

ASPEN RIDGE PREPARATORY SCHOOL
Annual Board Meeting
August 29, 2011

The Board of Directors of Aspen Ridge Preparatory School, Inc. held a Board Meeting on Monday, August 29, 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: Allison Schnell, President; Nici Davis, Board Member; Cindi Herrera, Treasurer/Secretary; Sherrie Reed, Vice-President; and Nupur Singh, Board Member.

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

A quorum of Board members was present. With Ms. Schnell presiding, the meeting was called to order at 6:04PM and guests were introduced. The floor was opened to public comments, but no guests or visitors elected to make any comments at this time.

Item 1: The first item brought before the Board for approval was the agenda. Ms. Schnell stated that the Board would need to go into Executive Session after the public Board meeting to discuss a personnel issue. Ms. Schnell made a motion to accept the agenda, Ms. Herrera seconded, and the agenda was approved.

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

Item 2: The next item on the agenda was the minutes from the previous meeting. Ms. Singh made a motion to accept the minutes, Ms. Herrera seconded, and the motion was carried.

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

Item 3: With the PATHS' report, Ms. Lund updated the Board on PATHS' activities and money earned thus far. She also shared with the Board plans for upcoming events including Fall Festival, restaurant nights, Book Fair, Card Fair, and a Silent Auction in the spring. All agreed that PATHS is off to a strong start.

Item 4: The next item was the Principal's Report. Ms. Hinman updated the Board on enrollment, talked about curricula, and talked about an opportunity at the School Choice Expo in November.

Item 5: The next item on the Agenda was for the annual election of Board members. Ms. Herrera nominated and made a motion that Ms. Schnell continue as President, Ms. Reed seconded, and the motion was passed.

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

Next, Ms. Schnell made a motion that Ms. Reed be Vice-President, Ms. Davis seconded, and the motion was carried.

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

Ms. Schnell made a motion to nominate Ms. Herrera as Secretary, Ms. Singh seconded, and the motion was approved.

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

Lastly, Ms. Schnell made a motion to nominate Ms. Singh as Treasurer, Ms. Herrera seconded, and the motion was carried.

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

Item 6: Next, the Board discussed the idea of the Aspen Ridge Preparatory Foundation - how that separate Board may be assembled, for what purpose, and some possible candidate names were suggested.

Item 5: The Action Items were next on the agenda. Employment contracts have been offered individually and were discussed. Ms. Schnell made a motion to accept the contracts, Ms. Singh seconded, and the motion was carried.

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

Item 6: Next, the report for the use of the start-up grant funds needs to be submitted as well as the application for the implementation grant for year two. Ms. Herrera made a motion authorizing Ms. Reed to complete and submit both the report and the application on behalf of Aspen Ridge Preparatory School. Ms. Schnell seconded the motion, and the motion was approved.

Ms. Schnell: aye

Ms. Davis: aye

Ms. Herrera: aye

Ms. Reed: aye

Ms. Singh: aye

Item 7: The St. Vrain Valley School District is requiring an updated budget for the school based on the actual enrollment by September 7th. Dr. Rader has revised the budget and has projected growth for the next five years at an increase of one class per year as the kindergarten class, currently the largest class, moves up through the grade levels. Ms. Schnell made a motion authorizing Dr. Rader to submit the updated budget for presentation to the district. Ms. Herrera seconded, and the motion was passed.

Ms. Schnell: aye

Ms. Davis: aye

Ms. Herrera: aye

Ms. Reed: aye

Ms. Singh: aye

Item 8: The next discussion centered on the provision of special education services at Aspen Ridge. The agenda called for approval of a position description for a special education teacher, but during the conversation, it was determined that a clarification would be needed on one aspect. While the part-time teacher would be an employee of the school, his/her supervision for coordinating the special education services would be managed by the district. Ms. Schnell explained that any applicants would be reviewed and approved by the district. Ms. Herrera made a motion to accept the position description, Ms. Schnell seconded, and the motion was approved.

Ms. Schnell: aye

Ms. Davis: aye

Ms. Herrera: aye

Ms. Reed: aye

Ms. Singh: aye

Item 9: According to the charter, there is a requirement for a Parent Advisory Committee that must be identified and stood up to participate in reviewing curricula and provide feedback. Dr. Rader suggested that bylaws, responsibilities, and tasks be developed, and that quarterly meetings be held. Ms. Hinman was going to check with the district to determine if this is, in fact, necessary as there are a number of other committees that meet for similar purposes.

Item 10: The following discussion related to the Accreditation Report as delineated in the charter contract. Dr. Rader suggested that the school undergo the tasks as delineated in the report this year as a trial run for next year when it is a requirement. Ms. Reed and Ms. Herrera will develop the Accreditation Report outline for the next meeting.

Item 11: A change has been made to the Enrollment Policy to better accommodate planning considerations for parents and deadlines for other school applications. The changes are aligned with those

as specified in the school's charter. Ms. Schnell made a motion to accept the changes to the Enrollment Policy, Ms. Davis seconded, and the motion was approved.

Ms. Schnell: aye

Ms. Davis: aye

Ms. Herrera: aye

Ms. Reed: aye

Ms. Singh: aye

Item 12: A school safety plan was reviewed and presented for approval to the Board. Ms. Reed made a motion to approve the plan, Ms. Schnell seconded, and the motion was passed.

Ms. Schnell: aye

Ms. Davis: aye

Ms. Herrera: aye

Ms. Reed: aye

Ms. Singh: aye

Item 13: A position description for a Maintenance Engineer was presented for approval. Ms. Herrera made a motion to accept the position description, Ms. Davis seconded, and the motion was carried.

Ms. Schnell: aye

Ms. Davis: aye

Ms. Herrera: aye

Ms. Reed: aye

Ms. Singh: aye

Item 14: The contract for nutritional services with the district was presented for approval. Ms. Herrera made a motion to approve the contract, Ms. Davis seconded, and the motion was approved.

Ms. Schnell: aye

Ms. Davis: aye

Ms. Herrera: aye

Ms. Reed: aye

Ms. Singh: aye

Item 15: A calendar of potential Board meetings for the remainder of the year was presented. The date for the Board workshop was questioned so aside from that date, Ms. Schnell made a motion to accept the calendar, Ms. Davis seconded, and the motion was carried. The workshop will be rescheduled.

Ms. Schnell: aye

Ms. Davis: aye

Ms. Herrera: aye

Ms. Reed: aye

Ms. Singh: aye

Item 16: The last item on the regular agenda regarded Board vacancies. Ms. Schnell will put together a short application and a letter so that interested parents can express their interest in serving on the Board. Ms. Schnell will collect the resumes and applications and tabulate the votes as they come in for Board membership. Ms. Herrera made a motion to authorize Ms. Schnell with oversight of the election process, Ms. Singh seconded, and the motion was approved.

Ms. Schnell: aye

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

Item 17: Under other items, the office staff mentioned that a request had been made to allow leggings as a uniform option for students. It was also decided that these will be the last changes to the uniform until a review is conducted in the spring. Ms. Schnell made a motion to accept this change, Ms. Davis seconded, and the motion was carried.

As there were no other comments from Board members, the meeting was adjourned at 8:55PM.