



BOARD MEETING MINUTES

Date: November 13, 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 6:00pm**

In attendance Victoria Regehr, Misty Schutrop, Stephanie Smitley, Wade Phillips, Connie Gayle, Stephanie Peterson, Andrew Price, Diane Sterna

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(7) No _____ Abst _____

• Motion: **Approval of Minutes** (October 16, 2018).

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

ASPEN ACCOLADES (Dr. Gayle): 4th grade teachers and students for their work on the Middle Ages projects, Sheryl and Jamie for their work on the book fair, SpEd teachers for getting the Level 3 room ready.

Presentation by 4th Grade – Middle Ages projects are this week. Kids will be giving speeches Thursday and Friday to parents and other students. Students used technology for their research. Next up is earthquakes and volcanoes, reading some CK classics and multiplication and division in math.

Motion: Approve the following consent agenda items:

- **Hires - Resignations – Terminations – Non-Renewals**
 - Paul Janowiec, MS teacher (effective 10-22-18)
 - Steve Shapiro, SpEd teacher (effective 10-26-18)
 - Eric Watson, custodian (effective 10-24-18)
 - Jason Jiskra, custodian (effective 10-18-18)
 - Nereyda Mina, custodian (effective 10-30-18)
 - Charlene Nielson, custodian (effective 10-30-18)
 - Kaylord Saunders, Behavior support specialist (effective 11-05-18)
 - Heather Briese, SpEd teacher (effective 10-22-18)

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

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

Program Services Committee (Diane Sterna/Stephanie Smitley/Victoria Regehr)

- Director Report: Review of FastBridge and ACT Aspire data. This is the first year Aspen has used FastBridge. There is no comparison data for this first fall data point. Staff will be looking at data to find if they are making growth. Next data point will be done in January.
- Committee Report: Nothing to report at this time.
- Motion: **Policy 524 Technology Acceptable Use and Safety, 2nd Read.**

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

- Motion: **Policy 616 School District System Accountability, 2nd Read.**

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

Welcome to Stephanie Peterson! The board is happy to have another teacher!

The board needs to approve the enrollment to be 23 in grades 2-4 now that enrollment is fairly stable and these classes are not going to drop to 22 at this time.

- Motion: **Approve over enrolling grades 2,3 and 4 to 23 per class (including packets out) for the 18/19 school year allowing attrition to take them back to 22 per class.**

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

2. ASPEN ACADEMY PRACTICES EXEMPLARY FINANCIAL AND OPERATIONAL MANAGEMENT.

Matt from berganKDV came to present the audit. The audit was clean. There was a minor issue with internal control when there was a software change, but Matt was not alarmed. The legal compliance issue from last year was taken care of. Matt would like to thank Mike Pocrnich for all of his help in gathering information for the audit. Some things to note: enrollment up about 6% from last year, 2% variance change, ended the year with a \$58,349 deficit. Looking back, enrollment took a dip in 15-16, fund balance still stayed above 25%, about 53% of budget is spent in the classroom which is good. Matt wanted to point out to the board that Aspen's ABC, Friends of Aspen owes Aspen \$403,722. The tax exempt status did not come through in time before taxes were due. School lent ABC the money to pay taxes. ABC won't be able to pay it back in a timely manner so it will be present on the balance sheet for years to come.

Finance & Facility Committee (Wade Phillips/Rob Allison)

- Director Report: The contract with MMC is much better than a previous contract. There is a 30 day out of the 3 year contract. They come 2 times a year while Rita will be doing the filter changes the other 2 times/year.
- Motion: **Approve the contract with MMC Mechanical for HVAC maintenance.**

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

- **Committee Report:** Committee met before the board meeting. Reviewed the audit, FY19 enrollment strong and stable at about 556, cash balance is stable, enrollment increase in grades 2-4. \$58,000 deficit in FY18 due to 1 additional payroll for Aug 15 that was not carried over correctly due to change in software. Clean audit, payroll is now streamlined. Will need to do an adjusted budget in December. Facility is 100% complete! Still owed \$100,000 from city. Anderson is owed \$60-70,000, will come with a letter of warranty. Finally looked at credit card controls for Amazon. Connie provided the itemized list from Amazon purchases.
Presentation of Financials by Mike Pocrnich – submitting Q1 financials to trustees, investor phone call was done late October, no one was on the call. 33% of the way through the fiscal year. Mike and Connie will be working on the budget reforecast. 27% expenditures and 32% revenue. DCOH is 62, 102 with state receivables, DSCR 1.10, both at or above bond covenants. No questions on the check register.

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

First Phillips Second Regehr 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: Nothing to report at this time.
- Committee Report: Parent candidate introductions for 1 year appointed seat. Dan Bruski, Michael Faulise and Jared Weese applied for the 1 year appointed seat. The board will vote to appoint one of them at the December meeting for a 1-year term starting Jan 1. They may then run for the position at the next election in November. There is also a community member who will be appointed in December for a 1-year term. Diane Sterna will also be appointed for a 1-year term as a teacher board member. The board would like to get more parents involved in committee meetings. They are open to the public and everyone may speak freely.

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: Meetings in December and January are coming.

Strategic Planning Committee (Andrew Price/Misty Schutrop)

- Director Report: Nothing to report at this time.
- Committee Report: Meetings are coming and possibly some kind of board retreat/working meeting in the near future.
- **Adjournment at 7:05pm**
- First Phillips Second Sterna Yes X(7) No _____ Abst _____