



BOARD OF DIRECTORS MONTHLY MEETING MINUTES

January 10, 2013

The Board of Directors of Aspen Ridge Preparatory School, Inc. held a Board Meeting on Thursday, January 10, 2013 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.

OUR MISSION:

"We are travelers on the Aspen Ridge Trailways. It is our mission to think independently, participate in our integrated world, and achieve individual goals in order to gain knowledge and understanding. We will approach challenges with confidence and assist others in our community while learning and growing together on the trail of success."

ITEM 1 - CALL TO ORDER

A quorum of Board members was present. With Ms. Schnell presiding, the meeting was called to order at 5:00pm.

ITEM 2 - ROLL CALL

BOARD MEMBERS PRESENT: Allison Schnell, Board President
Sherrie Reed, Vice President (via Skype)
Jeff Smith, Board Member
Peter Janett, Board Member
Glenn Massarotti, Board Member
Eric Guerrero, Board Member
Ms. Pam Richau, Interim Principal/Ex-Officio (non-voting)
Ms. Gina Dattilo, Finance Manager/Ex-Officio (voting by proxy for Ms. Burnell)
Dr. Bill Rader, Ex-Oficio (non-voting)

BOARD MEMBERS ABSENT: Krista Burnell, Treasurer (on Board approved leave)

ITEM 3 - INTRODUCTION OF GUESTS

None

ITEM 4 - PUBLIC COMMENTS

Joel Nelson, Parent: Came to meet with Board and talk about how we could address security in light of the Sandy Hook incident in Connecticut. Can the Board make recommendations or a statement on a plan of action? Ms. Schnell discussed our security policy and the lock-down drill that was directed by the Erie Police Dept. on the day of the incident. Ms. Richau stated that the Erie PD has told her they would put ARPS on their regular patrol route, AND thought we were the safest school in Erie. She also attended a safety seminar recently and feels good about the security of our building. The Lobby Guard system was also discussed.

Meosha Brooks, Parent: Asked to install telephones in classrooms for security purposes.

ITEM 5 - REVIEW AND APPROVAL OF AGENDA

Ms. Schnell made a motion to accept the agenda as written. Mr. Guerrero seconded.

The motion carried unanimously.

ITEM 6 - REVIEW AND APPROVAL OF MINTUES

Ms. Schnell made a motion to accept the minutes with the following changes: Ms. Dattillo seconded.

- Mr. Guerrero was in fact present.
- Mr. Massarotti wished the record to be changed regarding the teacher salary increases and that he had in fact abstained. The record should be changed to show individual votes. Mr. Massarotti felt he did not have the data necessary to make an informed decision.

Ms. Schnell – aye
Mr. Janett – aye
Mr. Massarotti – aye
Mr. Guerrero – aye
Mr. Smith – aye
Ms. Reed – aye
Ms. Dattillo – aye

The motion carried.

REPORTS:

1. **Report from the Principal---** See attached. Highlights below:
 - a) Ms. Richau indicated that the students are enjoying the Spelling Bee.
 - b) Ms. Richau indicated we have 58 new intent to enroll forms for 2013-14 for only kindergarten.
 - c) We lost four students over the break, but gained eight more for a net gain of four students.
 - d) We have been receiving positive recommendations from other parents.
2. **Report from Finance Manager---** Gina Dattillo presented.

- a) Covered in pre-meeting work session

3. Reports from Board---

- a) Mr. Massarotti has been studying security for the school and has met with the Police Chief. He would like for us to form a safety and security committee. He finds some of our core facilities lacking. Mr. Massarotti moved to create this Committee, Mr. Janett seconded.

Ms. Schnell – aye
Mr. Janett – aye
Mr. Massarotti – aye
Mr. Guerrero – aye
Mr. Smith – aye
Ms. Reed – aye
Ms. Dattillo – aye

The motion carried.

- b) Mr. Massarotti expressed concern over having ex-officio members turn into voting members by proxy. He felt that the bylaws did not support this motion from the last meeting. Dr. Rader indicated that we had waived all policies related to this issue (and others) during our contract renewal and that we should discuss the creation of this policy one way or another. Right now we are deferring to SVVSD policies. Mr. Janett agreed that we should re-evaluate based on a potential conflict of interest.
- c) Mr. Janett is pleased with the new committee creation from the December meeting, and is asking about the policy for adding non-Board members. Ms. Schnell indicated that this is at the committee head's discretion.

DISCUSSION AND APPROVAL ITEMS:

1. Review and Approval of Amended 2012-2013 Budget

Mr. Schnell motioned to approve the Amended Budget with the addition of a \$5,000 line item for student services instructional staff. Mr. Massarotti seconded. Discussion ensued regarding bylaws stating that all hiring and firing is the responsibility of the Board. Ms. Schnell indicated that this is in fact how the process will work. Mr. Janett asked what would be covered under this line item. Dr. Rader indicated we could use this money for supplies and salaries.

Ms. Schnell – aye
Mr. Janett – aye
Mr. Massarotti – aye
Mr. Guerrero – aye
Mr. Smith – aye
Ms. Reed – aye
Ms. Dattillo – aye

The motion carried.

2. Review and Approval of Updated Salary Schedule

Mr. Janett motioned to approve. Ms. Dattillo (by proxy) seconded.

Ms. Schnell – aye
Mr. Janett – aye
Mr. Massarotti – aye
Mr. Guerrero – aye
Mr. Smith – aye
Ms. Reed – aye
Ms. Dattillo – aye

The motion carried.

3. Review and Approval of 2013-2014 Student Fee Policy

Mr. Janett asked about a sliding scale and how is the qualification done for lower income families. Ms. Dattillo indicated that this application happens through SVVSD.

Mr. Janett motioned to approve with the addition of a line clarifying the process for waiting for SVVSD applications. Ms. Dattillo (by proxy) seconded.

Ms. Schnell – aye
Mr. Janett – aye
Mr. Massarotti – aye
Mr. Guerrero – aye
Mr. Smith – aye
Ms. Reed – aye
Ms. Dattillo – aye

The motion carried.

4. Discussion and Approval of Staff Evaluation Committee and Timeline

Ms. Schnell indicated that the results of the evaluations would be brought to the regular March Board meeting. Ms. Richau will send completed evaluations to Ms. Schnell for distribution to Board.

Ms. Schnell made a motioned to approve the timeline. Mr. Guerrero seconded.

Ms. Schnell – aye
Mr. Janett – aye
Mr. Massarotti – aye
Mr. Guerrero – aye
Mr. Smith – aye
Ms. Reed – aye

Ms. Dattillo – aye

The motion carried.

Ms. Schnell asked for volunteers to evaluate Ms. Richau and Ms. Dattillo. Mr. Smith volunteered to. Ms. Schnell made a motion to create the Committee for Staff Evaluation. Mr. Janett seconded.

Ms. Schnell – aye

Mr. Janett – aye

Mr. Massarotti – aye

Mr. Guerrero – aye

Mr. Smith – aye

Ms. Reed – aye

Ms. Dattillo – abstain

The motion carried.

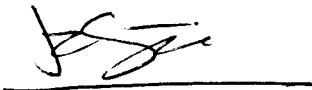
5. Other Items of Business from the Board of Directors

None.

6. Adjourn

---END OF MINUTES---

Approved 2/7/2013



Jeffrey R. Smith
Secretary

Principal Report to the ARPS Board
Pamela Richau, Interim Principal
January 10, 2012



There's never a dull moment at Aspen Ridge Preparatory School. This month's report is a bit abbreviated as we spent half of December on holiday break. We started the 2013 school year and immediately became very busy!

Principal Update

Enrollment and Intent to Enroll Data

Current ARPS Enrollment: 207 Students

- Kindergarten - 53
- Grade One - 44
- Grade Two - 33
- Grade Three - 37
- Grade Four - 22
- Grade Five - 18

Current ARPS Intent to Enroll:

- Kindergarten - 58
- Other Grades - 4



January 20th is the last day to turn in intent to enroll forms. January 31st is the date for our Enrollment Lottery at Aspen Ridge. Our last enrollment tours are January 10th and January 14th.

Wiring Status and Technology Install

Our state of the art technology classrooms are about to come to fruition. This process included several steps and a tremendous amount of planning and coordinating. Electrical and data outlets were moved, all white boards were raised, and all projector arms and projectors were installed. Meanwhile, cabling was added to the building to provide for a stable infrastructure to support the new wireless and wired equipment we are adding. The current library was equipped with wiring and data access to support a computer lab. Our plan is to move the current computer lab to the library space to open that room for 4th grade classroom for the coming year.

All this activity was supported by the third year of our start-up grant.



Kindergarten students practice opposites on the iPad.

Inservice Day for Staff

Our staff embraced the New Year with inservice to support our science and math curriculums. A trainer from Foss Science provided training to support the implementation of our new Foss Science kits. Math Trail Blazers sent us a trainer to help us analyze our math progress and our use of the Trial Blazer program. Teachers spent a full day enhancing their skills and sharing ideas for more effective math and science instruction.



Teacher Observations

I have just completed a full round of teacher observations. My observations had two goals: spending time observing a full 90 minute Success for all Reading lesson to learn more about the program and observing each ARPS staff member in action. Once I finish my post-evaluation conferences with teachers I will share my observation feedback and narratives with Allison.

ACCESS Training

I attended Access training early in December. ACCESS for ELLs® is the annual test that measures a student's progress in acquiring academic English. ACCESS stands for Assessing Comprehension and Communication in English State-to-State for English Language Learners. Colorado requires the administration of this assessment to all English Language Learners. I will be administrating the ACCESS assessment to 7 of our students at Aspen Ridge next week.



TCAP Training

I am scheduled to attend training for administration for the TCAP test on January 18th. This training will provide information for procedures and accommodations for administering the 2013 TCAP standardized test. The test will be given to all 3rd and 4th grade students at ARPS for Reading, Writing and Math. Fifth graders will take the TCAP for Reading, Writing, Math and Science. Dates for TCAP are posted on our website calendar. Third grade will take the Reading test the week of February 11-15. All other TCAP tests are scheduled for the week of March 3-8. FYI... TCAP (Transitional Colorado Assessment Program) is Colorado's standards-based assessment designed to provide a picture of student performance to schools, districts, educators, parents and the community.

Regrouping for Reading

Our trainer, Shawn Graziani, from Success for All Reading was with us all day Wednesday, January 9th. Shawn and I observed all reading classes and then met with each grade level to offer feedback and answer questions about their reading practices. Shawn also assisted our staff in regrouping students for the next 9 weeks of instruction and setting class goals for improvement. The Success for All Reading program is an essential piece of the rich curriculum offered at Aspen Ridge. The consistent training we receive enhances our fidelity to the program and the success of our students.



5th Grade Elves read to 1st graders

Safety At ARPS

We all felt a tremendous sadness for the horrible event at Sandy Hook Elementary in December. The idea that an elementary school could be a target truly undermined our feelings of our school as a safe place for all of us. Providing a safe and secure environment is uppermost in my mind. Last week I attended a safety meeting with all SVVSD administrators hosted by Don Haddad, the superintendent. I plan to share some of the ideas being implemented in St. Vrain to secure their schools with the board at our retreat on Saturday, January 12th.

Spelling Bees



Aspen Ridge Preparatory is participating in the Scripps National Spelling Bee this month. We begin with classroom bees in early January and then move on to a school-wide spelling bee on Monday, January 28th. Our school champion will advance to a district then regional competition. Our purpose is to help students improve their spelling, increase their vocabularies, learn concepts, and develop correct English usage that will help them all their lives.

Happiest New Year to All!

:-) Ms. Richau