

ASPEN ACADEMY BOARD MEETING MINUTES

Date: December 21, 2010 Time: 6:00pm Location: Spanish/Music room

- **CALL TO ORDER AT 6:01pm**

In attendance Maggie Rowan, Laurel Smith, Rachel Mong, Stephanie Smitley, Jeff Reistad, Cynthia Sherar, Kelly Rosenow, Ryan Fritze, Mike Pocrnich

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**

First Mong Second Smith Yes X No _____ Abst _____

- Motion: **Approval of Minutes** (November 16, 2010)

First Mong Second Smitley Yes X No _____ Abst _____

ASPEN ACADEMY WILL INCREASE STUDENT ACADEMIC PERFORMANCE

Program Services Committee Report / Discussion (Maggie Rowan/Rachel Mong)

- Action Items: Discuss environmental learning field trip.
- Motion: **Approve single day field trip for Environmental Learning Program in 5th grade.**

First Mong Second Rosenow Yes X No _____ Abst _____

ASPEN ACADEMY WILL ATTRACT AND RETAIN HIGHLY-QUALIFIED STAFF

Elections Committee Report / Discussion (Rachel Mong/Kate Johnson)

- Action Items: The committee is working on a plan to mentor new board members.

Governance Committee Report / Discussion (Stephanie Smitley/Laurel Smith)

- Action Items: The committee recommends up to a 3% raise for approximately the next 5 years and a re-signing bonus. The director will look into a Flexible Spending Account and cashing out unused PTO days. Committee will consider a % of salary as a re-signing bonus and a more specific time for the pay-out of the bonus.

ASPEN ACADEMY WILL MAINTAIN A STRONG FINANCIAL FOUNDATION

Finance Committee Report / Discussion (KJ Singh/Kate Johnson)

Action Items: Presentation of Financials

Motion: **Approval of Check Roster**

First Rosenow Second Smitley Yes X No _____ Abst _____

Motion: **Approve Kate Johnson as new Finance Committee Chair and Rachel Mong as 2nd.**

First Rowan Second Mong Yes X No _____ Abst _____

Motion: **Approve Kate Johnson as new check signer for Aspen Academy checks and remove KJ Singh as signer.**

First Mong Second Smith Yes X No _____ Abst _____

ASPEN ACADEMY WILL INCREASE STUDENT ENROLLMENT

Marketing Committee Report / Discussion (Kelly Rosenow/Ryan Fritze)

- Action Items: The committee is working on getting the new website up and running with new parent and teacher pages in the next couple of months.

Facility Committee Report / Discussion (Laurel Smith/Kelly Rosenow)

- Action Items: The realtor, under direction from the director, is working with a landlord to finalize a letter of intent. Next steps are to negotiate a lease, for the landlord to acquire the building and to move forward with a build-out per Aspen's needs.

Strategic Committee Planning Report / Discussion (Jeff Reistad/Maggie Rowan)

- Action Items: Director survey for teachers to fill out online by the end of the month and results will be shared with the staff and board in January.

- Motion: **Marketing Committee will be Co-chaired by Rachel Mong and Molly Lujan. Facility Committee will be chaired by Laurel Smith and Ryan Fritze will be 2nd.**

First Mong Second Smith Yes X No _____ Abst _____

- Motion: **Change class size in Kindergarten from 20 to 22 students beginning 2011-2012, if facility supports it.**

First Smitley Second Mong Yes X No _____ Abst _____

- Motion: **Set a standard that we will accept new students due to attrition up to April 1st of the current school year, after which enrollment will be closed to new students until Fall of the following school year.**

First Rowan Second Mong Yes X No _____ Abst _____

- Motion: **Add 3rd grade class (total of 3 classes) to 2011/2012 school year based on 3 conditions:**
 - i. **New facility will initially support a 3rd classroom at this grade level**
 - ii. **Financial models work out to be positive (in the black)**
 - iii. **A commitment of a completed enrollment packet for 21 students with 5 on the waitlist, no later than July 1st, 2011.**

First Rowan Second Fritze Yes X No _____ Abst _____

- **Adjournment at 7:35pm**

First Smitley Second Mong Yes X No _____ Abst _____

A big thank you to Kelly Rosenow and KJ Singh for their service on the board.