

ASPEN RIDGE PREPARATORY SCHOOL
Monthly Board Meeting
June 4, 2012

The Board of Directors of Aspen Ridge Preparatory School, Inc. held a Board Meeting on Monday, June 4, 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 (non-voting).

BOARD MEMBERS ABSENT: Nupur Singh, Board Member, Nici Davis, Board Member

GUESTS PRESENT: None present.

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.

No public comments were presented.

Item 4: The first item brought before the Board for approval was the agenda as written. Ms. Schnell made a motion to accept the agenda, Mr. Smith seconded, and the agenda was approved. The motion carried.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Schnell: aye

Ms. Dattilo: aye

Mr. Smith: aye

Item 5: The next item on the agenda was the approval of the minutes from the previous meeting on May 3, 2012, as well as the Special Session which was held on May 8, 2012. Ms. Burnell noted that the minutes taken by Ms. Davis for the May 8, 2012 meeting needed to include all board members votes within the role call. Ms. Schnell noted that she would ask Ms. Davis to make these changes to those minutes. Ms. Schnell made a motion to approve the minutes from the May 3, 2012 meeting as written, and the May 8, 2012 minutes with the noted changes. Ms. Reed seconded. The motion carried.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Schnell: 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 indicated that 230 students were enrolled for the 2012/2013 school year. This included 13 ½ day Kindergarten students, and 45 full-day Kindergarten students. Currently there are 3 on the wait list for full-day Kindergarten. The following enrollment numbers

were noted: 47 First Grade Students, 39 Second Grade Students, 40 Third Grade Students, 23 Fourth Grade Students, and 23 Fifth Grade Students. These numbers include 4 new students in First Grade.

Ms. Silva reported that a candidate had been identified for the First Grade teacher opening.

Ms. Silva requested the Board's help in the advertisement of the school to pick up additional students over the summer months.

The Board then moved onto Discussion and Approval Items

Item 1: Review and approval of the 2011-2012 Financials.

- a. Review and approval of the quarterly Revenue and Expense Reports
- b. Review and approval of the quarterly Balance Sheet Reports
- c. Review and approval of the quarterly Budget to Actual Reports.

Dr. Rader reported that the school would be carrying forward revenue of \$58,000 including TABOR funds of \$30,000 for the upcoming school year. As of today's date, the bank account for the school held \$85,439.97, which included \$12,000 of capital construction money received from the SVVSD. On June 30, 2012 the school would receive a payment of \$4,250 from the Erie Community Center. Dr. Rader also reported that all funds owed to SVVSD had been repaid in full. It is anticipated that the bank accounts would hold \$77,889.99 by the end of June, which is \$20,000 over what was originally projected. It was thereby acknowledged that the Board reviewed the 2011-2012 financials in depth. No recommended motion at this time.

Item 2: Review and approval of the 2012- 2013 Financials

- a. Review and approval of the 2012-2013 Staffing Plan and Salary Schedule
- b. Review and approval of the Draft Budget and CDE-18 Form.

It was acknowledged that the Board reviewed the 2012-2013 Staffing Plan and Salary Schedule. Ms. Dattilo made a motion to accept the proposed staffing plan and salary schedule. Mr. Smith seconded. The motion carried.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Schnell: aye

Ms. Dattilo: aye

Mr. Smith: aye

The Board then moved on to review the Draft Budget and CDE-18 form. Dr. Rader indicated that the draft budget must be approved by the Board by June 30, 2012. The budget was established based on 231 enrolled students. FTE of 207.48 with \$6,333 PPR, and \$295 tuition for full-day Kindergarten. Ms. Schnell made a motion to approve the 2012-2013 draft budget as written with corrected carry forward balance of \$78,000. Ms. Dattilo seconded. The motion carried.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Schnell: aye

Ms. Dattilo: aye

Mr. Smith: aye

Item 3: Personnel Matters. Ms. Schnell presented a written request by Board Member Nici Davis for medical leave. Ms. Schnell made a motion to approve a 1 month medical leave to be re-evaluated at the July meeting. Ms. Dattilo seconded. The motion carried.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Schnell: aye

Ms. Dattilo: aye

Mr. Smith: aye

Item 4: Board to Board Meeting. Agenda items for the June 6, 2012 meeting were provided by Sherri Stephens-Carter. They included:

a. Current financial reports and processes

b. Long term financial viability

c. Contract and waivers

d. Vision for the school

The Board acknowledged review of these topics.

Item 5: Other Items from the Board and other items needing Board approval. None were presented.

Item 6: Motion to adjourn. Mr. Smith made a motion to adjourn the meeting at 6:17 pm. Ms. Dattilo seconded. The motion carried.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Schnell: aye

Ms. Dattilo: aye

Mr. Smith: aye