

**ASPEN RIDGE PREPARATORY SCHOOL**  
**Monthly Board Meeting**  
**July 12, 2012**

The Board of Directors of Aspen Ridge Preparatory School, Inc. held a Board Meeting on Thursday, July 12, 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) via telephone.

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

**GUESTS PRESENT:** Beth Langer, PATHS Liaison, Lanae Davis, 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. Lanae Davis stated that she had spoken to several parents and there is interest in starting a music program and possibly a strings program after school. She addressed the Board regarding the possibility of hiring a PT Music Teacher. She also suggested that perhaps a survey could gauge the interest of parents with regards to the level of interest in after school programs, and their willingness to pay.

**Item 5:** The first item brought before the Board for approval was the agenda as written. Ms. Schnell made a motion to accept the agenda as written with the addition of the Nutrition Services to item #10 and the approval of the Charter Contract to item #10.5, as well as the movement of item #7 to #2, Ms. Dattilo 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 6:** The next item on the agenda was the approval of the minutes from the previous meeting on June 4, 2012. Ms. Reed made a motion to approve the minutes as written. Ms. Schnell seconded. The motion carried.

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

***Board Approved: 8/2/2012***

### The Board then moved on to Reports.

**Item 1:** Ms Silva reported the following enrollment numbers for the 2012/2013 school year:

Current enrollment at 219. 5<sup>th</sup> Grade – 23 students, 4<sup>th</sup> grade – 21 students, 3<sup>rd</sup> grade – 39 students, 2<sup>nd</sup> Grade – 36 students, 1<sup>st</sup> Grade – 44 students, Kindergarten – 56 students of which 13 are ½ day students, and 43 are full day students.

This number is down from the 230 students previously reported due to moves and transfers among families.

Ms. Silva reported there have been many items delivered over the summer for the school, with a desk delivery scheduled for tomorrow. She noted that the Erie Rec Center Staff had been very good about signing for items when the staff was out of the office.

Ms. Silva indicated that trainings had been scheduled for the staff including the FOSS curriculum mapping, Step Up To Writing, and a Health Clerk training for the Office Manager on August 9.

Ms. Silva reported the following important dates:

August 1 – Office Staff available

August 7 – Teachers Report

August 13 – Potluck 5:00 pm with a meeting of the teachers at 6:00 pm

August 16 – First Day of School

**Item 2: (out of order)** Report on the Start-Up Grant. Ms. Reed indicated that a goal of the start-up grant is to meet professional development needs and trainings. Ms. Reed requested that all training be documented as a part of the grant requirements, even in the event that it is not paid for by the school.

Ms. Reed then reported that she, Ms. Dattilo, and Ms. Silva had been working on the needs for the third year grant. Some large expenses still remain. This includes Success For All Board Training requirements, CDE site visit, consumable materials, supplemental materials for math/science, FOSS curriculum, replacement of specials textbooks with PE equipment, multi-media equipment, furniture, bulletin boards, and student workstations in classrooms. Ms. Reed indicated however that it is possible there were some grant options to possibly cover some of the technology expenses.

Ms. Reed indicated that the grant would be finalized by Monday and sent to CDE. As soon as the approval happens, CDE releases the funds to the school.

**Item 3: (out of order)** Report from the PATHS Liaison – Ms. Langer reported that PATHS will be changed to Aspen Ridge PTA. At the last PATHS meeting the new Board was introduced and trained with the outgoing Board. Ms. Langer reported that PATHS had purchased 24 microscopes on a cart with the silent auction money that was raised, as well as allocated \$400 to each classroom for the teacher to spend as they like.

Ms. Langer indicated that they were still waiting to hear from the National PTA, and they are waiting for that transfer prior to moving bank accounts, insurance, and the website.

***Board Approved: 8/2/2012***

**The Board then moved onto Discussion and Approval Items**

**Item 1:** Review and approval of Board Resignations. Ms Schnell indicated that she had received Board Resignations from Gina Dattilo, Nici Davis, and Nupur Singh. Ms. Dattilo stepped down to accept the Finance Manager position with the school, and Ms. Singh and Ms. Davis indicated that their family commitments no longer allowed for their involvement. Ms. Reed made a motion to accept the three resignations. Ms. Schnell seconded. The motion carried.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Schnell: aye

Mr. Smith: aye

Ms. Schnell noted that the Board had 60 days to fill the 2 Founding Board Member positions, and the parent filled position would be decided with elections in the fall.

**Item 2:** Appointment of New Founding Board Member. Ms. Schnell reported that Mr. Peter Janett had submitted his resume for one of the Founding Board Member positions. Ms. Reed made a motion to approve Mr. Janett as a Founding Board Member. Mr. Smith seconded. The motion carried.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Schnell: aye

Mr. Smith: aye

It was noted that as a Board Member, Mr. Janett should change the web design contract to reflect a clarification of services indicating that no money is exchanged for those services provided by New Media One.

Ms. Schnell also noted that any interested individuals should submit their resumes for the other open Founding Board Member position.

**Item 3:** Review and approval of Encana Grant Application. Mr. Smith made a motion to approve the Encana Grant Application completed by parent, Lanae Davis with the noted changes to updated school contributions to technology. Mr. Janett seconded and the motion carried.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Schnell: aye

Mr. Janett: aye

Mr. Smith: aye

**Item 4:** Review of the Volunteer Policy/Handbook. Ms. Reed indicated that she had made changes to the policy and handbook with the noted changes:

- Clarification of the supervision of children of volunteers, indicating that the school is not liable for siblings and other children while on school grounds
- Background screens must be run through Lobby Guard
- Sign affidavit – once a school year
- The school reserves the right to ask for more background checks
- Designation of volunteer vs. visitor
- Right to ask a volunteer to not participate in the classroom

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- Requirement of volunteer completion form by October 1, 2012 with notary

Ms. Reed indicated it may be useful to have the Office Manager become a Notary.

Ms. Reed made a motion to approve the Volunteer Policy/Handbook as written with the affidavit deadline to be noted as October 1, 2012. Ms. Schnell seconded. The motion carried.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Schnell: aye

Mr. Janett: aye

Mr. Smith: aye

**Item 5:** Review and approval of the cleaning contract. Ms. Dattilo reported that Aspen Maintenance came with the best price which included a 30 day cancellation clause. The contract does require that the teachers place the chairs on the desks at the end of the day. The effective date of the contract is August 1, 2012. Ms. Dattilo indicate that she would request the maintenance employees to be entered through Lobby Guard with the right to reject employees based on their records OR the company could provide proof of background checks and insurance.

Ms. Schnell made a motion to accept the contract with the provisions. Ms. Reed seconded. The motion carried.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Schnell: aye

Mr. Janett: aye

Mr. Smith: aye

**Item 6:** Review and Approval of ECC Before/After Contract. Ms. Schnell indicated this contract replaces the contract with the YMCA. During school breaks children would attend a program at the Erie Rec Center, not at the school. Charges are the same as the YMCA, and the ECC is currently not working with any other school in the district.

Ms. Schnell made a motion to approve the ECC Before/After School contract. Mr. Smith seconded. The motion carried.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Schnell: aye

Mr. Janett: aye

Mr. Smith: aye

**Item 7:** Review and Approval of the Kindergarten Tuition Policy. Ms. Burnell suggested a change to the late fee charged as of the 11<sup>th</sup> day of the month. Ms. Reed also suggested that Ms. Dattilo's name be replaced with the general title of Finance Manager, and include the general school phone number.

Mr. Smith made a motion to approve the Kindergarten Tuition Policy with the revisions noted above. Ms. Reed seconded. The motion carried.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Schnell: aye

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Mr. Janett: aye

Mr. Smith: aye

**Item 8:** Review and Approval of Office Manager Employment Agreement. Ms. Dattilo noted that the hiring committee had completed interviews for three weeks and the committee unanimously voted to hire Kristen Maracchini for the position. The position was posted on the website, Craigs List, and CLCS.

Ms. Schnell made a motion to approve and hire Kristen Maracchini to the position of Office Manager starting July 15, 2012 ending June 30, 2013. Ms. Reed seconded. The motion carried.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Schnell: aye

Mr. Janett: aye

Mr. Smith: aye

**Item 9:** Review and Approval of Operations and Finance Manager Employment Agreement. Ms. Schnell noted this position was advertised on the website, Craigs List, and CLCS. Ms. Dattilo was noted as most qualified for the position. Ms. Dattilo will work closely with the Board Treasurer and will report directly to the Board of Directors.

Ms. Reed made a motion to approve and hire Ms. Gina Dattilo as the Operations and Finance Manager. Ms. Schnell seconded. The motion carried.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Schnell: aye

Mr. Janett: aye

Mr. Smith: aye

**Item 10:** Review and Approval of the Nutrition Services contract. Ms. Schnell noted that ARPS would be contracting with the district for lunch services as we did last year.

Ms. Schnell made a motion to approve the Nutrition Services contract as written. Mr. Smith seconded. The motion carried.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Schnell: aye

Mr. Janett: aye

Mr. Smith: aye

**Item 10.5** Review and Approval of the Charter Contract. Ms. Schnell indicated that the contract had been approved by both ARPS and the district. She noted it was very concise and boilerplate. Ms. Schnell made a motion to approve the final signed Charter Contract. Ms. Reed seconded. The motion carried.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Schnell: aye

Mr. Janett: aye

Mr. Smith: aye

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Ms. Schnell then made a motion to adjourn into Executive Session citing Personnel Matters C.R.S. 24-6-402 (4) (f). Ms. Schnell invited Ms. Silva, Ms. Dattilo and Ms. Richau into Executive Session. Mr. Smith seconded. The motion carried.

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

Ms. Burnell made a motion to come out of Executive Session. Ms. Schnell seconded. The motion carried. The public was invited back to the meeting.

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

Ms. Schnell then made a motion to accept the resignation of Ms. Silva effective July 20, 2012. Ms. Reed seconded. The motion carried.

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

Ms. Burnell made the motion to approve the Employment Agreement for Ms. Richau as Interim Principal as written. Mr. Smith seconded. The motion carried.

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

Ms. Schnell made a motion to approve the Principal position description as written with noted change to delete to strive to meet or exceed enrollment and PPR projection. Mr. Smith seconded. The motion carried.

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

Ms. Schnell made a motion to pursue candidates for the FT Elementary position. Ms. Burnell seconded. The motion carried.

Ms. Reed: aye  
Ms. Burnell: aye  
Ms. Schnell: aye

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Mr. Janett: aye  
Mr. Smith: aye

Ms. Schnell made a motion to reform the hiring committee to include Ms. Burnell as the Board Replacement for Ms. Dattilo. Mr. Smith seconded. The motion carried.

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

Ms. Schnell noted that the August 2 meeting would be the Board Annual Meeting, and at this time Officers would be elected.

Ms. Schnell made a motion to adjourn at 6:08 pm. Ms. Burnell seconded. The motion carried.

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

*Lynda Burnell*  
*Secretary 8/2/12*