



BOARD MEETING MINUTES

Date: December 11, 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 Diane Sterna, Stephanie Smitley, Misty Schutrop, Wade Phillips, Rob Allison, Stephanie Peterson, Connie Gayle, Andrew Price, Victoria Regehr

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(7) No _____ Abst _____

• Motion: **Approval of Minutes** (November 13, 2018).

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

ASPEN ACCOLADES (Dr. Gayle): Scott Fairweather for the wonderful band concert last week. Parents, staff and students attended. Custodians for excellent job keeping the floors and hallways clean during the harsh winter months.

Presentation by 5th Grade: Mrs. Finlayson, Mrs. Adams and Ms. Peterson spoke about what 5th grade is up to: They are reading Don Quixote in Literature and will be putting on skits soon. Mrs. Finlayson said Freston is always causing trouble in class now. They have started Lit circles and are reading books at the students' level. In Math, they just finished learning about the order of operations and are now working on fraction decimals. Mrs. Adams is excited to be able to challenge the students. They have started the Renaissance period and European explorers with Ms. Peterson and on Friday they will be doing a fish dissection. Their hybrid animal projects are on display in the cases in the lobby. Thank you 5th grade!

Motion: Approve the following consent agenda items:

- **Hires - Resignations – Terminations – Non-Renewals**
 - Kyle Jorris 3rd grade long-term sub (effective 11-26-18)
 - Paul Janowiec, MS Math (effective 12-2-18)

Change in job assignment temporarily for Angela Dunn to MS Math (effective 12-3-18).

First Phillips Second Allison Yes X(8) 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: Nothing to report at this time.

- Committee Report: Nothing to report at this time.

2. ASPEN ACADEMY PRACTICES EXEMPLARY FINANCIAL AND OPERATIONAL MANAGEMENT.

Finance & Facility Committee (Wade Phillips/Rob Allison)

- Director Report: Enrollment update. 2019/2020 Lottery/enrollment updates. Enrollment is 557 students with 161 on the waitlist for 2019/20. The lottery will be January 8. The Intent to Return forms have gone out and are due the 21st for current families. The board has added a cut-off date and clear directions to the motion to allow admin to overenroll students at the time of the lottery and then to let attrition take classes back down to the 22 and 25 norm. Historically, enough families have dropped off the list for

various reasons that adding the extra students will be to our benefit. The strategy is to reach 22 students in each class. The board does not want 25 students in a class. The strategy makes sense financially to maintain those 22.

- Motion: **Approve over enrolling each classroom K-8 by 3 students each at the time of the lottery and filling each opening to 25 in each elementary and 28 in each middle school section until August 16th when attrition will be allowed to take each class down to 22 and 25.**

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

The transition to Infinite Campus transition will start in January and go live around June 15th, allowing staff and parents to get training. Infinite Campus will work well with our new data warehouse. Admin has asked other schools about their experience and feel this is the best options, price wise also. It will be \$14,000 at the beginning and then \$7,000 a year.

- Motion: **Approve the contract with Infinite Campus.**

First Regehr Second Sterna Yes X(8) No _____ Abst _____

- **Committee Report:** The committee did not meet. Presentation of Financials by Mike Pocrnich. 42% of the fiscal year is through. YTD vs budget revenue stands at 40%, YTD vs. budget expenses stands at 36%. Days cash on hand is 64/101 and the DSCR is 1.12, both within bond covenants. Next committee meeting will look at FY19 revision and possibly up the ADM, depending on enrollment numbers in January. There is a current \$250,000 surplus under the current treasurer. The tax bill will be around for the next 9 or 10 years. There were no questions on the check register.

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

First Phillips Second Regehr Yes X(8) No _____ Abst _____

The board will approve a revised FY19 budget in January.

- Motion: **Approve the revised FY19 budget.**

The audit was clean and presented to the board at the last board meeting. Mike will start on the 990 in January.

- Motion: **Approve the FY18 audit.**

First Phillips Second Sterna Yes X(8) 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: Admin has requested a new admin assistant position of about 32 hours a week. They would do some reports, front end work and other tasks that the Principal or Director needed. The job was not budgeted for in the original budget, but will be in the revised budget. Salaries are projected to be less than thought. Dr. Gayle has hired Christi Heitzman who she worked with on the fundraiser. Jodi is the new DAC person. The PODs outside are to house the new playground equipment. They will stay on property until install. They are on a month-to-month rental. The equipment is scheduled for delivery later this week.

- Motion: **Approve the Administrative Assistant position filled with Christi Heitzman.**

First Sterna Second Allison Yes X(8) No _____ Abst _____

- Committee Report: Election results – There were 9 ballots cast. Both the teacher and community member ran unopposed and received the 9 votes. Their 2-year terms will start January 1.
Three parent candidates turned in applications after the ballot deadline. They attended the board meeting last month. The board will vote to choose 1 parent candidate out of the 3 to be appointed for a 1-year term starting January 1. Each board member cast their vote. Votes were counted by the chair. Michael Faulise won by majority. April Shafer will be the board's 2nd community member and is also appointed for a 1-year term beginning Jan 1. There was an open teacher spot that no teacher was interested in filling. Diane Sterna will continue her service on the board through a 1-year appointed term, also.
- Motion: **Approve Stephanie Peterson as teacher board member and Jake Mehrhoff as community board member, pending background check for terms starting January 1, 2019.**

First Allison Second Regehr Yes X(8) No _____ Abst _____

- Motion: **Approve Michael Faulise as parent board member for a 1-year term beginning January 1, 2019.**

First Price Second Regehr Yes X(8) No _____ Abst _____

- Motion: **Approve April Schafer as a community board member for a 1-year term beginning January 1, 2019.**

First Sterna Second Smitley Yes X(8) No _____ Abst _____

- Motion: **Approve Diane Sterna as a teacher board member for a 1-year term beginning January 1, 2019.**

First Phillips Second Regehr Yes X(8) 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: Nothing to report at this time.

Strategic Planning Committee (Andrew Price/Misty Schutrop)

- Director Report: Nothing to report at this time.
- Committee Report: The committee did not meet, but will work to meet at the beginning of the year.

A huge thank you to Wade for his many, many years of service to Aspen. He has been Chair, Vice-chair and Treasurer and provided the board with invaluable experience, a calming nature, great questions and a \$250,000 budget surplus at the end of his tenure. Thank you, thank you, Wade!

At the January meeting, the board will be choosing new officers. Please start thinking about positions you would like.

- **Adjournment at 6:55pm**

- First Regehr Second Smitley Yes X(8) No _____ Abst _____