

ASPEN RIDGE PREPARATORY SCHOOL
Monthly Board Meeting
May 3, 2012

The Board of Directors of Aspen Ridge Preparatory School, Inc. held a Board Meeting on Thursday, May 3, 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; Jeff Smith, Board Member; Ms. Silva, Interim Principal (non-voting), Dr. Bill Rader, Ex-Officio Board Member.

BOARD MEMBERS ABSENT: Nupur Singh, Board Member

GUESTS PRESENT: Kristin Rhudy, Parent; Ms. Kristin McKenzie, Teacher/Parent; Robyn Allen, Parent.

A quorum of Board members was present. With Ms. Schnell presiding, the meeting was called to order at 4:02PM and guests were welcomed and introduced. The floor was opened to public comments.

Ms. Kristin Rhudy introduced herself and suggested that all volunteers within the school need to be background checked for the safety of the children, especially as we move into new programs in the upcoming year with the Erie Rec Center. She noted that the cost to background check someone is \$12, and that it might be possible for PATHS to cover the expense in the event that a parent cannot cover the cost. Ms. Rhudy expressed the need for this to be done.

Ms. McKenzie spoke on behalf of the staff regarding how pleased and excited they were with Ms. Silva as acting Principal. She noted that Ms. Silva had gone above and beyond and the staff is very happy and comfortable with the changes Ms. Silva has made in the school. Ms. McKenzie also noted that the support of Ms. Dattilo and the Board of Directors in general has been great, and there have been many positive changes.

Ms. Robyn Allen introduced herself and noted that she had only been asked only one time to sign-in since volunteering at the school throughout the year. She mentioned that the process of locking the door and knowing who walks in needs to be increased for the safety of the children. She acknowledged that the current process makes her very uncomfortable.

Item 5: The first item brought before the Board for approval was the agenda as written with the removal of #4, the Report from the Compliance and Audit Committee. 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 Report from the Compliance and Audit Committee. The motion carried.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Schnell: aye

Ms. Dattilo: aye

Mr. Smith: aye

Ms. Davis: aye

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Item 6: The next item on the agenda was the approval of the minutes from the previous meeting on April 5, 2012, as well as the Special Session which was held on April 13, 2012. Ms. Reed made a motion to approve both the minutes as written. Ms. Schnell seconded. The motion carried.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Schnell: aye

Ms Davis: 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. Silva reported that the relationship with the Board of Directors had changed significantly, and the SFA and FOSS curriculum was being sorted with the help of Board Members as well as volunteers.

Three ARPS teachers will be honored at the Encore Awards held by St. Vrain Valley School District tomorrow night. They are Ms. Hamlin, Ms. Gray, and Ms. Hogan.

Ms. Silva reported that she had been working to get the IEP compliance completed and get the data up to date. She also reported that she would be having meetings with the parents of students with IEP's prior to the end of the year.

The PALs testing, which is mandated by the district, is currently being given in the classrooms.

Ms. Silva noted that Kindergarten Graduation was being scheduled for May 23 at the Erie Rec Center for free of charge due to our contract.

Ms. Silva also reported that she would be participating in a Charter School Liaison meeting to discuss the lunch contract, and copier contract among other things.

Ms. Silva thanked PATHS for a great Avid 4 Adventure event. She noted that she had received many positive comments from parents regarding the event.

Item 2: With the PATHS report, Ms. Beth Langer reported for Ms. Sierra Lund. She noted that the silent auction event held at the D Barn raised \$15,069.79, and a big thanks to everyone for a great event.

She also noted that PATHS wanted to join the National PTA.

Item 3: Report on the status of the 2-year start-up grant. Ms. Reed reported that they were finalizing the ordering of the 2-year grant. Currently \$122,000 of the \$190,000 had been spent and there are purchase orders established for the remainder of the amount. Ms. Reed noted that SVVSD was performing an audit to ensure spending is happening.

Item 4: Report from the Treasurer. Prior to the Treasurer Report, Ms. Burnell read the following letter to the Board, drafted by Philip Irwin, owner of Schoolhouse LLC:

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PHILIP D. IRWIN
720 Austin Avenue, Suite 200
Erie, Colorado 80516
(303) 833-4454 Phone (303) 833-4460 Fax

April 30, 2011

Aspen Ridge Board of Directors
701 Austin Avenue
Erie, CO 80516

Dear Board Members:

I would like to address the concerns brought up at the SVVSD meeting on April 25th. As you are aware I am the Manager of School House, LLC which owns the building and land the school occupies. School House, LLC leases the building and land to the school for its operation and the school has the option to purchase the property which is in the best interest of both the school and School House, LLC. Obviously, School House has a major desire to see the school succeed and is very interested in the financial condition of the school.

I was asked to attend the SVVSD meeting in order to validate any questions that might be raised by the SVVSD Board as to the school's lease. Bill Rader, Gina Dattilo, and Traci Silva presented to the SVVSD Board a financial report as to the financial condition of Aspen Ridge and answered questions. As I watched and listened to the questions it became very apparent that the SVVSD Board had a major concern as to the financial viability of Aspen Ridge and voiced their concern which was conveniently reported in the Longmont Daily Times the very next day. The upshot of the meeting put not only Aspen Ridge in an awkward position as how to demonstrate the actual financial position of the school but it also put School House in a position of needing to answer to investors and the lender as to Aspen Ridge's financial position. Although I meet on a regular basis with Bill Rader, I met last Friday with Bill and Gina to review the concerns of SVVSD Board as well as those concerns I perceived that I would need to answer.

As always the meeting began with Bill willing to answer any question, he and Gina reviewed the situation with the SVVSD's financial reporting system. It is obvious to me that if there is a reporting issue it is not with the Aspen Ridge financial records but rather with the accounting system required by the SVVSD. The issue with SVVSD Board should not be that Aspen Ridge financial records illustrate a financial weakness but rather it illustrates the fact that SVVSD operates under a different and complicated accounting system. Aspen Ridge's books are easy to follow and the budget reflects the current position of the school to maintain cash flow control as in any business. There is a need for Aspen Ridge to meet the requirements of the SVVSD as to the format for financial reporting and Gina is working with the SVVSD to integrate the Aspen Ridge system into that of SVVSD.

In short, I wanted to relay to you as a Board Member of Aspen Ridge that I have a very high regard for Bill Rader as well as the staff and teachers at Aspen Ridge. School House as the landlord has a significant investment in seeing that Aspen Ridge succeeds and I feel strongly that

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it will. I understand that the board and the parents who make Aspen Ridge a success are first interested in education of the kids and have an emotional attachment while I must take a more logical and business approach to my interest level. I guarantee you that if I had a concern about the financial reporting at Aspen Ridge I would be the first to assert a need for correction.

It is really too bad that in all things it seems there is political motive. As you know Aspen Ridge competes with SVVSD in Erie for students which equates to money to SVVSD. Aspen Ridge will prove to educate kids a high level and offer an optional learning environment for parents that SVVSD does not embrace as they are a hardened opponent to charter schools. It is proven that the first year for a charter school is difficult but Aspen Ridge is well on its way to year two and beyond. What makes a charter school great is the commitment by individuals who are willing to make a difference; people like Bill, Gina, Traci, our teachers, you the board, but more importantly the parents. I only hope you communicate with the parents the view I have of this situation as mine is different in that I must first understand the financial side of the Aspen Ridge equation while you and parents make the school and educate the kids at an extremely high level.

In closing, I would only say that I am very proud to be a part of Aspen Ridge and I salute you and your efforts in making Aspen Ridge great which means creating great opportunities for our next generation. When politics of school boards forget about the kids it is really a sin and at Aspen Ridge I hope that never happens.

Very Truly Yours,

Phil Irwin

Ms. Dattilo then continued with the Treasurers Report. She reported that she had attended the meeting for all charter schools at the St. Vrain Valley School District, in which our financials were questioned by the school board. Ms. Dattilo reported that St. Vrain has an accounting system which is separate from ARPS. Within two days of that meeting the formats for the financials they requested were received, and she is currently working on updating the material. Ms. Dattilo noted that she was trained on the SVVSD system today, as well as gaining access to all the systems.

Ms. Dattilo reported that ARPS was financially sound and was paying the bills.

Ms. Dattilo noted that in October the school had to make a decision whether to hire a Finance Manager or keep a teacher. The decision was made to keep a teacher, and Ms. Silva took on the role of Finance Manager without the capability to complete the position.

Ms. Dattilo then indicated that she felt very comfortable that she can make these changes happen. The headcount of the school was overestimated at the beginning of the year. The PPR that APRS received was based upon that number, and resulted in an overpayment from the district. In hindsight, Ms. Dattilo noted that ARPS should have made the district aware of this overpayment in October, 2011, however spending was adjusted in September based upon a decrease in funding.

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At this point the Board of Directors made special acknowledgement of Ms. Dattilo, and the hard work that she had been doing to work with the SVVSD Board.

Item 5: Report from the Hiring Committee. Ms. Silva reported that they had an overwhelming number of resumes for the open teacher position, and “enough” for the Special Education teacher opening. She felt as though there would be many good candidates.

Ms. Silva reported that the Board would need to decide what the budget is, and she would start interviewing for the position next week. She also noted that she had many applications from friends of current teachers, which she felt spoke volumes about their happiness at ARPS.

Ms. Reed questioned as to whether a staffing plan had been established for next year? Ms. Silva noted that nothing formal had been drafted. Ms. Reed then noted that this open teacher position should be advertised as non-grade specific.

The Board then moved onto Discussion and Approval Items

Item 1: The Board then moved onto Discussion and Approval Items. Review and approval of Erie Rec Center Contract and Formation of Committee. Ms. Dattilo noted that the current contract was a result of months of negotiating. The new contract allowed for payment of incremental utility costs, etc, in addition to “banking” of 540 hours with the Rec Center. Staff and teachers will be provided annual passes to the Rec Center, as well as \$9,260 will be allowed to be used as advertising dollars. Ms. Dattilo noted this was a good agreement for both parties.

Mr. Smith questioned the 1 to 24 student ratio while classes were participating at the Rec Center. Ms. Silva noted that this was the size of the largest class at the school, however the contract did allow for 15 chaperone passes, and obviously it would be most beneficial to have as many chaperones as possible. All chaperones however must be accompanied by a teacher.

Ms. Burnell made a motion to approve the Erie Rec Center Contract as written. Ms. Schnell seconded. The motion carried.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Davis: aye

Ms. Schnell: aye

Ms. Dattilo: aye

Mr. Smith: aye

Ms. Schnell then proposed to create a committee for the Erie Rec Center including Ms. Silva, one Board Member, two parents, and a teacher. Mr. Smith volunteered to be the Board volunteer.

Ms. Reed then made a motion to create a committee for the Erie Rec Center logistics and appoint Mr. Smith as the Board of Directors Representative. Ms Schnell seconded. The motion carried.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Davis: aye

Ms. Schnell: aye

Ms. Dattilo: aye

Mr. Smith: aye

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Item 2: Review and approval of the Math Curriculum Review Committee. Ms. Schnell reported that this was a concern brought forth by a parent at the last Board Meeting.

Ms. Schnell made a motion to appoint Ms. Silva to form the Math Curriculum Committee. Ms. Reed seconded. The motion carried.

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

Item 3: Review and approval of the PATHS membership with the Colorado PTA. Ms. Schnell reported that this membership would allow PATHS financial independence, their own 501C3, their own bank accounts, gain training and many other resources.

Ms. Schnell made a motion to approve PATHS to obtain membership with the Colorado PTA. Mr. Smith seconded. The motion carried.

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

Item 4: Review and approval of Student Accounts Policy. Ms. Schnell reported that any delinquent student accounts must be paid by ARPS to SVVSD at the end of the year. She also noted that this policy needs to be revisited next year, but would allow the school to obtain the delinquent funds by withholding report cards.

Ms. Reed made a motion to approve the Student Accounts Policy as written. Ms. Dattilo seconded. The motion carried.

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

Item 5: Review and approval of Employee Work Calendars. Ms. Reed reported that the calendars were revised to align with the Administrator Calendar for SVVSD and is also in line with professional development days.

Ms. Reed made a motion to approve the employment calendars as is, with a change to the Administrator Calendar for the noted dates in June. Ms. Davis seconded. The motion carried.

Ms. Reed: aye
Ms. Burnell: aye
Ms. Davis: aye

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

Item 6: Review and approval of Board Calendar. Ms. Schnell proposed to skip the June meetings and workshops. Mr. Smith questioned why the Board would skip the June meeting, and Ms. Schnell indicated due to summer vacations. The majority of Board Members indicated they would be available for a June 7 meeting.

Ms. Schnell made a motion to approve the Board calendar with the addition of adding back the June 7, 2012 Board Meeting. Mr. Smith seconded. The motion carried.

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

Item 7: Ms. Schnell made a motion to move the Office Manager Job description out of consent items and into discussion items. Ms. Davis seconded. The motion carried.

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

Ms. Silva noted that the Office Manager position needed to include the fact that the individual must contact families regarding absences, as well as update and maintain attendance records in infinite campus. The job description also needed to include administering medication, and maintaining IMM records in infinite campus. Ms. Silva noted that she would send her changes to Ms. Schnell.

Ms. Reed made a motion to approve the Office Manager Position Description with the changes Ms. Silva had noted. Ms. Schnell seconded. The motion carried.

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

Item 8: Mr. Smith made a motion to move the Finance Manager Position Description back out of consent items and into discussion items. Ms. Reed seconded. The motion carried.

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

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Mr. Smith: aye

Mr. Smith questioned the education level listed in the position description. He noted that considering the advanced nature of the financials, that a Bachelors Degree seemed more appropriate for this position. .

Ms. Schnell made a motion to approve the Finance Manager Job Description with the change of requiring a Bachelors Degree. Ms. Burnell seconded. The motion carried.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Davis: 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:

3. Music Teacher Position Description

4. Student Internet Use Policy

5. Complaint/Procedure Form

Ms. Reed seconded the motion. The motion carried.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Davis: aye

Ms. Schnell: aye

Ms. Dattilo: aye

Mr. Smith: aye

Other Items: Ms. Dattilo noted that the Board had received an Audit Proposal from John Cutler, who is currently used by three other charter schools. She noted that he is recommended by the Charter League and she felt very comfortable with him to perform the audit. She indicated that he would need to be onsite for 3-4 days to perform the audit. It was also noted by Ms. Schnell that since this bid was under \$10,000 it was not required to obtain 3 bids for the work performed.

Ms. Schnell made a motion to approve the contract with John Cutler for the audit. Mr. Smith seconded. The motion carried.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Davis: aye

Ms. Schnell: aye

Ms. Dattilo: aye

Mr. Smith: aye

As there were no other items to discuss or review, Ms. Schnell made the motion to adjourn the meeting at 5:05 pm. Ms. Dattilo seconded. The motion carried.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Davis: aye

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

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