"> form cohesion, cooperate, respectfully engage, listen effectively, and remain future minded.
High Expectations	<ul style="list-style-type: none"> keep students first, speak with one voice, operate as a governance board.
Integrity	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 Andrew Price, Wade Phillips, Rob Allison, Stephanie Smitley, Misty Schutrop, Diane Sterna, Connie Gayle

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 Sterna Yes X(6) No _____ Abst _____

- Motion: **Approval of Minutes** (June 19, 2018).

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

ASPEN ACCOLADES (Dr. Gayle): Jennifer Lee for her amazing work on the handbooks around THINK, all of the admin and staff who have been at school all summer, Melanie's husband for moving furniture and Rita and Eric. It has been all hands on deck getting everything ready! A special accolade to Connie for doing all of the painting around school after hours!

Welcome Connie! It is her first board meeting as Director since the July meeting was cancelled.

Motion: Approve the following consent agenda items:

- **Hires - Resignations – Terminations – Non-Renewals**
 - Angela Flake, PE teacher (effective 6-8-18)
 - Billy Loftin, 3rd grade teacher (effective 8-1-18)
 - Ashley Schutt, para (effective 8-1-18)
 - Rita Marshall, custodian (effective -18)
 - Nate Sickmann, PE (effective 8-15-18)
 - Meghan Hoehn, MS Math (effective 8-15-18)
 - Jill Baty, 1st grade teacher (effective 8-31-18)
 - Amy Sheeley, 3rd grade teacher (effective 8-31-18)
 - Lindsey Adams, 5th grade teacher (effective 8-15-18)
 - Veronica McCarthy, 3rd grade teacher (effective 8-15-18)
 - Vicki Ramsey, nutrition manager (effective 8-31-18)
 - Maggie Lee, 3rd grade teacher (effective 8-1-18)
 - Carissa Moe, 1st grade teacher (effective 8-15-18)
 - Jose Monroy, custodian
 - Heidi Sandmeier, social worker (effective 8-15-18)
 - Noel Burrow, nurse (effective 8-15-18)
 - Angela Tuma, MS LA (effective 8-31-18)
 - Jodi Herlich, SpEd due process admin assistant (effective 8-15-18)
- **Change in job assignment for Lynn Steichen to para (effective 8-15-18)**
- **Donations**
 - Cosmo Orthodontist, \$500
 - Veil and Wild Orthodontist, \$1,000
 - Ekim Orthodontist, \$2,500
 - Happy Healthy Chiropractor, \$500
 - Haferman Water Cooling, \$1,500
 - Prior Lake Lion's Club, \$1,000
 - Prior Lake VFW, \$1,000
 - All family donations made through the Sponsorship Program in 2017-2018.

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

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

Program Services Committee (Diane Sterna/Victoria Regehr)

- Director Report: Mrs. Rowan will report on MCA scores next month since they are embargoed until August 30th.
- Committee Report: The committee did not meet.

2. ASPEN ACADEMY PRACTICES EXEMPLARY FINANCIAL AND OPERATIONAL MANAGEMENT.

Finance & Facility Committee (Wade Phillips/Rob Allison)

- Director Report: Nothing new to report from the committee meeting earlier this evening. See Finance & Facility meeting minutes and committee discussion below.

Will join MACS again for the year to have access to trainings, specific charter info, etc.

- Motion: **Approve membership to MACS for the 2018-2019 school year.**

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

- Motion: **Approve membership with Minnesota Association of School Administrators (MASA) for \$499 for the 2018-2019 school year.**

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

- Motion: **Approve the Moving Matters DAPE contract.**

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

Bids went out for SpEd transportation to our current carrier and Schmitty. Our current carrier came in lower and is familiar with submitting paperwork. They are now named Collaborative Student Transportation of Minnesota.

- Motion: **Approve the SpEd transportation contract.**

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

- Motion: **Approve the Loffler copier contract.**

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

Streamlining the process to make it better for teachers to be able to submit their receipts for the \$150 classroom budget and smoother for book keeping.

- Motion: **Approval for teachers/staff to be reimbursed up to \$150 at a time.**

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

There is a new in-house fundraiser coming this fall to raise money for a ninja warrior style playground. Get Moving Crew provides the online support for collecting money and viewing classroom goals, etc. They collect 5-8% plus \$499 fee for the year to be able to use up to 3 times. This will be the major fundraiser this year. No Apex Fun Run. Tentative dates are Oct 1 to Oct 12.

- Motion: **Approve using Get Moving Crew for fundraising.**

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

- **Committee Report:** The committee met about 2 hours ago. Facility update was discussed: 10 items from Savage to work out before the rest of the funds are released. Items are being addressed. Asphalt by gym will now be grass, fences will go up in a few weeks, boulders will be moved into landscape and drainage issues will be addressed. Enrollment is strong right now. We will get a better sense once school starts. High 5 to Christina for jumping into enrollment and doing a great job! Budget for FY18 will end with a surplus of \$20-30,000 where we thought we would be in a large deficit. DSCR will end above the bond covenant ratio of 1.10. FY19 budget will need a revision beginning is Sept once enrollment becomes clear. Items such as MACS membership, adding a 5th bus, HVAC maintenance will need to be added to the budget. Should be ready for revision approval in October.
Presentation of Financials by Mike Pocrnich. Reviewed June check register this month because there was no July board meeting. There were no questions. July financials are 8% in the year, not much to report at this time. Things are looking stable. Budget will need revisions after school starts. No questions on the July check register.

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

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

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

First Phillips Second Allison 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: Per policy 310 Emergency Replacement for the Director, Dr. Gayle has chosen Mrs. Jiskra and Mrs. Hummel as designees in case of emergency. There are 29 students currently enrolled in 8th grade. Class size is 25. Dr. Gayle is asking the board to approve the 4 over.

- Motion: **Approve over enrolling 8th grade by 4 students.**

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

Motion: Approve the following: 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). The Director recommends the Board authorize Connie Gayle to act as the Identified Official with Authority (IOWA) for Aspen Academy 4184-07.

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

- Motion: **Approve the Student/Parent Handbook, 1st Read**

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

- Committee Report: Election is coming in November. The community needs to know 60 days prior. The committee will work on dates and getting out the information. Need 2 community members, 2 teachers and 1 parent spot. Annual report will be worked on next week. We will need an extra meeting to get 2 reads in before the October 1st deadline.

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: Waiting to meet until after the year starts.

Strategic Planning Committee (Andrew Price/Misty Schutrop)

- Director Report: Nothing to report at this time.

- Committee Report: Waiting to meet until after the year starts.

Will look at the Booth Law contract to see if we need to keep 2 lawyers before the next meeting.

- **Adjournment at 6:54pm**
- First Smitley Second Phillips Yes X(6) No _____ Abst _____