



APPROVED 12-2013
Jeffrey Smith, Secretary

BOARD OF DIRECTORS MONTHLY MEETING MINUTES

November 20, 2013

The Board of Directors of Aspen Ridge Preparatory School, Inc. held a Board Meeting on Wednesday November 20, 2013 at Erie Community Center in Erie, Colorado. The session was posted and advertised so that any public interested in attending the meeting or in making a public comment had that opportunity.

OUR MISSION:

"We are travelers on the Aspen Ridge Trailways. It is our mission to think independently, participate in our integrated world, and achieve individual goals in order to gain knowledge and understanding. We will approach challenges with confidence and assist others in our community while learning and growing together on the trail of success."

ITEM 1 - CALL TO ORDER

A quorum of Board members was present. With Dr. Rader presiding, the meeting was called to order at 5:38pm.

ITEM 2 - ROLL CALL

BOARD MEMBERS PRESENT:

Glenn Massarotti, Board President
Eric Guerrero, Vice President
Krista Burnell, Treasurer
Jeff Smith, Secretary
Pam Richau, Interim Principal/Ex-Officio (non-voting)
Dr. Bill Rader, Ex-Officio (non-voting) via Skype
Gina Dattilo, Finance Manager/Ex-Officio (non-voting)

BOARD MEMBERS ABSENT:

Peter Janett, Board Member

ITEM 3 - INTRODUCTION OF GUESTS

Kristen Rhudy

ITEM 4 - PUBLIC COMMENTS

None

ITEM 5 - REVIEW AND APPROVAL OF AGENDA

Mr. Guerrero made a motion to approve as written. Ms. Burnell seconded.

Mr. Massarotti – aye
Mr. Guerrero – aye
Mr. Smith – aye
Ms. Burnell - aye

The motion carried unanimously.

ITEM 6 - REVIEW AND APPROVAL OF MINUTES

Mr. Guerrero made a motion to approve as written. Ms. Burnell seconded.

Mr. Massarotti – aye
Mr. Guerrero – aye
Mr. Smith – aye
Ms. Burnell - aye

The motion carried unanimously.

REPORTS:

1. Reports from Board---

- a) Mr. Smith reported that he has all of the files necessary to start renderings for the new building.
- b) Ms. Dattilo requested the renderer's name to begin a PO.
- c) Ms. Burnell reported about closure of bank accounts and designation of funds for the fundraising account.
- d) Mr. Guerrero reported that creation of a capital committee would hold until our application had been submitted to SVVSD. We are looking for volunteers for this committee that have experience in grant writing and fundraising.
- e) Mr. Massarotti reported that he and Dr. Rader have developed a plan to address the Board composition, size, etc. They will include a resolution at the December meeting.

2. Report from the Principal---

- a) See attached.
- b) Discussed literacy night and parents had suggested we provide child care so that we could have better participation.
- c) First enrollment tour had about 15 sign-ups, mostly kindergarten. We have one a month scheduled in the future.
- d) We have had a few parent concerns about bullying. Ms. Richau feels it is somewhat a result of the smaller playground size and a confined area. Incidents have been shown to be two-way and resolved easily. Teachers have been watching diligently for signs of bullying. We discussed the importance of having enough space in the new building to do our best to prevent overcrowding in confined quarters.

ACTION ITEMS:

1. Approval of Ali Vanek Resignation

Mr. Guerrero made a motion to approve the resignation of Ali Vanek. Mr. Smith seconded.

Mr. Massarotti – aye
Mr. Guerrero – aye
Mr. Smith – aye
Ms. Burnell - aye

The motion carried unanimously.

2. Approval of pay Ms. Teters for RTI (Response to Intervention) Services

Typically this is handled by a SPED teacher. We currently have one student who needs these services and anticipate more. Total cost will be about \$2,000 per year. Dr. Rader has already approved this expenditure. Mr. Guerrero recommended that we go ahead and include this in next year's budget. Mr. Guerrero made a motion to approve the resolution as written. Ms. Burnell seconded.

Mr. Massarotti – aye
Mr. Guerrero – aye
Mr. Smith – aye
Ms. Burnell - aye

The motion carried unanimously.

3. Approval of Financial Reports

Ms. Dattilo reported that we can change our budget up to Jan 31. Reviewed first quarter (FY) budget to actual reports. Mr. Smith made a motion to approve the reports as presented. Ms. Burnell seconded.

Mr. Massarotti – aye
Mr. Guerrero – aye
Mr. Smith – aye
Ms. Burnell - aye

The motion carried unanimously.

4. Approval of 2013-14 Fundraising Expense Budget

We now have money from PTA, etc. in a separate account totaling about \$29,000. Staff is recommending allocating \$5,000 towards establishment of a capital building account. The remaining allocations were outlined and presented to the Board. A carry over balance of \$2,000 will remain in the

account after expenses. Mr. Guerrero made a motion to approve the 2013-14 Fundraising Budget. Mr. Massarotti seconded.

Mr. Massarotti – aye
Mr. Guerrero – aye
Mr. Smith – aye
Ms. Burnell - aye

The motion carried unanimously.

5. Approval of 2014-15 Kindergarten Tuition

Ms. Dattilo presented a kindergarten tuition of \$325 per month for 2014-15. She has compared this to area schools and this fee falls right in the middle. This amount represents a 4.8% increase over 2013-14 rates, covers the costs of curriculum, but keeps us competitive. Mr. Smith made a motion to approve the tuition fee. Mr. Guerrero seconded.

Mr. Massarotti – aye
Mr. Guerrero – aye
Mr. Smith – aye
Ms. Burnell - aye

The motion carried unanimously.

6. Approval of ARPS Policies that replace SVVSD Policies

As part of our charter school contract, we have requested waivers of policies. There are about 120 that we have requested, but they are not valid until we develop new policies in place of the waived policies. We will be receiving about 100 policies at the December meeting for approval. Ten individual policies were reviewed by the Board. Mr. Smith made a motion to approve these policies as written. Specific to the Student Teacher policy, it was noted that we should ensure that in a hiring policy we have a protocol for background checks and fingerprinting. Mr. Massarotti seconded.

Mr. Massarotti – aye
Mr. Guerrero – aye
Mr. Smith – aye
Ms. Burnell - aye

The motion carried unanimously.

DISCUSSION ITEMS:

1. Principals Report of Student Achievement

Ms. Richau reported on Success for All efficacy tracking. We are almost 90% On Level. Teachers and Staff are continually looking at the data that is being tracked. PALS scores are almost exclusively above the benchmark for reading.

SRI scores were similar to other reports showing about 90% of our students reading at or above grade level.

We are getting exponentially better at tracking data, particularly for reading. This allows us to make more data-driven decisions.

2. Principals Report of 90-day Employee Reviews

Ms. Richau and Mr. Lee have done observations and some informal reviews. No red flags to report at this time. Overall thumbs up for Employee performance.

3. Discussion of Teacher Representative

Mr. Massarotti brought up Ms. McKenzie's idea to have a teacher Board representative. The consensus amongst Board members was that this would undermine Ms. Richau's authority to have a formal teacher representative to the Board. However, it was encouraged that teachers provide input to Ms. Richau to include in her monthly reports.

4. Discussion of Board Committees (Status and Membership)

Mr. Massarotti reported that we are developing a number of committees with great participation. We need a centralized document that lists all Committees, who is the Chair, the Board Liaison, and who are the members. All Board members involved with committees are to email their list to Mr. Massarotti prior to the next Board meeting.

Ms. Richau asked that any Committee meetings be scheduled with Ms. Mahan.

5. Other Items or Requests from Board

None

ADJOURNMENT:

Mr. Smith motioned to adjourn. Seconded by Mr. Guerrero.

Mr. Massarotti – aye

Mr. Guerrero – aye

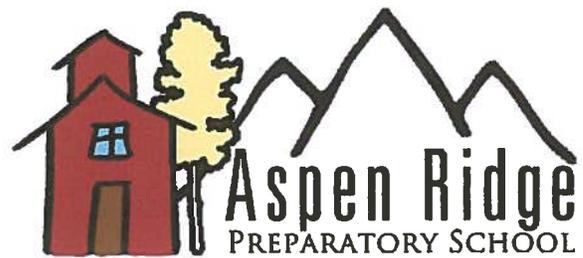
Mr. Smith – aye

Ms. Burnell - aye

The motion carried unanimously.

---END OF MINUTES---

Pamela Richau, Principal
Chris Lee, Vice Principal
Aspen Ridge Preparatory School
November 20, 2013



Principal – Vice Principal Report to the ARPS Board

Communication Survey

Surveys were sent to parents following the school closure due to flooding in an effort to understand our communication effectiveness. The surveys were sent home in homework folders and we received an 81% return rate.

In a nutshell, 100% of the returned surveys indicated parents were contacted by one or more means to notify them of the school closure. Also, 100% of the returned surveys indicated parents were contacted via an Aspen Ridge communication email. Most families were notified via multiply means.

Literacy Night Presentations

The ARPS staff and I hosted a literacy evening on Thursday, November 7th. I presented an overview of the myON Reader program and teachers welcomed parents to their reading classrooms to offer insights into the Success for All reading program.

Enrollment Tours

Enrollment season has begun and I hosted the first enrollment tour last Wednesday evening, November 13th. Two additional tours are scheduled for Thursday, December 5th and Monday, January 14th.

Fundraising Report

A fundraising report that describes the various ARPS day-to-day fundraising activities is attached to this report. Thanks to Greta Sisneros, our fundraising coordinator, for compiling the information. This information will be shared with parents via our email system.

Charter Application Delivered

I delivered our Charter Renewal Application to the Saint Vrain Valley office in Longmont on Friday, November 15th. Thanks to Dr. Rader and Allison Schnell for their help in presenting a very professional package to the district!

Assessment Calendar

I have attached an assessment calendar to this report. I will explain the various assessments used at Aspen Ridge as I present my achievement report.

New Staff Evaluations

Mr. Lee and I have completed preliminary staff evaluations for the new staff hired this school year. Evaluations are positive and Mr. Lee and I agree that our new hires are

performing well and meeting the standards for Aspen Ridge employees. Our new staff includes classroom and SPED teachers, specialist teachers and office staff.

Second Grade Position Advertised

We are currently employing a long-term substitute in our second grade classroom. The open teaching position is currently posted on the Aspen Ridge website and the SVVSD employment website. We will interview candidates after the first of the year.

First Trimester Complete

The first trimester concluded Friday, November 15th and report cards go home Thursday, November 21st.

Teacher Training Day

Friday, November 22nd is a teacher-training day with no students. Plans for that day include technology training for new programs installed in the lab, and a focus on the Colorado Common Core math standards.

Bullying Concerns

A few bullying concerns have been raised at the school of late. We take any bullying accusations seriously and attempt to sort out situations where students are feeling unsafe. In the cases brought to our attention parents, teachers and students all contributed in investigating allegations, determining possible problems and offering solutions and support.

Upcoming Dates to Remember for ARPS:

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|----------------|--|
| Nov 19 | Chili's Restaurant Fundraiser - All Day |
| Nov 20 | School Board Meeting 5:30 PM |
| Nov 21 | Coffee with the Principals 8:30- 9:00, Thankful Sharing in Classrooms 9:00 - 10:00 |
| Nov 22-29 | Thanksgiving Break |
| Dec 3 | Holiday Bazaar 3:30 - 6:30 |
| Dec 5 | School Enrollment Tour 6:00 |
| Dec 6 | Box Top Competition Ends |
| Dec 11 | Second Grade Music Program at ECC |
| Dec 13 | \$1 Dress Down Day |
| Dec 17 | Chick-Fil-A Fundraiser - All Day |
| Dec 18 | School Board Meeting 5:30 PM |
| Dec 19 | Winter Parties |
| Dec 20 - Jan 3 | Holiday Break |

ARPS Parent Organized Fundraising

The staff and students of Aspen Ridge Preparatory School would like to thank all of our parents for their continued support in our parent organized fundraising activities. It is through your support that the school continues to move ahead. Going forward, we would like to assure you that we will continue with the fundraising activities listed below and we do not plan to participate in any of the “selling type fundraisers”.

Following are several ways that your family helps with school fundraising:



Box Tops – Two times a year, each class will participate in a “Box Top” collecting competition.

The first class competition will end on Dec 6th. You can bring your Box Tops in and give them to your child’s teacher or save them up until December. The last submission ARPS received was \$629.20

Labels for Education – You can collect these labels and bring them in throughout the school year. The school receives points for each label collected. The points can then be used to purchase different materials needed for the school.



Milk Caps for Moolah – Please save your milk caps from Longmont Dairy. The school gets 5 cents for each cap collected. The collection box is in the entry way. The last collection sent in raised \$56.85.

Door-to-Door Organics - Aspen Ridge offers an easy fundraiser that can help our busy parents cut down on errands. Door to Door Organics is a local company that delivers fresh, organic groceries with no sign up fees, no delivery fees, and you can customize your order each week. Best of all, you'll be able to order online and pick up the order here at the school when you pick up the kids. Door to Door will donate 10% of the purchase price to ARPS! To sign up, go to www.doortodoororganics and choose the Aspen Ridge Co-op. If you have questions, please contact Jen Curry at jen.curry@xonk.org.

King Sooper, Safeway & Target Red Cards – When you use your re-loadable shopping cards or Target Red card, the businesses will distribute an accumulated percentage back to the school.

\$1 Dress Down Days – These days happen on the 2nd and 4th Friday of each month. The students can wear attire other than the required uniform and bring \$1.00 for the school.

Restaurant Nights – Each month the school will have a fundraising event at a participating restaurant. The school gets a percentage back on the total sales for the evening. These nights are optional but an easy way to give a percentage back to ARPS.

Scholastic Book Fair – The book fair happens twice through the school year. The school earns “Scholastic Bucks” to purchase future books. With the book fair that took place in October, the school earned \$3000.00. The money raised will be used to purchase non-fiction books for our library. Thank you to all who purchased books!

Aspen Ridge Preparatory School ASSESSMENT CALENDAR

Grade	Fall 2013	Mid-year	Progress Monitoring	Spring 2014
K	PALS K (form B) Test for all K students GMade Math Pre-Assessment	SFA Assessments PALS K (form A)	SFA Assessments	PALS K (form B) Test for all K students SFA Roots assessment for all K students GMade Math Post Assessment
1st	PALS 1-3 (form B) for all 1 st grade SFA Roots testing for new 1 st graders GMade Math Pre-Assessment	PALS 1-3 (form A) for all 1 st grade SFA Cycle Assessments SFA Roots testing (end Q2)	SFA Cycle Assessments SFA Roots testing (end Q3)	PALS 1-3 Form B SFA Final Roots testing GMade Math Post Assessment
2nd	PALS 1-3 (form B) for all 2nd grade students SRI – initial screening GMade Math Pre-Assessment	PALS 1-3 (form A) for all 2 nd grade SFA Cycle Assessments SRI (end Q2)	SFA Cycle Assessments SRI (end Q3)	PALS 1-3 Form B SRI Final GMade Math Post Assessment
3rd	PALS 1-3 (form B) for all 3rd grade students SRI – initial screening GMade Math Pre-Assessment	PALS 1-3 (form A) for all 3 rd grade SFA Cycle Assessments SRI (end Q2)	SFA Cycle Assessments SRI (end Q3)	PALS 1-3 Form B SRI Final TCAP PARCC (Partnerships for Assessment of Readiness for College and Careers) Grade 3 pilots computerized test GMade Math Post Assessment
4 th /5 th	SFA Cycle Assessments SRI – initial screening GMade Math Pre-Assessment	SFA Cycle Assessments SRI (end Q2)	SFA Cycle Assessments SRI (end Q3)	SRI Final TCAP Colorado Social Studies Test (grade 4-computerized) Colorado Science Test (grade 5-computerized) GMade Math Post Assessment

Aspen Ridge Preparatory School ASSESSMENT CALENDAR

The GMADE™ (Group Mathematics Assessment and Diagnostic Evaluation) is a diagnostic mathematics test that measures individual student skills in the main areas of math, as identified by the National Council of Teachers of Mathematics. This in-depth, group-administered test for grades K-12 helps educators pinpoint areas where students need instruction. Skills measured include Concepts and Communication, Operations and Computation, and Process and Application. GMADE is norm-referenced. Scores available include stanines, percentiles, grade equivalents, age equivalents, standard scores, normal curve equivalents and growth scale values. GMADE is appropriate for mathematics placement, assessment, and measuring growth.

Scholastic Reading Inventory (SRI) is a reading assessment program that provides immediate, actionable data on students' reading levels and growth over time. *SRI* helps educators differentiate instruction, make meaningful interventions, forecast growth toward grade-level state tests, and demonstrate accountability.

PALS (Phonological Awareness Literacy Screening) provides a comprehensive assessment of young children's knowledge of the important literacy fundamentals that are predictive of future reading success. PALS assessments are designed to identify students in need of additional reading instruction beyond that provided to typically developing readers. PALS also informs teachers' instruction by providing them with explicit information about their students' knowledge of literacy fundamentals.

Success for All Roots Assessment (SFA Roots) is a formal quarterly assessment administered individually by the assessment team. The data is one piece of the assessment puzzle to determine instructional reading level for each child.

Success for All Cycle Assessments are the formative short-cycle assessments or daily knowledge of student understanding and performance. Date is recorded regularly to help support targeted instruction.

TCAP is the Transitional Colorado Assessment Program. In Colorado, students in 3rd through 10th grade take a standards-based test. Standards-based means that test items are based on grade-specific Colorado academic content standards.

PARCC is the Partnership for Assessment of Readiness for College and Careers. PARCC is a consortium of 18 states plus the District of Columbia and the U.S. Virgin Islands working together to develop a common set of K-12 assessments in English and math anchored in what it takes to be ready for college and careers. These new K-12 assessments will build a pathway to college and career readiness by the end of high school, mark students' progress toward this goal from 3rd grade up, and provide teachers with timely information to inform instruction and provide student support. The PARCC assessments will be ready for states to administer during the 2014-15 school year. Aspen Ridge third grade students will pilot the PARCC Reading test using computers in the spring of 2014. Pilot PARCC scores will not be counted, but will offer a chance to have first hand knowledge of the computerized test taking process.