



BOARD OF DIRECTORS MONTHLY MEETING MINUTES

April 10, 2013

The Board of Directors of Aspen Ridge Preparatory School, Inc. held a Board Meeting on Wednesday April 10, 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 Ms. Schnell presiding, the meeting was called to order at 7:31 pm.

ITEM 2 - ROLL CALL

BOARD MEMBERS PRESENT: Allison Schnell, Board President
Jeff Smith, Board Member
Krista Burnell, Treasurer
Peter Janett, Board Member
Glenn Massarotti, Board Member
Eric Guerrero, Board Member
Ms. Pam Richau, Interim Principal/Ex-Officio (non-voting)
Sherrie Reed, Vice President (via Skype)
Ms. Gina Dattilo, Finance Manager/Ex-Officio (non-voting) (via Phone)

BOARD MEMBERS ABSENT:

Dr. Bill Rader, Ex-Officio (non-voting)

ITEM 3 - INTRODUCTION OF GUESTS

None

ITEM 4 - PUBLIC COMMENTS

Meosha Brooks – she has a work acquaintance that is heavily involved in the STEM program. He is willing to come in and help us work with our program. Feels strongly about the future of jobs in these fields and that we should be preparing our kids accordingly. Also indicated that we and teachers publish early wish list for supplies (in addition to regular supplies) when they are on sale in late summer

ITEM 5 - REVIEW AND APPROVAL OF AGENDA

Ms. Schnell requested we add the staffing plan. Mr. Janett moved to approve this addition. Mr. Massarotti seconded.

Ms. Schnell – aye
Mr. Massarotti – aye
Mr. Guerrero – aye
Mr. Smith – aye
Ms. Reed – aye
Ms. Burnell – aye
Mr. Janett - aye

The motion carried unanimously.

ITEM 6 - REVIEW AND APPROVAL OF MINTUES

Ms. Smith made a motion to accept the minutes as written. Ms. Burnell seconded.

Ms. Schnell – aye
Mr. Massarotti – aye
Mr. Guerrero – aye
Mr. Smith – aye
Ms. Reed – aye
Ms. Burnell - aye
Mr. Janett - aye

The motion carried.

REPORTS:

1. **Report from the Principal---** See attached.
2. **Report from Finance Manager---**
 - a) Would like the Board to approve our payroll vendor contract. They have been doing payroll for other charters. She will have to start managing payroll.
 - b) Wants make sure we renew the ECC contract. Minor changes include the way janitorial is handled.

3. Reports from Board---

- a) Ms. Schnell is meeting with Charter school presidents to sign the MOU discussed.
- b) Mr. Smith talked about the Erie Tree Program and will explore the details.
- c) Mr. Guerrero asked what the latest is on a President of the ARPS Building Corp, formerly know as the Foundation. Dr. Rader is legally the guardian of this organization. Money from the Foundation has been moved to the school.

DISCUSSION AND APPROVAL ITEMS:

1. Review and Approval of 2013-2014 Staffing Plan

Ms. Richau asked how we begin the process to find an Assistant Principal.

Motion to approve the staffing plan by Ms. Schnell
Seconded by Mr. Janett.

Ms. Schnell – aye
Mr. Janett – aye
Mr. Massarotti – aye
Mr. Guerrero – aye
Mr. Smith – aye
Ms. Burnell – aye
Ms. Reed - aye

The motion carried.

2. Review and Approval of Technology Committee Membership

Ms. Reed moved to approve Steve Pinto as a member.
Ms. Schnell seconded.

Ms. Schnell – aye
Mr. Janett – aye
Mr. Massarotti – aye
Mr. Guerrero – aye
Mr. Smith – aye
Ms. Burnell – aye
Ms. Reed - aye

The motion carried.

3. Review and Approval of Payroll Vendor

Ms. Burnell moved to approve Steve Pinto as a member.
Mr. Guerrero seconded.

Ms. Schnell – aye

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

The motion carried.

4. Review and Approval of Anadarko Grant application

Ms. Schnell moved to approve the application as written.
Mr. Massarotti seconded.

Ms. Schnell – aye
Mr. Janett – aye
Mr. Massarotti – aye
Mr. Guerrero – aye
Mr. Smith – aye
Ms. Burnell – aye

The motion carried.

5. Review and Approval of Erie Community Center Contract

Motion to approve the ECC Contract as written by Ms. Guerrero.
Seconded by Ms. Burnell

Ms. Schnell – aye
Mr. Janett – aye
Mr. Massarotti – aye
Mr. Guerrero – aye
Mr. Smith – aye
Ms. Burnell – aye
Ms. Reed - aye

The motion carried.

6. Review and Approval of Position Descriptions

Motion to approve all by Mr. Smith
Seconded by Ms. Schnell.

Ms. Schnell – aye
Mr. Janett – aye
Mr. Massarotti – aye
Mr. Guerrero – aye
Mr. Smith – aye
Ms. Burnell – aye

Ms. Reed - aye

The motion carried.

7. Review and Approval of 2013-2014 Principal Employment Agreement

Motion to approve made by Mr. Janett.
Seconded by Mr. Guerrero.

Ms. Schnell – aye
Mr. Janett – aye
Mr. Massarotti – aye
Mr. Guerrero – aye
Mr. Smith – aye
Ms. Burnell – aye
Ms. Reed - aye

The motion carried.

8. Review and Approval of 2013-2014 Operations/Finance Manager Employment Agreement

Motion to approve by Mr. Guerrero.
Seconded by Ms. Burnell.

Ms. Schnell – aye
Mr. Janett – aye
Mr. Massarotti – aye
Mr. Guerrero – aye
Mr. Smith – aye
Ms. Burnell – aye
Ms. Reed - aye

The motion carried.

9. Other Items

None.

10. Adjourn

Ms. Schnell motioned to adjourn.
Seconded by Mr. Smith.


Ms. Schnell – aye
Mr. Janett – aye
Mr. Massarotti – aye
Mr. Guerrero – aye
Mr. Smith – aye
Ms. Burnell – aye

Ms. Reed - aye

The motion carried.

---END OF MINUTES---

Approved 5/1/2013



Jeffrey R. Smith
Secretary.



Principal Update

The staff and students of ARPS enjoyed a relaxing spring break the first week of April and are back at school ready for the home stretch.

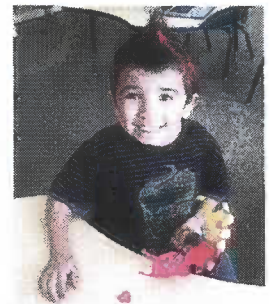
Job Fair

Ms. Richau, Ms. Dattilo, Ms. DeBord and Mr. Bunge braved a blizzard to attend the Peak to Peak Charter School Job Fair on Saturday, March 9th. Between the four of us we met 100 teachers seeking employment and formally interviewed 50+ potential candidates. We were all very pleased with the talent we met and took copious notes to help us find the very best applicants. To date we have invited 7 teachers to offer demonstration lessons for first grade, kindergarten, fourth grade, art and music. I really feel that the quality people we are attracting is due in large part to the positive reputation of Aspen Ridge Preparatory School. We will have recommendations for hiring at the next board meeting



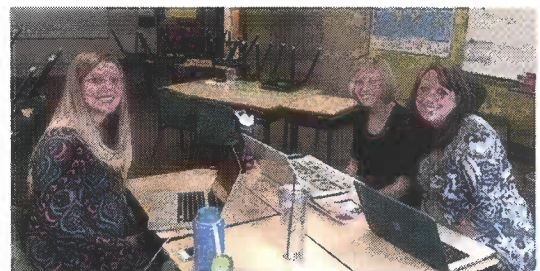
Spirit Week

Our students spent the week before spring break showing their school spirit. Between crazy hair, wacky wardrobes, pajamas and spirit wear, the week was filled with creative and imaginative attire and gear. Our staff and students were in rare form and enjoyed a lively week.



Yearbook Production

Congratulations to Jacque Velasco for her colorful and creative cover design for our 2013-2014 yearbook. Kim Roth, our third grade teacher, is heading up the yearbook production crew. Ms. Roth has two hard working assistants, Ms. McKenzie and Ms. Fedick. Yearbook production is a very demanding and time consuming job and I commend these teachers for their tireless efforts. The yearbook goes to press next week and will be distributed in early May.



Computer Moves

A special thanks to Steve Pinto, Kevin Richau, Kent Tamsen (our Howard Technology rep), Ms. Datilo and Ms. Richau for moving the computers from the former computer lab to the library space. The computers are now fully hard-wired, networked and ready for student use. The library is occupying the perimeter of the room with computers in the center. Greta Sisneros, our diehard library supporter, has worked diligently with Julie Adkins to reorganize books and library resources. Our new space is true media room, great access to online resources, state of the art projection and interactive whiteboard for presentations, all surrounded by print materials. The former computer lab is ready to morph into a 4th grade classroom for the coming year.

Network Update

Spring break was an excellent time to install our new wireless access points and the infrastructure to support the cat 6 wire pulled over Christmas break. We are now working with a robust wireless system that supports a network for staff and students as well as a guest network. A Barracuda filter/firewall sits at the entry to the network and provides a CIPA compliant Internet filter for all our machines. We will soon have access to the HP server that has been sitting idle. All in all ARPS is now the happy recipient of a quality network infrastructure that will support both staff and student activities.

Parent/Staff Survey

The School accountability Committee recently offered an online Parent and Staff Climate Survey to our school community. The survey yielded a 35% turnout. I have attached the general summary for each question. I will offer a more detailed report on the survey results at our next board meeting.



Silent Auction and Fundraiser

Aspen Ridge's 2nd Annual Dinner and Auction, "1920s Putting on the Ritz", is set for Saturday, April 13. Doors open at 5:30 at the Master's Restaurant at the Colorado National Golf Course, 2700 Vista Parkway in Erie. Child care is available at the Vista Ridge Community Center from 5-11:00. Our teachers are offering some wonderful outings for students as their auction item and classroom parents have pulled together uniquely themed baskets and gifts. The ARPS auction combines a fun night out with the chance to support our terrific school.



Chamber Showcase

Mark your calendar for the Chamber After Hours Aspen Ridge Showcase evening on Wednesday, April 24th from 5:30 to 7:30. Our school will be open to chamber members, parents and students. Each classroom has chosen an artist or artistic style as their contribution to a student art show that will be displayed throughout the school. The after school strings musicians will be playing in duets and trios around the school. We have sent post cards to families in our area inviting them to our showcase event. We will also be emailing our new enrollees with a special invite.

SAC Committee and CSSI Prep

The staff and administration have been diligently preparing for the CSSI (Charter School Support Initiative) evaluation slated for April 22-24. CSSI is an evaluation service for self-improvement required and provided by the Colorado Department of Education. The CSSI team will be reviewing our day to day operations, curriculum, assessments, leadership, structure, and school culture and they will be interviewing all of our teachers, staff, administration, and board members. They will have the opportunity to visit every classroom and may take a few minutes to chat with the students about what they are learning and about their favorite classes. The CSSI team will compile their findings and provide us with a comprehensive review of our school's strengths and weaknesses based on the Standards and Indicators for School Improvement. In addition to feedback that will solidify our strengths and successes, we will receive recommendations that we can utilize to help set our future direction and school improvement goals.



TCAP Testing Complete

Our students have completed the TCAP testing and all make-ups are finished. Last step is to bubble in information on each test, add the student barcode, sort by test, grade level and student and deliver to the district in PERFECT order. We will see TCAP results for grade three reading at the end of May. The remainder of the results will be released in mid August.

:-) Ms. Richau