

ASPEN RIDGE PREPARATORY SCHOOL
Monthly Board Meeting
April 5, 2012

The Board of Directors of Aspen Ridge Preparatory School, Inc. held a Board Meeting on Thursday, April 5, 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; Krista Burnell, Secretary; Gina Dattilo, Treasurer; Nupur Singh, Board Member; Jeff Smith, Board Member; Ms. Andria Hinman, Principal (non-voting), Ms. Silva, Vice-Principal (non-voting), Dr. Bill Rader, Ex-Officio Board Member.

BOARD MEMBERS ABSENT: Nici Davis, Board Member.

GUESTS PRESENT: Greta Sisneros, Parent; Beth Langer, Parent; Stephanie Esquibel, Parent.

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. Greta Sisneros approached the Board regarding the math curriculum. She questioned whether the current program is suited for all levels of learning, if there were plans for supplemental material for the math curriculum. She wanted to know whether the math curriculum would be the same or different for next year and if there was a possibility for students to move to different levels within the current program.

Ms. Beth Langer asked whether there were plans for a Receptionist and Health Clerk for the future. She also questioned the logistics for the Rec Center arrangement with regards to the students walking to the center, as well as the time it took to get there.

Ms. Stephanie Esquibel asked to possibly be a part of the program to maintain mathematics at a high level at the elementary level.

Item 5: The first item brought before the Board for approval was the agenda as written with the removal of the Review and Approval of the Erie Rec Center contract. Ms. Schnell made a motion to accept the agenda with the noted changes, Mr. Smith seconded, and the agenda was approved with the removal of the Erie Rec Center contract. The motion carried.

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

Item 6: The next item on the agenda was the approval of the minutes from the previous meeting. Ms. Schnell made a motion to approve the minutes as written. Ms. Dattilo seconded. The motion carried.
Ms. Reed: aye

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

The Board then moved on to Reports.

Item 1: The next item was the Principal's Report. Ms. Hinman reported that reading testing for grades 2 – 5 had been completed for third quarter, and she expected that the results would be higher than those reported in first quarter at 88%, and second quarter at 92% reading at or above grade level.

Ms. Hinman reported that the TCAP was administered successfully, and all testing was turned into SVVSD. There was 100% participation.

Ms. Hinman indicated that talks had been started with The Erie Rec Center regarding Before and After School care for next school year.

It was reported that approximately 235 students are enrolled at ARPS for next school year.

Picture day for students is to be held on April 16, 2012.

Ms. Hinman reported that Earth Day was going to be celebrated at the school from April 16 -20 and the teachers were planning activities for the students. She indicated that the Board was invited.

Avid 4 Adventure, which was paid for 100% by PATHS, is to be held the week of April 23. At this time, approximately 100 students were signed up for the event. Ms. Hinman indicated that a permission slip was to be created, in addition to the students signing up through Avid 4 Adventure. Ms. Silva noted that students who don't participate in the events will be in their regular classrooms.

Ms. Hinman reported that the Denim and Diamonds event will be held on April 21 at the D-Barn in Longmont. All Board Members are invited to attend. If Board Members were not able to attend, but would like to purchase a ticket, the ticket would then be donated to a staff member.

Item 2: With the PATHS' report, Ms. Sierra Lund reported that PATHS met on March 21. The new officers will be elected at the April meeting, and they will make the decisions on how to use the PATHS money going forward.

Ms. Lund reported that the scholastic book fair final total was \$4,908.23, and \$2700 of that money went back to the library. She indicated that PATHS will be looking to hold the book fair two times next school year.

Ms. Lund indicated that tomorrow would be the last day for ticket sales to the Denim and Diamonds event. Current ticket sales totals were 88, and they had 70 items donated. Any donation of money towards the event would go toward hosting a ticket for a staff member.

Item 3: Administrator Evaluation Update. Ms. Reed indicated that the Administrator review form which was approved at the March board meeting had been sent to Ms. Hinman and she completed the self-evaluation portion of the review. Ms. Reed and Ms. Burnell had requested additional documentation from Ms. Hinman in order to complete the review. Ms. Hinman was working to gather that documentation. Once completed, the Board would then request an Executive Session in order to administer the review.

Item 4: Report from the Compliance/Audit Committee. Ms. Reed indicated that an internal compliance checklist had been established. Ms. Reed had spent time in the office reviewing documentation in employee files which was requested per contract, or required per state law. At this time there is no formal report from the Compliance and Audit Committee. Ms. Reed noted that there were policies which needed to be created, however SVVSD policies were being used in the interim. The professional development plan had been filled. The curriculum had strong implementation thus far, but some items had not been fully implemented due to a delay in grant funds. Office Operations/Procedures had good systems in place. Security/Discipline had no issues found. Health/Safety had no issues found. Ms. Reed noted that required postings were not posted accordingly, and have been ordered. Ms. Dattilo reported that cash controls and processes were in place. A checklist form was going to be created as a part of the formal document for the Compliance/Audit committee.

The Board then moved onto Discussion and Approval Items

Item 1: The Board then moved onto Discussion and Approval Items. Review and approval of the draft budget. Dr. Rader noted that the draft budget was based upon 231 students. The state had indicated that there would be no reduction in funding for the upcoming school year, however it still needs to be passed in legislation. The draft budget provides funding for 12 teachers, with one vacancy to fill. It also includes 1 part-time finance person, 1 part-time special education teacher, and 1 part-time enrichment teacher. There will be an addition of classes for next year, and we have a large percentage of students returning. There will be no final student count number until October 1. The balanced budget must be turned into SVVSD by April 16, 2012.

Ms. Schnell made a motion to approve the draft budgets as written, as well as approve Dr. Bill Rader, and Ms. Gina Dattilo to present these budgets to SVVSD on April 25, 2012. Mr. Smith seconded. The motion carried.

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

Item 2: Review and approval of Charter Contract Renewal. Ms. Schnell indicated that she was working on a draft of the Charter Contract renewal. She indicated that it would need final approval in June. Ms. Singh asked why the class sizes had been eliminated in the draft. Ms. Schnell noted that the class sizes will not exceed the charter defined class sizes. She then also noted that class sizes cannot be included in the charter contract as it is illegal.

Ms. Burnell then made the motion to approve the Charter Contract renewal draft to be presented to SVVSD. Ms. Reed seconded. The motion carried.

Ms. Reed: aye
Ms. Burnell: aye
Ms. Singh: aye

Ms. Schnell: aye
Ms. Dattilo: aye
Mr. Smith: aye

The Board then moved to Consent Items.

Ms. Schnell made a motion to approve the Consent items as listed:

1. Approval of PATHS Credit Card Procedures
2. Approval of School Accountability Committee
3. Approval of Revised Janitorial Contract with Aspen Maintenance
4. Approval of Teacher position description
5. Approval of Special Education Teacher position description

Ms. Dattilo seconded the motion. The motion carried.

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

Other Items: Ms. Schnell indicated that a hiring committee would need to be established in order to hire the open positions indicated previously. This committee should include two Board Members, 2 current teachers, in addition to the Administrator. Ms. Dattilo and Ms. Singh both volunteered.

Ms. Schnell made a motion to have Ms. Dattilo and Ms. Singh serve as the Board representation on the hiring committee. Mr. Smith seconded. The motion carried.

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

Ms. Schnell requested that Ms. Hinman obtain two teacher volunteers at an upcoming staff meeting. The committee is required to provide three candidates to the Board for presentation.

As there were no other items to discuss or review, Ms. Schnell made the motion to adjourn the meeting at 4:40 pm. Ms. Dattilo seconded. The motion carried.

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