

ASPEN RIDGE PREPARATORY SCHOOL
Annual Board Meeting
November 7, 2011

The Board of Directors of Aspen Ridge Preparatory School, Inc. held a Board Meeting on Monday, November 7, 2011 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: Sherrie Reed, Vice-President; Nici Davis, Board Member (joined meeting as noted in minutes); Cindi Herrera, Secretary; and Nupur Singh, Treasurer.

BOARD MEMBERS ABSENT: Allison Schnell, President (due to medical leave).

GUESTS PRESENT: Andria Hinman, Principal; Sierra Lund, PATHS Liaison; Krista Burnell, Incoming Board Member; and Jan Gilboy, Incoming Board Member.

A quorum of Board members was present. With Ms. Reed presiding in Ms. Schnell's absence, the meeting was called to order at 12:36PM and guests were welcomed and introduced. The floor was opened to public comments, and Mr. Steve Guido, an Aspen Ridge parent, residing at 2193 Madison Drive in Erie, Colorado, inquired as to future budget considerations, in particular those as related to enrichment at the school.

Item 1: The first item brought before the Board for approval was the agenda. Ms. Herrera made a motion to accept the agenda, Ms. Singh seconded, and the agenda was approved.

Ms. Reed: aye

Ms. Herrera: aye

Ms. Singh: aye

Item 2: The next item on the agenda was the minutes from the previous meeting. It was noted that while the date and material contained within were from the August 29, 2011 meeting, the date at the very top of the document was incorrect. Ms. Herrera made a motion to accept the minutes with that change, Ms. Singh seconded, and the motion was carried.

Ms. Reed: aye

Ms. Herrera: aye

Ms. Singh: aye

Item 3: The next item was the Principal's Report. Ms. Hinman updated the Board on enrollment, currently at 177 students, student demographics, discipline, attendance, instruction, and donations.

Item 4: With the PATHS' report, Ms. Lund updated the Board on PATHS' activities, Fall Festival, Chik-fil-a nite, and Osborne sales, and money earned thus far. She also shared with the Board plans for upcoming events including a Silent Auction. As of now, PATHS has raised more than \$14,000.

At this point, Nici Davis joined the meeting.

Item 5: The next report was to be from the Aspen Ridge Foundation. There was no representative present today, however, Ms. Reed noted that she had had a meeting with the Chair earlier that day and their current activities include refining their Bylaws and applying for 501(c)3 status.

Item 6: Next, Ms. Reed provided the Board with an update on the status of the second year of the Start-Up Grant. At the previous Board meeting, the Board had authorized her to develop and submit the budget on behalf of the school. She therefore reviewed the budget as it had been developed through conversation with the Principal and submitted for the Colorado Department of Education. She informed the Board of the timeline for the purchase of various materials and resources over the course of the administration of these funds.

Item 7: The Board then moved onto Discussion and Approval Items. The first of these was the addition of two parent Board members to the Board. Per the charter, a call was put out to the parents of Aspen Ridge at the start of the school year for nominations to the Board to fill these positions. Only two parents submitted applications for the Board positions, and they were subsequently presented to the Board for approval. Ms. Herrera made the motion to approve the two applicants, Krista Burnell and Jan Gilboy, as members of the Aspen Ridge Preparatory School Board. Ms. Singh seconded, and the motion the carried.
Ms. Reed: aye
Ms. Davis: aye
Ms. Herrera: aye
Ms. Singh: aye

Item 8: The next Discussion Item related to two current Board members that are dealing with health issues and their need for temporary medical leaves from the Board. Ms. Reed, as Vice-President, will be filling in as President until Ms. Schnell is able to return to the Board in that capacity. Ms. Davis, meanwhile, will be able to intermittently participate in Board activities as she deals with some health issues and will come when she is able.

Item 9: As this is the first year of operation for Aspen Ridge, the idea of a Board retreat was presented so that specific needs can be identified and addressed by the Board in conjunction with the school's administrative team. The retreat will take place on December 3rd at the school and will be from 8am-1pm. Ms. Reed also distributed binders to all Board members with copies of the charter, Bylaws, and information on Board training.

Item 10: The next discussion item was to be about recruitment and community outreach. With the retreat now scheduled in a few weeks, Ms. Singh made a motion to table this discussion until that time. Ms. Davis seconded the motion, and the motion was passed.
Ms. Reed: aye
Ms. Burnell: aye
Ms. Davis: aye
Ms. Gilboy: aye
Ms. Herrera: aye
Ms. Singh: aye

Item 11: Ms. Burnell made a motion to approve the Operating Budget, Ms. Davis seconded, and the floor was opened to discussion. The budget that was presented had been developed as required by SVVSD based on actual enrollment at the start of the year. It also included a 3-year projected budget showing

annual growth at kindergarten and with the required TABOR reserve. It was noted that the budget and the check registers from the bank accounts will be published on the website very soon. With the motion and a second for approval on the floor, a vote was called and the motion was passed.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Davis: aye

Ms. Gilboy: aye

Ms. Herrera: aye

Ms. Singh: aye

Item 12: Ms. Herrera made a motion to approve the position description and schedule for the Reading/Enrichment Teacher, and Ms. Singh seconded. The floor was opened to discussion. Ms. Reed noted that due to budget constraints, it had been necessary to combine the two 3rd grade classes back in September. In doing that, one of those teachers was able to become the enrichment teacher taking care of a significant need which all stakeholders of the school wanted to address. With the motion and a second for approval on the table, a vote was held and the motion was carried.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Davis: aye

Ms. Gilboy: aye

Ms. Herrera: aye

Ms. Singh: aye

At this point in time, Ms. Gilboy needed to leave the meeting due to another commitment.

Item 13: Ms. Burnell made a motion to approve the resolution regarding employee benefits and stipends. Ms. Herrera seconded, and the floor was opened to discussion. Ms. Burnell inquired as to whether this applies to part-time employees as well and it was explained that Aspen Ridge's policy would most likely reflect the district's in that regard which seems to prorate the stipend for part-time employees. As the school does not have part-time employees currently, it was recommended that the resolution stand as is currently. With the motion and a second on the table, a vote was held and the motion was approved.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Davis: aye

Ms. Herrera: aye

Ms. Singh: aye

Item 14: Next, Ms. Herrera made a motion to approve a resolution regarding staff comp time for November 21 and 22, 2011. Ms. Davis seconded, and the floor was opened to discussion. Ms. Hinman presented documents showing Aspen Ridge has intended to match SVVSD's calendar and noted there was a discrepancy between Aspen Ridge's use of those days versus SVVSD's use. The resolution will rectify the discrepancy. With the motion and a second on the table, a vote was held and the motion was approved.

Ms. Reed: aye

Ms. Burnell: aye

Ms. Davis: aye

Ms. Herrera: aye

Ms. Singh: aye

Item 15: Ms. Herrera made a motion to approve a change in the Student Supervision Policy, and Ms. Singh seconded. The floor was opened to discussion. It was noted by Ms. Hinman and Ms. Reed that there had been times when students were being solely supervised by volunteers which could leave the school open to liability issues. While volunteers are greatly appreciated, the staffing schedule has been adjusted to ensure that a staff person is present at all times with students beginning at 8:15am and in their assigned locations. With the motion and a second on the floor, a vote was taken and the motion was carried.

Ms. Reed: aye
Ms. Burnell: aye
Ms. Davis: aye
Ms. Herrera: aye
Ms. Singh: aye

Item 16: Ms. Herrera made the motion to approve a Daily Update Form, Ms. Burnell seconded, and the floor was opened to discussion. Ms. Reed stated the Board that the form had been created to essentially keep the Board informed of daily activities at the school. The form incorporated information regarding enrollment, attendance, discipline, and safety. Ms. Burnell inquired as to whether employee or personnel concerns could be included on there as well. It was suggested that two minor changes be made so that the area identified for incidents could also be utilized for reporting information relating to employees as well. As with all school records, confidentiality is of the utmost concern and the forms will only be shared as necessary and as appropriate. With the motion and a second on the floor, a vote was taken and the motion was approved.

Ms. Reed: aye
Ms. Burnell: aye
Ms. Davis: aye
Ms. Herrera: aye
Ms. Singh: aye

Item 17: Ms. Burnell made a motion to accept the Incident Report Form, Ms. Herrera seconded, and the floor was opened to discussion. The form is necessary to report any unusual occurrences at the school as a means of documentation should concerns be raised at a later date and as a means of keeping the Board informed of unusual daily activities. The form would be completed and noted on the Daily Update Form as approved. With the motion and a second on the floor, the vote was taken and the motion was passed.

Ms. Reed: aye
Ms. Burnell: aye
Ms. Davis: aye
Ms. Herrera: aye
Ms. Singh: aye

Item 18: Ms. Herrera made a motion to approve the Personalized Education Plan, Ms. Singh seconded, and the floor was opened to discussion. This is an important tool for all stakeholders to be focused on each student's individual strengths and needs and had been implemented by the teachers at their conferences earlier this year. Ms. Hinman and the parents that were present at this Board meeting all stated that they really appreciated how in-depth and individualized the document is. With the motion and a second on the floor, the vote was taken and approved.

Ms. Reed: aye

Ms. Burnell: aye
Ms. Davis: aye
Ms. Herrera: aye
Ms. Singh: aye

Item 19: Ms. Herrera made a motion to approve a revised School Safety Plan, and Ms. Burnell made a second, and the floor was opened to discussion. Ms. Reed stated that the plan had, in fact, not yet been revised and so the motion and discussion were tabled until the next Board meeting.

Item 20: Ms. Herrera made a motion to approve the Parent Handbook, Ms. Davis seconded, and the floor was opened to discussion. Apparently, there has not been enough interest in before school care to maintain the necessary FTE for its operation. There is a discrepancy between what the contract with the YMCA, the charter, and the Parent Handbook all say regarding the requirements necessary for the program's operation. With the motion and a second for approval on the table, a vote was taken and the motion was passed with a reminder that the Board will review the handbook during the retreat.

Ms. Reed: aye
Ms. Burnell: aye
Ms. Davis: aye
Ms. Herrera: aye
Ms. Singh: aye

Item 21: The floor was opened to other items from the Board or needing Board approval, and none were presented.

Item 22: As there were no other items to discuss or review, the meeting was adjourned at 2:01PM with a motion from Ms. Burnell, seconded by Ms. Singh, and the motion was carried.

Ms. Reed: aye
Ms. Burnell: aye
Ms. Davis: aye
Ms. Herrera: aye
Ms. Singh: aye

Comment [H1]: Did we approve it? Notes aren't clear on final outcome here...