

ASPEN RIDGE PREPARATORY SCHOOL
Annual Board Meeting
January 12, 2012

The Board of Directors of Aspen Ridge Preparatory School, Inc. held a Board Meeting on Thursday, January 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, President; Sherrie Reed, Vice-President; Nici Davis, Board Member; Krista Burnell, Board Member; and Nupur Singh (joined meeting as noted in minutes), Treasurer.

BOARD MEMBERS ABSENT: Jan Gilboy, Board Member and Cindi Herrera, Secretary (both of whom submitted resignations as noted in the minutes).

GUESTS PRESENT: Andria Hinman, Principal; Sierra Lund, PATHS Liaison; Traci Silva, Vice Principal; and Bill Rader, Ex-Officio Board Member.

Call to Order/Roll Call/Introduction of Guests

A quorum of Board members was present. With Ms. Reed presiding, the meeting was called to order at 4:03PM. Roll call was taken and guests were welcomed and introduced.

Public Comments

The floor was opened to public comments. Mr. Peter Jannett, an Aspen Ridge parent, expressed concerns about the computer lab setup, advocating for hardwired networking rather than wireless. He informed the Board that he has submitted a bid to do the hardwiring and will donate much of the cost, including hardware. Gigi Chapman, another parent, inquired as to future plans to add 6th grade. Gina Dattilo, a parent and volunteer, urged the Board to approve the purchase and installation of blinds for all the classrooms, consider hard wiring the computer lab, purchase and install multimedia projectors in the classrooms to save paper and create a better learning environment, and to consider adding a 6th grade.

At this point, Nupur Singh joined the meeting at 4:10pm.

Sherrie Reed commented on Board activity the last couple of months and welcomed Allison Schnell back to the helm after a medical leave of absence. Ms. Reed turned the meeting over to Ms. Schnell.

Agenda and Minute Approval

The first item brought before the Board for approval was the agenda. Ms. Reed made a motion to accept the agenda with deletion of item 6 Review and Approval of contract for PATHS Silent Auction Venue and the addition item 15 approval of janitorial contract. Ms. Davis seconded, and the agenda with changes was approved unanimously.

The next item on the agenda was the minutes from the November meeting. Ms. Reed made a motion to accept the minutes, Ms. Burnell seconded, and the motion carried unanimously.

Reports

Report 1: The next item was the Principal's Report. Ms. Hinman updated the Board on numerous items. Student enrollment is currently at 179 students. Open enrollment closes on January 20, 2012 and current student Intent to Return forms are due on January 20 as well. Aspen Ridge will have a Yearbook produced by Jostens and a yearbook committee; the cost will be \$25 and the school should receive a kickback of \$600. Ms. Hinman is having staff write bios to include on the school website. She received a cost quote from a parent for blinds for the window at \$85-105/window. She reported on one staff resignation in December. She also has obtained three commercial bids for building cleaning which the Board will consider on today's agenda. She reported that she has increased parent communication through Facebook and half sheets of paper sent home. She has cancelled parent meeting because she wanted to wait until she has something to show parents when the grant purchases begin arriving. She also requested hardwiring for the computer lab. She presented the Legacy Tree for the lobby and urged Board approval. She has obtained a new grounds maintenance and snow removal bid from a parent and reported a problem with the roof draining on to the playground creating sheets of ice in cold weather.

Report 2: With the PATHS' report, Ms. Lund updated the Board on PATHS' activities, King Soopers cards and the April 21 auction which will be an adults only event with a denim and diamonds theme. She reported that PATHS has decided to table the spirit wear until 2012-2013 and the Vice-President of PATHS has resigned. They have decided to purchase a die-cut machine and a 4-roll butcher paper stand for the teachers.

Report 3: Ms. Reed gave a report of the Start-up Grant, stating that Aspen Ridge was officially notified of the award in November, all paperwork for processing expenditures has been executed with CDE and SVVSD, and purchase orders have been prepared to order most of the proposed items in the grant budget.

Discussion and Approval Items:

Item 1: Ms. Reed gave a report of the Board retreat and the suggested Board committees that were developed during the retreat. She made a motion to prepare a Board resolution to approve the committees at the February meeting and the removal of item 12 Review and Approval of Board Subcommittees from this agenda. Ms. Burnell seconded. The motion carried unanimously.

Item 2 (a): Ms. Schnell read the Board resignations from Jan Gilboy, parent Board member, and Ms. Herrera. Founding Board Member and Board Secretary, both of whom resigned for personal reasons. Ms. Schnell briefly described the staff resignation. Ms. Reed made a motion to accept the Board and staff resignations, Ms. Davis seconded. The motion carried unanimously. Ms. Reed requested permission to speak about Ms. Herrera, stating how committed she had been to the development process and that she resigned to spend more time focused on her two young children. Ms. Reed expressed appreciation for Ms. Herrera's service and involvement.

Item 2 (b): Ms. Schnell requested discussion of replacing Board members. She recommended that we proceed with another parent election as outlined in the Board By-laws to replace the parent Board member. Ms. Reed also pointed out that the By-laws require replacement of Standing Board members within 60 days

and requested that Board members and administrators consider recommendations to fill the position vacated by Ms. Herrera. Ms. Reed made the motion to accept Ms. Schnell's recommendation to open up the election process for the parent Board member and allow Ms. Schnell the authority to proceed with the election. Ms. Davis seconded. The motion carried unanimously.

Item 3: Ms. Schnell reported that Ms. Herrera's resignation resulted in a vacancy in the officers of the Board, specifically the Secretary position, and requested an election to this position. Ms. Burnell volunteered to fill the position. Ms. Reed made a motion to elect Ms. Burnell to the position of Board Secretary. Ms. Davis seconded and the motion carried unanimously.

Item 4: Ms. Schnell presented the revised School Safety Plan for approval. She noted that it was revised by Ms. Hinman and the leadership team to align with the language used by SVVSD. Ms. Davis moved to approve the School Safety Plan as written and presented. Ms. Burnell seconded. The motion carried unanimously.

Item 5: Ms. Schnell presented the revised Enrollment Documents for approval. She noted Ms. Hinman and Ms. Silva had revised the documents to align with SVVSD. Ms. Singh noted the length of the documents and Ms. Schnell yielded the floor to Ms. Silva who addressed that the documents were the same as those required by other schools in the district. Ms. Reed moved to approve the Enrollment Documents as written. Ms. Davis seconded and the motion carried unanimously.

Item 6: Item 6 was deleted with approval of the agenda.

Item 7: Ms. Schnell yielded floor to Ms. Hinman who presented the Legacy Tree, a mural to be painted on the front wall of the school entry way. Donors would be able to purchase a leaf for the tree which will be painted with their name. Ms. Hinman presented a drawing of the proposed mural. Ms. Singh made a motion to approve and move forward with the painting of the Legacy Tree. Ms. Davis seconded and the motion carried unanimously.

Item 8: Dr. Rader presented the financial report for school expenditures from July 2011 through November 2011. He noted areas where the school had already spent close to full budget. However, given that as a new school, many of the ongoing costs (i.e. utilities) were unknown at time of budget approval. Ms. Reed moved to approve the financial statement as presented. Ms. Davis seconded and the motion carried unanimously.

Item 9 (a): Ms. Schnell opened the floor for discussion of staff evaluation procedures. Ms. Schnell and Ms. Hinman presented a proposed evaluation for formative assessment of teachers that Ms. Hinman has been using to date. It is a form adapted from SVVSD teacher evaluation form. Ms. Reed made a motion to approve the form as presented for informal evaluation of teachers with the expectation that a formal evaluation tool is presented to the Board by Ms. Schnell and Ms. Hinman at the February Board meeting. Ms. Burnell seconded the motion and the motion carried unanimously.

Item 9 (b): Ms. Schnell and Dr. Rader recommended approval of the state of Colorado evaluation of administrators that is being piloted by SVVSD this school year. Ms. Reed made a motion that the Board table the discussion of the administrator evaluation until February to allow all Board members the opportunity to review the evaluation instrument. Ms. Davis seconded and the motion carried unanimously.

Item 10: Ms. Davis made a motion to open discussion on the parent survey procedures. Ms. Davis seconded. With all in favor the topic was opened for discussion. Ms. Schnell and Dr. Rader gave background information on the necessity of parent survey due to charter requirements. Ms. Burnell suggested using Survey Monkey. Ms. Reed motioned to grant Ms. Schnell and Ms. Davis authority to draft parent survey and setup on Survey Monkey. Ms. Singh seconded and the motion passed unanimously.

Item 11: Ms. Schnell noted the need to add signers to the school bank account. Ms. Singh and Ms. Burnell volunteered. Ms. Reed moved that Nupur Singh and Krista Burnell are added to the bank account as signers, granting Ms. Schnell authority to facilitate. Ms. Davis seconded and all members were in favor. Motion passed.

Item 12: Deleted with approval of motion in Discussion and Approval Item 1.

Item 13: Ms. Schnell reported the need to negotiate the annual charter agreement with SVVSD. Dr. Rader provided context for the agreement and negotiation process. Ms. Reed motioned to grant Ms. Schnell and Dr. Rader authority to negotiate annual contract with SVVSD. Ms. Burnell seconded and the motion was approved unanimously.

Item 14: Ms. Schnell made a motion to approve the revised PATHS by-laws as presented. She described the changes to the by-laws. Ms. Davis seconded and all members voted in favor. Motion carried.

Item 15: Ms. Schnell presented the Board with a janitorial services contract. The contract presented was selected by Ms. Hinman and Dr. Rader as the most cost effective of 3 bids. Ms. Reed motioned to approve the contract and Ms. Burnell seconded. Discussion continued around the hours of service and background checks of janitorial service employees. Ms. Reed revised the original motion to the following; approval of the contract with the contingency that the hours of service be recorded in the contract as after school only and that background checks of all service providers be included in the contract. Ms. Burnell seconded and the motion carried unanimously.

Item 16: Ms. Reed motioned to adjourn the Board meeting at 5:25pm. Ms. Burnell seconded and all members voted in favor.