

ASPEN RIDGE PREPARATORY SCHOOL
Monthly Board Meeting
March 1, 2012

The Board of Directors of Aspen Ridge Preparatory School, Inc. held a Board Meeting on Thursday, March 1, 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; Nici Davis, Board Member, Krista Burnell, Secretary; Gina Dattilo, Board Member and Nupur Singh, Treasurer, Ms. Andria Hinman, Principal (non-voting), Ms. Silva, Vice-Principal (non-voting).

BOARD MEMBERS ABSENT: None

GUESTS PRESENT: Debbie Stamback, PATHS Vice President; Peter Janet, Parent , Dr. Bill Rader

A quorum of Board members was present. With Ms. Schnell presiding, the meeting was called to order at 4:06PM and guests were welcomed and introduced. The floor was opened to public comments.

Ms. Debbie Stamback, PATHS Vice President presented her concerns regarding how policies were conveyed to the Board at the January work session regarding the PATHS Silent Auction event. Ms. Stamback indicated that she contacted the St. Vrain Valley School District regarding the application of the Drug Free Workplace policy which was referenced in February work session as well as the Substance Abuse policy. Her response came from Don Haddad, Superintendent. He indicated to Debbie that neither of these policies applied to this event because there would be no students present, and it would be held off of school premises. He also made note that school districts hold these types of events on a regular basis. Debbie noted that all her responses from the Superintendent were available to be viewed by the Board.

Mr. Peter Janet asked for an update from the Board on the final things needed for the computer lab. He noted that everyone is anxious to get it up and running, and that it was frustrating as a parent to wait this long. He said that he had attended the Board Workshop in January and felt good about the transitioning taking place on the Board. He noted that the teachers are dealing with some tough issues like no specials teachers and no lunch breaks, but they seem happy despite the issues. He stated that he has been very happy with the Administration and that teachers and Administration are the crucial piece of the school.

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

Ms. Reed: aye

Ms. Burnell: aye

Ms. Davis: aye

Ms. Schnell: aye

Ms. Singh: aye

Ms. Dattilo: aye

Item 2: The next item on the agenda was the approval of the minutes from the previous meeting. Ms. Schnell made a motion to discuss and Ms. Dattilo seconded. Ms. Schnell noted that all Board Members must be counted in the votes for every motion, and it needed to be changed on the minutes. Ms. Reed indicated that it must be noted that Ms. Dattilo was elected by the parents in the minutes. Ms. Dattilo indicated that her last name was spelled incorrectly in the minutes. Ms. Reed noted that she questioned whether ARPS had waived the Kindergarten Early Access Policy during the discussion of the topic. It was also indicated by Ms. Reed that the Time Capsule discussion had been tabled during the January meeting until the February meeting, however it was not added to the February agenda. Ms. Reed made a motion to accept the minutes with the changes as noted, Ms. Dattilo seconded, and the motion was carried.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Schnell: aye

Ms Singh: aye

Ms. Davis: aye

Ms. Dattilo: aye

The Board then moved on to Reports.

Item 1: The next item was the Principal's Report. Ms. Hinman updated the Board regarding the SFA (Success For All) point coach would be at the school on Monday, March 12.

There was 100% attendance for the first round of TCAP testing, and the student indicated it was a "breeze." The additional TCAP test dates for March are the 13, 14, and 15 as well as 21, 22, and 23. Ms. Hinman reported that the UIP (Unified Improvement Plan) was submitted to the district, and she received some great feedback. She noted that it was somewhat difficult to complete as ARPS is a first year school. She noted that there are 20 children in the school which are partially proficient in reading. Ms. Hinman reported that the computer lab was up and running. The purchase order for the additional switches which were needed was submitted on February 21, 2012. She noted that students will start computer etiquette on Monday, March 5, 2012. Ms. Hinman noted that the Book Fair had surpassed the goal of \$2000 set by PATHS, and she was to wear a Hula Skirt the following week. She also noted that parent/teacher conferences were being held March 1 and 2.

Item 2: With the PATHS' report, Ms. Sierra Lund reported that PATHS held their monthly Board Meeting on February 23, 2012. She reported that their Secretary had resigned and Beth Langer had taken over that position, who also currently serves as the staff liaison. Ms. Lund noted that the Book Fair had hit their goal of \$2000, and that the teacher workroom was in progress with most of the items at the school. PATHS was going to work to get the room in order.

Ms. Lund called on Ms. Stamback to provide a report on the silent auction. Ms. Stamback indicated that PATHS held an Executive Session in which they voted to proceed with serving alcohol at the event in April, per the discussion she had with Don Haddad, Superintendent. They voted to keep only the PATHS name on the event as the sponsor. She also indicated that The City of Longmont requested the permit be pulled in the name of PATHS as the social organization, versus in the school name. Ms. Stamback requested the blessing of the Board of Directors in order to maintain positive relations between the two Boards. She also noted that the application had to be filed that day, March 1, 2012 for the amount of \$125. Ms. Stamback indicated that PATHS intended to have parents sign a liability waiver to consume alcohol, as well as provide tickets for drinks in order to limit consumption.

Ms. Singh made a motion to move the Silent Auction discussion up on the agenda. Ms. Dattilo seconded. The motion carried.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Schnell: aye

Ms Singh: aye

Ms. Davis: aye

Ms. Dattilo: aye

Ms. Reed indicated that she had checked the school liability, and it does not cover alcohol. Ms. Stamback indicated that PATHS intended to get a licensed and insured bartender in order to limit the liability of the school. Ms. Schnell noted that because PATHS did not hold their own 5013C status, that this event would fall under the liability of the school. Ms. Stamback noted that she would like to provide her correspondence with the Superintendent for distribution to the Board. Dr. Rader suggested that perhaps it would be appropriate to have the referenced policies run by a lawyer in order to determine the possible liability for the school.

Ms. Dattilo made a motion to approve PATHS to allow alcohol at their Silent Auction event pending legal review by a St. Vrain Valley School District lawyer, a PATHS Representative, and a Board Member. Ms. Davis seconded, the motion carried.

Ms. Reed: nay – noted as not wanting to risk Charter.

Ms. Burnell: aye

Ms. Schnell: nay

Ms Singh: aye

Ms. Davis: aye

Ms. Dattilo: aye

Item 3: Report on the Year 2 Start-Up Grant. Ms. Reed indicated that Debbie had been processing purchase orders, and items are arriving at the school slowly. Ms. Reed indicated that Ms. Hinman has a list of the items which had been ordered. Additional computer lab items had been ordered, and the purchase order was submitted. Ms. Reed indicated that there would need to be an amendment to the start-up grant due to a change in price on items originally ordered, etc.

Item 4: Report from the Audit Committee. Ms. Reed indicated there was no report.

The Board then moved onto Discussion and Approval Items

Item 1: The Board then moved onto Discussion and Approval Items. Ms. Schnell indicated that Ms. Herrera had given her resignation effective January 5, 2012 from the Board, which has left open a Founding Board Member position open. Ms. Schnell made a motion to discuss this position, Ms. Davis seconded. The motion carried.

Ms. Reed: aye

Ms. Davis: aye

Ms. Burnell: aye

Ms. Singh: aye

Ms. Schnell: aye

Ms. Dattilo: aye

Ms. Schnell noted that a Founding Board Member can be re-elected any number of times per our charter, with 2 year terms. She presented 4 resumes for this position which are all parents – Krista Burnell (Board Member) Gina Dattilo (Board Member) TJ Willard, Parent, and Jeff Smith, Parent. It was noted that Jeff Smith was a previous Board Member prior to July 1, 2011 who had stepped down when his company made a bid to complete the construction of the school. It was also noted that the Founding Board Member position can only be elected by current Founding Board Members.

Ms. Schnell made a motion to elect the Founding Board Member by listing the candidates separately. Ms. Singh seconded, the motion carried.

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

Ms. Schnell made a motion to elect Jeff Smith to the Founding Board Member position. Ms. Reed seconded. The motion failed.

Ms. Reed: aye
Ms. Schnell: aye
Ms Singh: nay
Ms. Davis: nay

Ms. Singh made a motion to elect TJ Willard to the Founding Board Member position. Ms. Schnell seconded. The motion failed.

Ms. Reed: nay
Ms. Schnell: nay
Ms Singh: aye
Ms. Davis: aye

Ms. Reed made a motion to elect Krista Burnell to the Founding Board Member position. Ms. Davis seconded. The motion failed.

Ms. Reed: nay
Ms. Schnell: nay
Ms Singh: nay
Ms. Davis: nay

Ms. Reed made a motion to elect Gina Dattilo to the Founding Board Member position. Ms. Davis seconded. The motion failed.

Ms. Reed: nay
Ms. Schnell: nay
Ms Singh: nay
Ms. Davis: nay

Ms. Singh made a motion to discuss how to resolve a tie-breaker for the Founding Board Member position. Ms. Davis seconded. The motion carried.

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

Ms. Singh questioned whether it was possible to make an amendment to the by-laws or possibly waive the by-laws in order to break the tie in the vote for this evening. Ms. Reed indicated that per district policy perhaps it would be best to step back and wait on the vote.

Ms. Singh made a motion to revote on Ms. Dattilo/Ms. Burnell. Ms. Davis seconded. The motion failed.

Ms. Reed: aye

Ms. Schnell: aye

Ms Singh: nay

Ms. Davis: nay

Ms. Reed made a motion to re-vote on the tied candidates with Principal opinion. Ms. Schnell seconded.

Ms. Hinman recommended TJ Willard. The motion carried.

Ms. Reed: aye

Ms. Schnell: aye

Ms Singh: aye

Ms. Davis: aye

Ms. Reed made a motion to elect Jeff Smith. Ms. Schnell seconded. The motion failed.

Ms. Reed: aye

Ms. Schnell: aye

Ms Singh: nay

Ms. Davis: nay

Ms. Singh made a motion to elect TJ Willard. Ms. Schnell seconded. The motion failed.

Ms. Reed: nay

Ms. Schnell: nay

Ms Singh: aye

Ms. Davis: aye

Ms. Schnell indicated that the Board was at a stand-still. Ms. Schnell made a motion to schedule an Emergency Board Meeting prior to March 12 in order to meet the candidates, and make a vote on the Founding Board Member. Ms. Davis seconded. The motion carried.

Ms. Reed: aye

Ms. Schnell: aye

Ms Singh: aye

Ms. Davis: aye

Item 2: Board Assessment – Ms. Schnell indicated that the Board needed to create a self-assessment. She then presented samples. She noted that the by-laws indicated that there should be an annual assessment of the school and the Board. Ms. Reed made a motion to assign a committee to create a Board Assessment. Ms. Schnell seconded. The motion carried.

Ms. Reed: aye

Ms. Davis: aye

Ms. Burnell: aye

Ms. Singh: aye

Ms. Schnell: aye

Ms. Dattilo: aye

Ms. Schnell volunteers for the committee, as well as Ms. Dattilo.

Item 3: Treasurer's Position – Ms. Schnell made a motion to accept the resignation of Ms. Singh as Treasurer effective immediately. Ms. Reed seconded. The motion carried.

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

Ms. Reed made a motion to elect Gina Dattilo as Treasurer. Ms. Davis seconded. The motion carried.

Ms. Reed: aye
Ms. Davis: aye
Ms. Burnell: aye
Ms. Singh: aye
Ms. Schnell: aye
Ms. Dattilo accepts the position as Treasurer.

Item 4: Review and approval of Administrator Evaluations. Ms. Schnell made a motion to open this up for discussion. Ms. Dattilo seconded.

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

Ms. Burnell indicated that the Administrator evaluation had been completed by herself and Ms. Reed, and had been presented to Ms. Hinman for final approval. Ms. Hinman had indicated that she was fine with the evaluation. Ms. Schnell then asked the status of the VP evaluation and Ms. Hinman indicated that she would like to draft that evaluation as Ms. Silva was her direct report. She also noted that we may need to consider changing the title of that position as it is not a traditional Vice Principal position.

Ms. Reed made a motion to accept the Principal Evaluation as presented. Ms. Schnell seconded. The motion carried.

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

Ms. Reed made a motion for Ms. Hinman to draft the evaluation for Traci Silva with a presentation to the Board for approval. Ms. Dattilo seconded. The motion carried.

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

Ms. Dattilo: aye

Item 5: Review and approval of Internal Audit Form. Ms. Reed noted that she drafted the form. She noted that she feels it is pretty comprehensive, however she does not agree that it encompasses all that the school does. Ms. Reed made a motion to approve the Internal Audit Form, with the opportunity to modify as needed. Ms. Schnell seconded. The motion carried.

Ms. Reed: aye

Ms. Davis: aye

Ms. Burnell: aye

Ms. Singh: aye

Ms. Schnell: aye

Ms. Dattilo: aye

Item 6: Review and approval of Erie Rec Center MOU. Ms. Dattilo indicated that she made changes to the agreement based upon the January work session. She noted that she ran a cost analysis and presented it to the Rec Center. She was able to secure 16 annual passes for the staff of ARPS. Ms. Dattilo indicated that she asked for \$4900 to cover trash and utilities from the Rec Center and it has been taken to the Director at the Rec Center for approval. The contract is to run from Ma 29, 2012 thru June 1, 2013. Ms. Dattilo noted that it may be necessary to call an Emergency Board Meeting in order to get the contract approved when it is presented because of a tight deadline. Ms. Schnell made a motion to table this discussion until the April meeting or until the contract is available. Ms. Singh seconded. The motion carried.

Ms. Reed: aye

Ms. Davis: aye

Ms. Burnell: aye

Ms. Singh: aye

Ms. Schnell: aye

Ms. Dattilo: aye

At this point in the meeting Ms. Sierra Lund, PATHS Representative, updated the Board that The City of Longmont had denied the permit to serve alcohol at the Silent Auction event due to the organization being listed incorrectly on the permit application.

Item 7: Review and approval of School Accountability Committee. Ms. Schnell reported that Mr. Paul Bunge had been elected by the teachers as the Teacher Representative. Julie Keil was appointed as the PATHS Representative. Ms. Hinman noted that we currently have no parent nominations, as well as no community members identified. Ms. Burnell noted that she would be willing to contact Doug Kennedy with Summit Vision Care. Ms. Schnell noted that the committee should begin meeting even without all of the participants identified.

Item 8: Review and approval of Teacher Contracts. Ms. Schnell made a motion to discuss the teacher contracts. Ms. Davis seconded. The motion carried.

Ms. Reed: aye

Ms. Davis: aye

Ms. Burnell: aye

Ms. Singh: aye

Ms. Schnell: aye

Ms. Dattilo: aye

Dr. Rader reported that the current contracts are established on the current state budget, and there is a possibility for increases once the new budget is approved. He proposed that the Board sign the current contracts based on the current year salary in order to give the teachers a feeling of security. It is then recommended to change the salaries after the budget is approved. Ms. Hinman then requested that employee leave time is noted in the contract in order to reduce dispute. Ms. Schnell indicated that the employee leave time is noted in the employee handbook, however Ms. Hinman once again requested that the leave time be noted in the contract.

Ms. Reed made the motion to approve the teachers offer of employment at the current years salary. Ms. Dattilo seconded. The motion carried.

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

At this point in the meeting Ms. Davis left the meeting because she was feeling ill.

Item 9: Review and approval of New Media One Contract. Ms. Schnell noted that the contract states that all services offered by New Media One are for free.

Ms. Reed made a motion to approve the New Media One Contract as is. Ms. Schnell seconded. The motion carried.

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

Item 10: Ms. Reed made the motion to move the calendar out of consent items to discussion items. Ms. Schnell seconded. The motion carried.

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

Ms. Reed indicated that in order to align with the ARPS Charter there needed to be 2 additional calendar days to the working calendar. Ms. Hinman discussed possibly adding an additional Friday before the first Monday of school in 2012, and adding an additional Tuesday after the last day of school.

Ms. Reed made a motion to approve the 2012/2013 calendar with the addition of two more working days for staff. Ms. Dattilo seconded. The motion carried.

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

Item 11: Ms. Burnell then made a motion to move the staff survey from Consent and Approval items to discussion items. Ms. Schnell seconded. The motion carried.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Singh: aye

Ms. Schnell: aye

Ms. Dattilo: aye

Ms. Burnell indicated that she would like to see some additional Board of Director questions in the staff survey. Ms. Reed made the motion to approve the staff survey with an additional three Board questions.

Ms. Schnell seconded. The motion carried.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Singh: aye

Ms. Schnell: aye

Ms. Dattilo: aye

It was at this point of the meeting that Ms. Burnell left to attend a parent/teacher conference.

Item 12: Ms. Singh motioned to move Enrollment Policy from Consent and Approval section of the agenda to the Discussion items. Ms. Dattilo seconded. The motion carried.

Ms. Dattilo-Aye

Ms. Reed-Aye

Ms. Schnell-Aye

Ms. Singh-Aye

Ms. Singh questioned the clause in the Enrollment Policy giving the Board the final say in admission of students qualifying for Early Kindergarten Entrance. She cited concerns over parents paying St. Vrain Valley School District \$300 for the assessment, only to be turned down by the Board of ARPS. Ms. Schnell stated that final discretion must be given to the Board to ensure that only students who qualify under the state education code are admitted as these students qualify for funding. She stated that she utilized wording from Carbon Valley Charter School's Enrollment Policy and it is only intended to protect the school from admitting students who may not be funded.

Ms. Reed motioned to table approval of the Enrollment Policy until Board members have time to research possible wording by referencing other charter schools. Dattilo seconded the motion. The motion carried.

Ms. Dattilo-Aye

Ms. Reed-Aye

Ms. Schnell-Aye

Ms. Singh-Aye

Item 13: Ms. Schnell motioned to approve of the revised PATHS Bylaws as presented. Ms. Reed seconded the motion. The motion carried.

Ms Dattilo-Aye

Ms. Reed-Aye

Ms. Schnell-Aye

Ms Singh-Aye

Item: Ms. Schnell motioned to adjourn the meeting at 6:43pm. Ms. Singh seconded the motion. The motion carried.

Ms. Dattilo-Aye

Ms. Reed-Aye

Ms. Schnell-Aye

Ms. Singh-Aye