

**ASPEN RIDGE PREPARATORY SCHOOL**  
**Monthly Board Meeting**  
**February 2, 2012**

The Board of Directors of Aspen Ridge Preparatory School, Inc. held a Board Meeting on Thursday, February 2, 2012 at Aspen Ridge Preparatory School located at 705 Austin Drive 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.

**BOARD MEMBERS PRESENT:** Allison Schnell, Board President, Sherrie Reed, Vice-President (via phone); Nici Davis, Board Member, Krista Burnell, Secretary; and Nupur Singh, Treasurer, Ms. Andria Hinman, Principal (non-voting), Ms. Silva, Vice-Principal (non-voting).

**BOARD MEMBERS ABSENT:** None

**GUESTS PRESENT:** Beth Langer, PATHS Representative; Gina Dattilo, Incoming Board Member,

A quorum of Board members was present. With Ms. Schnell presiding, the meeting was called to order at 4:09PM and guests were welcomed and introduced. The floor was opened to public comments, Ms. Jenasys Newton, a parent representative addressed the Board regarding future plans for the library, music programs, and after school clubs and activities.

Ms. Langer also presented questions to the Board regarding a proposed timeline for personnel for specials activities in order to relieve the burden upon the current teaching staff.

Matt LaPort – Addressed the Board regarding the Erie Park and Recreation Center Summer Camp program, and his desire to use the Aspen Ridge facility during the summer months to hold summer camp, and possibly offering before and after school care for the 2012-2013 school year.

**Item 1:** The first item brought before the Board for approval was the agenda. Ms. Schnell made a motion to accept the agenda, Ms. Singh seconded, and the agenda was approved.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Davis: aye

Ms. Schnell: aye

Ms. Singh: aye

**Item 2:** The next item on the agenda was the approval of the minutes from the previous meeting. Ms. Hinman noted that prior to approval of the minutes that Ms. Hinman, and Ms. Silva should be listed as Board Members, versus guests at the meeting, as they are listed as non-voting Board Members according to the charter by-laws. Ms. Singh made a motion to accept the minutes with that change, Ms. Davis seconded, and the motion was carried.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Schnell: aye

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Ms Singh: aye  
Ms. Davis: aye

**Item 3:** The next item was the introduction of the new Board Member, Gina Dattilo. Ms. Dattilo was elected by the parents of ARPS, in which a total of 4 applicants were presented. Ms. Dattilo currently has a 1<sup>st</sup> grade student, and an incoming Kindergartner. She currently helps everyday within the building, and she feels as though she has a good idea of the challenges. Her background is in Business Operations and Finance, and she hopes to bring insight to the Board.

### **The Board then moved on to Reports.**

**Item 1:** The next item was the Principal's Report. Ms. Hinman updated the Board regarding the new website, donated by parent Peter Janet with New Media One. She reported this new website will allow increased parent communications. School Administration will have the capability of updating information on the site immediately. Ms. Hinman reported that this new site will allow the school to remain more competitive with other schools in the area. Mr. Janet indicated that this new site will have the capability to be a smart phone app, and possibly eventually allow each teacher to maintain their own website for their class, as well as accepting parent donations. Mr. Janet indicated he will be hosting the site for free for the school.

Ms. Hinman then reported that she had been approached by the Erie Recreation Center regarding the use of the ARPS facility for the Erie Rec Center summer camp, and possibly partnering with them for the 2012 – 2013 school year for before and after school care. Ms. Hinman reiterated that this issue was under an extreme time crunch in order to be coordinated for the event starting in the summer. Mr. LaPort indicated the Rec Center would expect to have approximately 50-60 children in the ARPS building for the summer camp, which is open to the entire community. All fees for the camp would be handled directly by the Rec Center. Mr. LaPort indicated they might also be willing to utilize space for the ARPS staff during the day hours when the center was not busy for enrichment classes.

Ms. Hinman report the SFA (Success for All) visit was last Tuesday, January 31, 2012. The baseline report for children reading at or above grade level taken at the start of the school year in August was 77.78%, in the first quarter it showed improvement to 88.43%, and the most recent baseline taken in the second quarter show that 93.18% of ARPS students are reading at or above grade level.

Ms. Hinman also reported that as of February 27, third grade students would begin their TCAP testing.

Student hearing and vision testing had been scheduled at the school, and Ms. Hinman and Ms. Silva will be receiving additional health clerk training.

Ms. Hinman reported that she had received great parent feedback regarding the 100<sup>th</sup> day of school celebrations which were held in the classrooms. She also noted that she had submitted a PR release to Ms. Schnell for approval.

Ms. Hinman reported the Legacy Tree mural began on February 2, and would be completed in the front entry of the school.

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Ms. Hinman also requested a Board Policy for late kindergarten payments be drafted including repercussion for late payments by the next Board Meeting.

Ms. Hinman reported that she had received tentative approval for a school garden on school grounds from Phil, and that they are also looking for a solution to the wooden chips on the playground.

Ms. Hinman reported that enrollment calls had been made, and there were a couple of grades with wait lists. Tentatively enrollment looks to be 230 students for next school year.

Ms. Hinman also indicated that she would look into the possibility of getting the phones set up to have voicemail lines for staff.

**Item 2:** With the PATHS' report, Ms. Langer reported that she was filling in for Sierra Lund. She reported that Jessica Guido had resigned from the PATHS Board, and Debbie Standback had replaced her, and will now be filling two positions on the Board. She presented a proposed amendment to the by-laws for PATHS to allow for one person to fill two positions on the Board. They will wait for formal approval from the Board of Directors on that amendment.

Ms. Langer reported the following items had been purchased by PATHS on behalf of the school. A water cooler, science boards, Avid 4 Adventure, and the Penny Wars event for students. They have also made additions to the Teacher Workroom including a paper rack, rolls, and die cuts.

Ms. Langer also reported that PATHS had voted and approved a uniform sale for late spring.

Ms. Langer reported that the April 21 Denim and Diamonds event is scheduled at the D Barn. She indicated that 200 letters had been sent to local businesses, as well as a Save The Date to parents. There is currently a 200 person max occupancy, so at this time only parents, staff, and Board Members have been invited to the event. Ms. Burnell requested confirmation that the issue of the special events permit had been settled, and Ms. Schnell indicated she had been in touch with the PATHS President, and there was a miscommunication regarding the special events permit that has now been settled.

**Item 3: Accountability Report.** Ms. Schnell reported that this committee is to be made up of an The Administrator, 1 teacher- elected by the teachers of ARPS, 3 parents- elected by the parents of ARPS, 1 adult appointed by the local organization of parents and students, 1 member of the local business community appointed by the administrator. Ms. Schnell indicated this committee was to be established and voted on by the next Board Meeting.

**Item 4:** Ms. Reed reported that the purchase orders for the Year 2 start-up grant have been sent to SVVSD for approval. She indicated that some items had already shipped, and for others there were pricing changes so purchase orders had to be revised. Ms. Reed reported that over \$100,000 of purchase orders have been submitted. Ms. Hinman and Ms. Silva requested that they receive a list of what is scheduled to be arriving at the school. Ms. Reed indicated that she would forward the purchase orders. Ms. Schnell also reported that the desks for the computers are scheduled to arrive in the warehouse by February 10, 2012, and the school would then be contacted for delivery. Ms. Reed indicated that musical instruments had been ordered and should be arriving any day. General classroom teachers will rotate the enrichment. Ms. Schnell indicated that it was the hope of the Board that next year they are able to hire one or two part-time

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enrichment teachers. Ms. Reed also reported that they library purchases were included in the third year of the grant, which includes shelves.

**Item 5:** Ms. Schnell noted that the report on the Enrollment for 2012 -2013 had been previously reported by Ms. Hinman earlier in the meeting.

**The Board then moved onto Discussion and Approval Items**

**Item 1:** The Board then moved onto Discussion and Approval Items. The first of these was the addition of one parent Board Member to the Board of Directors, as elected by the parents of ARPS. Per the charter, a call was put out to the parents of Aspen Ridge at the start of the school year for nominations to the Board to fill these positions. Four parents submitted applications for the Board position, and she was subsequently presented to the Board for approval. Ms. Schnell made the motion to approve Gina Dattilo, as a new member of the Aspen Ridge Preparatory School Board. Ms. Singh seconded, and the motion the carried.

Ms. Reed: aye

Ms. Davis: aye

Ms. Burnell: aye

Ms. Singh: aye

Ms. Schnell: aye

**Item 2:** The next Discussion Item related to the Review of the Enrollment Policy. Ms. Schnell indicated that there have been requests by parents for kindergarten early access, and a change was made to the enrollment policy to address these requests. A motion was made to accept the revisions to the ARPS enrollment policy. Ms. Singh seconded, and the floor was opened for discussion. Ms. Hinman indicated that she had concerns regarding the final decision being granted for early access resting with the Board of Directors. She reported that she felt it was more appropriate to have the final decision rest with School Administration. She requested the possibility of creating an individual assessment for ARPS in conjunction with a psychologist. Ms. Hinman reported that she would have a proposal to the Board by the March Board Meeting, regarding bringing early access testing within the school, with the possibility of having a Work Session prior to that meeting. Ms. Reed questioned whether ARPS was waived from Kindergarten Early Access requirements per state law and district policy. Ms. Schnell made a motion to form a committee for early access kindergarten testing, and Ms. Singh, and Ms. Davis volunteered. Ms. Burnell seconded, and the motion carried.

Ms. Singh: aye

Ms. Davis: aye

Ms. Dattilo: aye

Ms. Reed: aye

Ms. Schnell

Ms. Burnell

**Item 3:** Review and approval of bullying policy. Ms. Schnell made a motion to approve the Bullying Policy, and Ms. Singh seconded and the floor was open for discussion. Ms. Reed indicated that she drafted this policy according to SVVSD policy, and combines with the Success for All program. With the motion and a second for approval on the floor, a vote was called and the motion was passed.

Ms. Burnell: aye

Ms. Davis: aye

Ms. Dattilo: aye

Ms. Reed: aye

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Ms. Schnell  
Ms. Reed

**Item 4:** The next discussion item was to be about Administrator Evaluations. Ms. Singh made a motion to approve the SB191 Administrator evaluation. Ms. Davis seconded the motion, and the floor was open for discussion. Ms. Hinman expressed concerns that she was comfortable with the evaluation, however it focused on the duties of her job description, which she feels is very vague at this time. It was decided that Ms. Hinman would document her duties in order to allow the Board to better understand her position. It was decided to form a committee to work on the Administrator evaluation. Ms. Reed and Ms. Dattilo volunteered. Ms. Schnell made a motion was made to form a committee for the Administrator Evaluation which included Ms. Reed and Ms. Dattilo. They will present a timeline and a rubric at a work session before the March Board Meeting. Ms. Singh seconded, and the motion carried.

Ms. Reed: aye  
Ms. Burnell: aye  
Ms. Davis: aye  
Ms. Dattilo: aye  
Ms. Schnell  
Ms. Singh

**Item 5:** Ms. Schnell made a motion to approve the proposed Teacher Evaluation, Ms. Davis seconded, and the floor was opened to discussion. Ms. Hinman indicated that the new form felt redundant to the current document they use for SVVSD, and she enjoys using that form in order to allow her consistency when attending district meetings. Ms. Schnell made a motion to approve the documents which are currently in use by Ms. Hinman, eliminating the most recent teacher evaluation which was presented at this meeting. Ms. Burnell seconded, and the motion carried.

Ms. Reed: aye  
Ms. Davis: aye  
Ms. Dattilo: aye  
Ms. Singh: aye  
Ms. Schnell  
Ms. Burnell

**Item 6:** Ms. Schnell made a motion to approve the draft of the parent survey. Ms. Singh seconded, and the floor was open for discussion. Ms. Silva noted there were no questions pertaining to the Board of Directors, and suggested some be added. Ms. Burnell also indicated that the way in which the individual must identify themselves on the survey would make it very difficult to make the survey anonymous. Ms. Hinman also requested that a comment section be included with each question. Ms. Schnell made a motion was made to accept the parent survey with the changes to include Board of Director questions, adding commentary to each question, and removing the identifier section in order to allow for anonymity. Ms. Singh seconded, and the motion carried. Ms. Schnell noted that drafts of a staff and student survey would be available for the next Board Meeting.

Ms. Reed: aye  
Ms. Burnell: aye  
Ms. Davis: aye  
Ms. Dattilo: aye  
Ms. Schnell  
Ms. Singh

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**Item 7:** Ms. Schnell made a motion to accept the check registers from 7-1-11 thru 12-31-11 for Summit Bank, Wells Fargo and Colorado Business Bank be posted on the website. Ms. Burnell seconded. With the motion and a second on the table, a vote was held and the motion was approved.

Ms. Reed: aye

Ms. Dattilo: aye

Ms. Davis: aye

Ms. Singh: aye

Ms. Schnell

Ms. Burnell

**Item 8:** Next, Ms. Schnell made a motion to approve the Avid 4 Adventure contract. Ms. Singh seconded, and the floor was open for discussion. Ms. Silva indicated that PATHS had purchased this adventure for students for \$4000 and will be held in April with a ½ day for Kindergartners, and a full day for all other grades. The events include rock climbing, kayaking, etc, and align with Nature Trail. The events will take place on the fields to the east of the building. Ms. Schnell requested a school permission form be designed to accompany the activities. Ms. Silva also indicated that all activities take place no matter the weather, and there are no refunds to the contract. With the motion and a second on the table, a vote was held and the motion was approved.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Davis: aye

Ms. Dattilo: aye

Ms. Schnell

Ms. Singh

**Item 9:** Ms. Schnell made a motion to approve the formation of a Compliance and Audit Committee. Ms. Singh seconded, and the floor was opened for discussion. Ms. Reed indicated that the school will undergo a financial audit, a visit from the Charter School Department with CDE, as well as SVVSD. Ms. Reed indicated that in order to prepare for these visits, it is important to establish an internal committee which includes two Board Members, as well as staff and parent volunteers. Both Ms. Reed and Ms. Dattilo volunteered for the committee. Ms. Schnell made a motion was made to establish the committee with Ms. Dattilo, Ms. Reed, as well as the parent and staff volunteers, Ms. Singh seconded. With the motion and a second on the floor, a vote was taken and the motion was carried.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Davis: aye

Ms. Dattilo: aye

Ms. Schnell

Ms. Singh

**Item 10:** Ms. Schnell made notification to the Board that Ms. Burnell had been added as a signer to the Wells Fargo account, as well as Colorado Business Bank. Ms. Singh had been added to Colorado Business Bank, and will also be added to Wells Fargo. These signers are in addition to Ms. Silva for both accounts.

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**Item 11:** Ms. Schnell made a motion to table the discussion of the ARPS Time Capsule to the March Board Meeting. Ms. Singh seconded. With the motion and a second on the floor, the vote was taken and the motion was passed.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Davis: aye

Ms. Dattilo: aye

Ms. Schnell

Ms. Singh

**Item 12:** The floor was opened to other items from the Board or needing Board approval, and none were presented.

**Item 13:** As there were no other items to discuss or review, the meeting was adjourned at 6:20PM with a motion from Ms. Burnell, seconded by Ms. Singh, and the motion was carried.

Ms. Schnell: aye

Ms. Davis: aye

Ms. Dattilo: aye

Ms. Reed: aye

Ms. Burnell

Ms. Singh