

ASPEN RIDGE PREPARATORY SCHOOL
SPECIAL SESSION
March 7, 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 (via phone); Nici Davis, Board Member, Krista Burnell, Secretary; Gina Dattilo, Board Member and Nupur Singh.

BOARD MEMBERS ABSENT: None

GUESTS PRESENT: Jeff Smith, Dr. Bill Rader, Ms. Hamlin

A quorum of Board members was present. With Ms. Schnell presiding, the meeting was called to order at 5:34PM and guests were welcomed and introduced. The floor was opened to public comments.

Hearing no comments, Ms. Schnell moved forward.

Item 1: Review and Approval of the Agenda. Ms. Dattilo requested to add the discussion of teacher workload/morale to the agenda. Ms. Schnell made a motion to accept the agenda with the addition of teacher workload/morale. Ms. Dattilo seconded, and the motion carried.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Davis: aye

Ms. Schnell: aye

Ms. Singh: aye

Ms. Dattilo: aye

The Board then moved to Discussion and Approval Items.

Item 1: The next item on the agenda was the Founding Board Member position. Ms. Schnell indicated there were initially two candidates who expressed interest in the position, one was Jeff Smith, and the other was TJ Willard. Ms. Schnell then indicated that Mr. Willard had stepped out of consideration. Ms. Schnell then opened the floor to Mr. Smith to discuss his qualifications. Mr. Smith indicated that he had previously served on the ARPS Board, and had stepped down when his company submitted a proposal for the building. He indicated that he lives locally in the area, and currently has two kids attending ARPS in Kindergarten and 1st grade. Mr. Smith indicated that he was not interested in having his company submit proposals for any future ARPS buildings. Mr. Smith noted that he had worked on the Erie Planning Commission for 4 years, he loves living in Erie, his kids love the school, and he has no plans to leave. Ms. Schnell made a motion to elect Jeff Smith to the Board of Directors, as a Founding Board Member. Ms. Singh seconded. The motion carried. This vote included only Founding Board Members.

Ms. Reed: aye

Ms. Schnell: aye

Ms Singh: aye

Ms. Davis: aye

Item 2: Treasurer Update: Ms. Dattilo indicated that she would now include a Treasurer report as a part of the regular board meeting. Ms. Dattilo indicated that Dr. Rader had been helping ARPS over the past year with support from his organization. Ms. Dattilo indicated that transparency was important for our school, as well as adopting financial controls. Ms. Dattilo noted that she was trying to get a good handle on the processes, and continues to try to help fix issues, along with Debbie who handles most of our financials. Ms. Dattilo noted that she would work on getting a monthly update on the budget for all Board Members at every meeting. Ms. Dattilo indicated that she would take over small pieces at a time in order to bring everything in house, and understand all processes. Ms. Dattilo indicated that her #1 goal was the \$195,000 grant, which requires all purchase orders to be turned into the district by June 30. Ms. Dattilo indicated that the grant money is authorized through the school district and the issue has been pushing the purchase orders through to them, in which they then send on to CDE. Ms. Dattilo noted that she believes that a local presence to oversee the finances is critical in order to avoid shipping and late fees.

Ms. Dattilo then indicated that the Erie Rec Center contract is almost complete, and she was still working with them to get the utilities covered over the summer months, however she had secured the 16 annual passes for staff.

Item 3: Janitor Contract: Ms. Schnell updated the Board on the current issues with the janitor. The previous full-time janitor quit in December. The Board then signed a contract with Aspen Maintenance in January, and Ms. Hinman has not been impressed with their current services. Ms. Schnell indicated that we had obtained three bids, and the other company in consideration was Jan-Pro, who Ms. Hinman had been working with to revise the contract in order to include services in the classrooms five times a week. The Board then discussed the possibility of a full-time on-site janitor position again for the future. Ms. Davis then also suggested that her personal cleaning company, Caroline's Clean Team, might possibly be interested in a professional contract, and indicated that she would also contact them for a quote. Ms. Dattilo then made a motion to continue with current contract through Aspen Maintenance until the end of the school year at which time the Board will entertain new bids. Ms. Schnell seconded.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Davis: aye

Ms. Schnell: aye

Ms. Singh: aye

Ms. Dattilo: aye

Mr. Smith: aye

Item 4: Teacher Workload/Morale: Ms. Dattilo indicated that Peter Janet (parent) had addressed at the last Board Meeting how hard the ARPS teachers work. Ms. Dattilo also indicated that she was at the school every day and would like to provide ways to eliminate some of the teacher workload. Ms. Dattilo then suggested that teachers be given back their individual lunch time. Dr. Rader then noted that teachers were originally required to participate in lunch time due to the fact that there had to be a school-insured individual available at all times when supervising children. He noted that the SVVSD employee was not covered by ARPS liability insurance. Dr. Rader then indicated that with Ms. Dattilo working in the lunch room every day, she was covered by the school's liability insurance, and therefore it would be feasible to allow for teachers to have individual lunch time. Dr. Rader did note that in Ms. Dattilo's absence there did have to be an ARPS employee supervising the lunch room. It was indicated that ARPS teachers would still be responsible for overseeing recess. Ms. Schnell then noted that the employee handbook would need to be revised at the April Board Meeting, as well as the student supervision policy and make it backdated to the date of this meeting. Ms. Dattilo made a motion to give teachers back their individual lunch time, and not require continual supervision by the teachers so long as an insured ARPS individual is in the lunchroom. Ms. Singh seconded. The motion carried.

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

Ms. Schnell made a motion to adjourn the meeting at 6:31 pm. Ms. Burnell seconded. The motion carried.

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

The next regular Board Meeting is scheduled for April 5 at 4:00 at Aspen Ridge Preparatory School.