



BOARD MEETING MINUTES

Date: September 15, 2020 Time: 6:00pm

Location: Media Center
 Zoom: Meeting ID: 953 1782 7550
 Password: 9Tz6T8

School Board Norms of Engagement 2020 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 6:04pm**

In attendance Rob Allison, Andrew Petrenko, Andrew Price, April Schafer, Connie Freitag, Misty Schutrop, Stephanie Smitley, Stephanie Peterson, Michael Faulise

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 with changes.**

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

Roll Call: Rob Allison Yes X No _____
 Stephanie Peterson Yes X No _____

Michael Faulise Yes X No _____
 Andrew Petrenko Yes X No _____

Andrew Price Yes X No _____
Stephanie Smitley Yes X No _____

April Schafer Yes X No _____
Misty Schutrop Yes X No _____

- Motion: **Approval of Minutes** (August 18th, 2020).

First Steph Second Peterson Yes X(8) No _____ Abst _____

Roll Call: Rob Allison Yes X No _____
Stephanie Peterson Yes X No _____
Andrew Price Yes X No _____
Stephanie Smitley Yes X No _____

Michael Faulise Yes X No _____
Andrew Petrenko Yes X No _____
April Schafer Yes X No _____
Misty Schutrop Yes X No _____

ASPEN ACCOLADES (Dr. Freitag): All new staff and teachers who stepped into new roles and responsibilities. The education assistants and paras who have been very flexible with role and responsibility changes in the first few weeks of school.

Approve the following consent agenda items:

- **Hires - Resignations – Terminations – Non-Renewals**
 - Karilyn Adams, Teacher (effective 8-23-20)
 - Theresa Auslund, Lunchroom (effective 8-16-20)
 - Rebecca Bauer, Teacher (effective 8-24-20)
 - Amanda Wolf, Building sub (effective 8-25-20)
 - Amanda Rhode, Para (effective 9-8-20)
 - Laura Hallen, Para (effective 9-8-20)
 - James Jotter, Asst. Principal (effective 8-31-20)
 - Sarah Krueger, Para (effective 8-17-20)
 - Ali Sanchez, Ed Asst (effective 8-31-20, 9-11-20)
 - Maria Atkinson, Ed Asst (effective 9-8-20)
 - Stacie Milton, change in job duty to para

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

Roll Call: Rob Allison Yes X No _____
Stephanie Peterson Yes X No _____
Andrew Price Yes X No _____
Stephanie Smitley Yes X No _____

Michael Faulise Yes X No _____
Andrew Petrenko Yes X No _____
April Schafer Yes X No _____
Misty Schutrop Yes X No _____

Presentation of the audit by Andrew Grice from BerganKDV. The audit was clean which is the best an auditor can offer. There were no findings to report. Reviewing the financial analysis – the FoE fee was lower last year, there was a transfer of funds to zero out food service of about \$1,000 due to COVID, ADM was slightly higher at 604 with the 20% for middle school students. Expect the holdback to go up next year. Looking into having property tax abated, until then it will

stay in collectables for now. Aspen's ADM is about \$10,667 per student. Community service fund has roughly \$19,000 surplus, not much of an increase due to COVID. BerganKDV appreciates the help from The Anton Group and from Aspen's administration to complete the audit.

Program Services Committee (Smitley)

- Director Report: People have already been wanting to apply for next year. Dates for the lottery: October 1- Application Released, December 22 noon- Deadline for applications to be included in the lottery. January 5 Tuesday-4:30 lottery. Title 1 Parent and Family Engagement policy.
- Committee Report: The committee met last week to review the face coverings policy. The committee changed wording to be consistent with the solid color face coverings allowed at school.
- Motion: **Approve Policy 504.5 Face Coverings, 2nd Read**

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

Roll Call: Rob Allison	Yes <u>X</u>	No _____	Michael Faulise	Yes <u>X</u>	No _____
Stephanie Peterson	Yes <u>X</u>	No _____	Andrew Petrenko	Yes <u>X</u>	No _____
Andrew Price	Yes <u>X</u>	No _____	April Schafer	Yes <u>X</u>	No _____
Stephanie Smitley	Yes <u>X</u>	No _____	Misty Schutrop	Yes <u>X</u>	No _____

There have been lots of changes from the federal government regarding Title IX so MSBA has updated their model policy. The committee will meet before the next board meeting to review the updated policy. James Jotter will be the Title IX coordinator with a committee of about 4 other staff.

- Motion: **Approve Policy 522 Sex Nondiscrimination, Grievance Procedure and Process, 1st Read**

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

Roll Call: Rob Allison	Yes <u>X</u>	No _____	Michael Faulise	Yes <u>X</u>	No _____
Stephanie Peterson	Yes <u>X</u>	No _____	Andrew Petrenko	Yes <u>X</u>	No _____
Andrew Price	Yes <u>X</u>	No _____	April Schafer	Yes <u>X</u>	No _____
Stephanie Smitley	Yes <u>X</u>	No _____	Misty Schutrop	Yes <u>X</u>	No _____

Finance & Facility Committee (Allison/Faulise/Schutrop/Price)

- Director Report: The gym curtain was fixed for the 2nd time and is now working. In October, the floor people will come and fix the transitions from the wood to the tile in the

doorways. There aren't any rentals this year due to COVID. Mr. Jotter will take over facilities.

- Committee Report: Presentation of Financials by David Kloskin – August holdback is about \$100,000, received another \$144,000 in COVID funding to be used by the end of this year. 17% of the way through the fiscal year, revenue is 20% (due to PPP loan), expenditures 10%. Looking to have some taxes abated. Fund balance is 23%, DSCR is 1.31, DCOH is 65/109 without/with receivables. Sterling Bank has begun PPP forgiveness online application this week. 24 weeks to spend eligible funds, probably don't need all 24 weeks to spend it all. \$497,195 due from ABC – incurred taxes, school pays for repairs upfront but then charged to ABC. Accumulation of repairs and property taxes. Charters have had success getting property taxes forgiven. If Aspen is not successful then fund balance will be reduced. Taxes were assessed before Friends of Aspen took over the lease. If county won't give it back, then we can go to MDE and rework lease aid. Enrollment is at 654, looking to revise budget at 645 to be more conservative with a possible 20% holdback coming next year. No questions on the check register.

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

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

Roll Call: Rob Allison	Yes <u>X</u>	No _____	Michael Faulise	Yes <u>X</u>	No _____
Stephanie Peterson	Yes <u>X</u>	No _____	Andrew Petrenko	Yes <u>X</u>	No _____
Andrew Price	Yes <u>X</u>	No _____	April Schafer	Yes <u>X</u>	No _____
Stephanie Smitley	Yes <u>X</u>	No _____	Misty Schutrop	Yes <u>X</u>	No _____

- Motion: **Approve the addition of Hanover Insurance Group to Aspen's EFT approved list.**

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

Roll Call: Rob Allison	Yes <u>X</u>	No _____	Michael Faulise	Yes <u>X</u>	No _____
Stephanie Peterson	Yes <u>X</u>	No _____	Andrew Petrenko	Yes <u>X</u>	No _____
Andrew Price	Yes <u>X</u>	No _____	April Schafer	Yes <u>X</u>	No _____
Stephanie Smitley	Yes <u>X</u>	No _____	Misty Schutrop	Yes <u>X</u>	No _____

- Motion: **Approve the FY20 Audit.**

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

Roll Call: Rob Allison	Yes <u>X</u>	No _____	Michael Faulise	Yes <u>X</u>	No _____
Stephanie Peterson	Yes <u>X</u>	No _____	Andrew Petrenko	Yes <u>X</u>	No _____
Andrew Price	Yes <u>X</u>	No _____	April Schafer	Yes <u>X</u>	No _____
Stephanie Smitley	Yes <u>X</u>	No _____	Misty Schutrop	Yes <u>X</u>	No _____

Board Elections, Responsibilities & Governance Committee (Smitley/Schutrop)

- Director Report: Update of organizational chart – added an Assistant Principal position which was in the budget as a curriculum coordinator. Duties have been divided up by strengths of each admin and what makes the most sense with other duties - Connie is Covid-19 coordinator, Eric is transportation, after school staff, etc.
- Motion: **Approve the 2020-2021 organizational chart.**

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

Roll Call: Rob Allison Yes X No _____ Michael Faulise Yes X No _____
Stephanie Peterson Yes X No _____ Andrew Petrenko Yes X No _____
Andrew Price Yes X No _____ April Schafer Yes X No _____
Stephanie Smitley Yes X No _____ Misty Schutrop Yes X No _____

- Committee Report: The committee met to discuss election – 2 parents, 2 teachers and 1 community member up for election, applications are due October 8th, packets will be sent to parents October 16th. Voting will be all absentee. Bylaw changes are only election timing to coincide with a school year instead of a calendar year. 2021 election will be in May instead of November. Annual report moved to Dec 1. Charter exhibits and bylaws will be done by October board meeting. Reviewed director eval survey questions to be used later this year. Board will meet tonight to discuss last year’s director evaluation. Opening for a teacher member due to a resignation. Kelsey Carlson was the only teacher that applied. She is a middle school English language arts teacher, 2nd year teaching at Aspen. She is excited to provide teacher input to the board. She will be appointed to finish the rest of the term and then run in November for a full term beginning in January.
- Motion: **Approve the appointment of Kelsey Carlson as teacher board member effective immediately until December 31, 2020.**

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

Roll Call: Rob Allison Yes X No _____ Michael Faulise Yes X No _____
Stephanie Peterson Yes X No _____ Andrew Petrenko Yes X No _____
Andrew Price Yes X No _____ April Schafer Yes X No _____
Stephanie Smitley Yes X No _____ Misty Schutrop Yes X No _____

Marketing and Community Engagement Committee (Price/Schafer)

- Committee Report: Meeting to be scheduled.

- **Strategic Planning Committee** (Price/Peterson/Allison/Petrenko)
- Committee Report: Meeting to be scheduled.

• **Adjournment at 7:09pm**

• First Smitley Second Schafer Yes X(9) No _____ Abst _____

Roll Call: Rob Allison Yes X No _____
 Stephanie Peterson Yes X No _____
 Andrew Price Yes X No _____
 Stephanie Smitley Yes X No _____
 Kelsey Carlson Yes X No _____

Michael Faulise Yes X No _____
 Andrew Petrenko Yes X No _____
 April Schafer Yes X No _____
 Misty Schutrop Yes X No _____