



Approved 9.04.2013
Jeffrey Smith, Secretary

A handwritten signature in black ink, appearing to be "JCS", located below the typed name of the secretary.

BOARD OF DIRECTORS MONTHLY MEETING MINUTES
July 10, 2013

The Board of Directors of Aspen Ridge Preparatory School, Inc. held a Board Meeting on Wednesday July 10, 2013 at Erie Community Center 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 Dr. Rader presiding, the meeting was called to order at 4:15pm.

ITEM 2 - ROLL CALL

BOARD MEMBERS PRESENT:

Allison Schnell, Board President (via Skype)
Sherrie Reed, Vice President (via Skype)(left at 6:15)
Jeff Smith, Board Member
Krista Burnell, Treasurer
Peter Janett, Board Member (left at 5:50pm)
Glenn Massarotti, Board Member
Eric Guerrero, Board Member
Ms. Pam Richau, Interim Principal/Ex-Officio (non-voting)
Ms. Gina Dattilo, Finance Manager/Ex-Officio (non-voting)
Dr. Bill Rader, Ex-Officio (non-voting)

BOARD MEMBERS ABSENT:

None

ITEM 3 - INTRODUCTION OF GUESTS

Gretchen Morgan, CDE
Krista Kafer, CSSI

ITEM 4 - PUBLIC COMMENTS

None.

ITEM 5 - REVIEW AND APPROVAL OF AGENDA

Mr. Janett moved to move Action items for nomination of Founding members to first on the agenda and approve as written. Mr. Guerrero seconded.

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

The motion carried unanimously.

ITEM 6 - REVIEW AND APPROVAL OF MINTUES

Mr. Guerrero made a motion to accept the minutes as written. Mr. Massarotti seconded.

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

The motion carried unanimously.

REPORTS:

1. Reports from Board---

- a) Mr. Smith reported that the Erie Tree grant application has been submitted to the Town of Erie and will likely be approved.
- b) Mr. Guerrero reported that he has a contact for a wellness consultant that can come to our school.
- c) Ms Burnell has reviewed all of the check logs and everything is looking good.

2. **Report from the Principal---** Attached.
3. **Report from Operations and Finance Manager---**
 - a) Offering HSA plans to employees through United Healthcare. We will pay up to \$299 per employee per month, and they can opt up to a higher level plan for approximately \$20 more.

CONSENT ITEMS:

1. Approval of Offers of Employment and Resignation

Tiffany Mahan – Special Ed Teacher
Bridget Shahanian – Resignation

2. Approval for Gina Dattilo to sign MOU

Ms. Dattilo needs to be approved to sign on behalf of our President and Secretary in person.

3. Approval of Rent Payments for 2013-2014

Letter from Irwin detailing rent payments for 2013-14.

4. Approval of Laura Loomis as a member of the Policies Committee

Ms. Loomis is a parent and middle school English teacher. She will take all of St. Vrain policies and our waivers, compare them to other charters, and submit all in one package for Board approval.

5. Approval of Professional Insurance for 2013-2014

Liability Insurance payment for the entire school, inclusive of Board, Building, etc.

6. Approval of Employee Health, Dental, and Vision Plans for 2013-2014

See report from Operations Manager.

Motion to approve all Consent Agenda Items by Mr. Guerrero. Seconded by Mr. Massarotti.

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

The motion carried.

ACTION ITEMS:

1. Nomination and Election of Founding Board Members to replace Allison Schnell and Sherrie Reed

Allison has moved to Florida permanently. Sherrie is in California. Both need to move on and will be resigning at their term end on August 1, 2013.

Mr. Smith motioned to promote Mr. Guerrero and Mr. Massarotti to Founding Board member positions. This will mean a new two year term beginning on August 1, 2013. Seconded by Ms. Burnell.

Mr. Janett – aye
Mr. Smith – aye
Ms. Burnell – aye
Ms. Reed – aye
Ms. Schnell - aye

The motion carried unanimously.

2. Nomination and Election of Board President and Vice-President, to be effective August 1, 2013

Ms. Schnell nominated Mr. Massarotti for President. Mr. Guerrero has been nominated to Vice President by Ms. Burnell. Both nominations were seconded by Mr. Janett.

Mr. Janett – aye
Mr. Smith – aye
Ms. Burnell – aye
Ms. Reed – aye
Ms. Schnell – aye

The motion carried unanimously.

DISCUSSION ITEMS:

1. Procedures and Timeline for Renewal, Expansion, and Annual Contracts

Discussion about options for when to submit charter renewal and middle school application. The application can be a renewal application with an expansion added...all based on a standard application.

Timeline would be to submit the full application in December 2013 for anticipated approval in Feb 2013. Aim to have a draft application by Sept 15 and then a Board workshop. Another workshop in October to review a final draft.

2. Appointment of CEO and CFO as Board Representatives

Need to set up a corporate entity to negotiate on behalf of the Board for the School. Need to be employees, paid \$1 per year.

Dr. Rader has been nominated as CEO of the Corporation, and Ms. Dattilo as CFO effective August 1, 2013.

Mr. Massarotti made a motion to approve the above nomination. Mr. Smith seconded.

Mr. Massarotti – aye
Mr. Guerrero – aye
Ms. Burnell – aye
Mr. Smith - aye
Ms. Reed – aye
Ms. Schnell - aye

The motion carried.

3. CSSI Report Discussion Summary

Six documents developed for Board. All will be emailed to School.

Landscape Report. It is typical for a school of our age. Some areas of work to be done, but we are developing in most areas. By comparison, this is a very good report for a school in their second year of operation.

The School Executive Summary points out that the school is led by a dedicated and caring principal, operations manager and teachers. Increased focus on Professional Development through setting goals for staff and teachers should be a focus of the Board. There are a number of rubrics available from the State DOE for our use.

Board Executive Summary. Well organized and diverse. Have handled challenging situations well. Consider more effective communication tools, strategic planning and being better guided by the mission statement.

ADJOURN

Mr. Smith motioned to adjourn.
Seconded by Ms. Burnell.

Mr. Massarotti – aye
Mr. Guerrero – aye
Mr. Smith – aye
Ms. Burnell – aye
Ms. Schnell - aye

The motion carried.

Principal Report to the ARPS Board
 Pamela Richau, Interim Principal
 July 10, 2013



Principal Update

It's summer and this month's update will fill you in on the work we do to prepare for the coming year. No frills, no photos, just the nitty gritty tasks on the table for the 2023-2014 school year.

Infinite Campus Scheduling and Rollover

I attended a scheduling training for Infinite Campus district on May 28th. The training focused on defining the schedule for the coming year, adding new students, new staff and new courses.

Tours and Enrollment Update

I continue to give numerous school tours and our enrollment numbers are staying steady. My challenge is the second grade enrollment numbers. Each class has 24 students and has gone over the maximum class size at ARPS. I have families showing up with students in grades K, 2 and 4 and I have to add them to the wait list since 2nd is full. It causes a hardship on our overall growth when one grade level is over full. The current numbers for each grade level are shared below. These numbers are quite dynamic. Kristen does not add any student until we get the paperwork and/or fee returned. She currently has 8 students who have committed by phone and are bringing paperwork.

Grade Level	Enrollment	Waiting List
K Half	23	
K Full	19	
K Full	18	
First-1	21	wait list
First-2	21	
First-3	20	
Second-1	24	
Second-2	23	wait list
Third-1	17	
Third-2	17	
Fourth-1	19	
Fourth-2	19	
Fifth-1	24	full
TOTAL	265	

Special Education and Staffing Update

As you noticed in your agenda we have lost our SPED teacher, Ms. Shahinian. Her resignation was based on a full time offer from Erie Middle School involving full time work, more pay and better health insurance benefits. Gina and I met with Cynthia Arndt and Jackie Whittington from SVVSD

to determine our need for a full time SPED teacher. The district is unwilling to offer a full time SPED position until students are actually in their seats on August 15th. At that time we are hoping our student count will warrant a full time SPED teacher. Meanwhile we are interviewing for a part time person and hope to fill the position ASAP. We are also actively seeking a long term substitute for our two maternity leaves in grades one and two. Interviews are currently scheduled for this position which could offer a half year of subbing to a qualified candidate.

Class Lists

Students have been placed in their classrooms with the help of the teachers and parent input. I asked parents to share learning strengths and personality traits to help with teacher selection. I strongly discouraged parents from choosing a specific teacher. I am in the process of placing students into the Infinite Campus system. Lists will be posted on the door Monday, August 12th.

Enrichment Schedules

I have developed a schedule for our new enrichment classes and met with the enrichment staff to get their input. The enrichment staff is truly a bunch of enthusiastic teachers ready to put their talents to work and excited for the new year. They discussed discipline, grading and supplies for each of their courses. The schedule for each classroom includes:

Spanish - 30 minutes (taught in the classroom, teacher moves on a cart)

Music - 30 minutes (taught in the classroom, teacher moves on a cart)

Art - 45 minutes (taught in the Art Room)

PE - 30 minutes (taught in the Multi-purpose Room)

This schedule offers 135 minutes planning time for our regular education staff. I have designed the schedule to offer collaborative slots where grade levels will have enrichments at the same time.

Professional Development and Training for "Back to School"

Gina and I are trying to efficiently utilize the 8 teacher work days before school starts. Over half our staff will be involved with the Peak to Peak induction classes offered August 7, 8 and 9. We are squeezing all other activities around the induction schedule. The schedule we have planned to date follows:

Monday, August 5th

8:30 General Staff Meeting

10:00 Health Training with SVVSD Nurse

1:00 Staff Nitty Gritty Schedules and Training

Tuesday, August 6th

SFA Training for Kindergarten and Grade One

SFA Prep for all other grade levels

Wednesday, August 7th

8-11:00 Induction at Peak to Peak

1-3:30 myON Reading Webinar

Thursday August 8th

8:30-2:00 Induction at Peak to Peak

Friday August 9th

8:00-2:30 Induction at Peak to Peak

Monday, August 12

9:00 Colorado PERA Meeting

1:00 Volk Bell Insurance Meeting

Tuesday, August 13

Class prep for Howdy Hop Evening

Wednesday, August 14

8:30-3:00 First Aid, CPR and ADE (defibrillator) Training and Certification

Thursday, August 15

SCHOOL BEGINS...AWAY WE GO!

Online Programs for Students

We are in the process of preparing for all ARPS students to participate in the myON Reader program. The myON Reader is the world's largest interactive digital library with over 4,000 books geared for pre-K through 12th grade. myON offers 24/7 unlimited, anytime, anywhere access, available on desktops, laptops, tablets, and mobile devices. The program assesses students individually by age, interests, reading level, books they've read, and suggests other books they might like at their reading level.

We will also be offering the SRI online assessment for our 2nd through 5th grade students. This will replace the tedious paper pencil SRI test that students take every quarter to continuously monitor their reading progress for the Success for All Reading program.

I'm looking forward to a productive and fun-filled year at Aspen Ridge. With our new staff for both enrichments and regular classrooms, our new and returning students ready to soak in the learning at ARPS, our supportive parents, new online programs, and continued educational quality we will again prove our excellence.

:-) Ms. Richau