

Aspen Ridge Preparatory School
705 Austin Avenue
Erie, CO 80516
February 3, 2025

To: Charla Salmeron, Head of School
Aspen Ridge Board Members
From: Terri Runyan, Consultant

RE: Board Work Sessions- Overview including purpose, outcomes, deliverables, resume and cost.

Dear Board Members,
Thank you for the opportunity to provide a proposal and draft overview for a Board Retreat Strategy Sessions. I look forward to working with you should you accept the following information and proposed cost.

Sessions Purpose:

Provide an opportunity for the Board to co-create operating agreements, refine the Mission and Vision statements, understand current and desired future state, and set direction through a revised strategic plan.

Outcomes:

- Review and refine Mission and Vision statements as needed
- Board agreement of Charter/by-laws
- Understand Aspen Ridge current state, successes and challenges
- Complete a SWOT analysis
- Identify strategic goals, with actions, accountability, targets and timelines
- Clearly defined next steps (post sessions)

Deliverables:

Item	Timing	Responsible Person
1. Detailed agendas for two, four- hours sessions outlining purpose, outcomes and activities.	Two weeks before Session 1	Terri (with Board agreement)
2. Updated Mission and Vision statements draft.	One week post Session 1	Terri
3. Revised Board Charter/by-laws	One week post Session 1	Terri

4. SWOT and other input collated and summarized for clear themes and an understanding of current state.	One week post Session 1	Terri
5. Draft “one pagers” for each strategic goal that includes a clearly defined goal, accountability, actions, targets and timelines.	One week post Session 2	Terri & Charla
6. Clearly defied next steps.	End of Session 2, with in-depth summary sent one week post Session 2	Terri & Board

Payment Milestones/Deliverables:

Consultant shall submit invoices for payment after completion and acceptance of each deliverable.

- Session 1 pre-work, session facilitation and post work deliverables completion (\$2,000)
- Session 2 pre-work, session facilitation and post work deliverables completion (\$2,000)

Resume:

Terri Runyan has over 35 years of experience working in organizational excellence and leadership development. She offers a broad base of knowledge in improving team performance, and for implementing strategy and change initiatives. Over the course of her career, she has led organizations through criteria-based culture change such as the Baldrige Excellence Framework and the American Nurses Credentialing Center (ANCC) MAGNET certification process. She is an examiner for Rocky Mountain Performance Excellence (RMPEX) and, she has served on the Board of Examiners for Malcolm Baldrige National Quality Award (MBNQA) for 10 years.

Since 2011, she has worked for the City of Fort Collins, leading their performance excellence journey through implementation of a high performing leadership system, strategic planning process, executive strategy facilitation and leadership design and development. Under Terri’s leadership, the City received the prestigious Malcolm Baldrige National Quality Award Baldrige Award in 2017 and continues to operate as a high performing organization.

Her background ranges from work in the healthcare industry, local government and education. She has also supported non-profits and small businesses as they seek to implement strategic efforts to improve outcomes and effectiveness. With strength in team development, Terri has a unique ability to develop and merge interdisciplinary strategies and partner with leaders and teams towards successful execution. She also brings strong leadership development skills including coaching and training.

Terri has a master’s degree in the Science of Management from Regis University. She is currently a Senior Examiner on the Malcolm Baldrige Board of Examiners, and is certified as a Team Trainer, DiSC facilitator, MBTI administrator, CAP (Change Acceleration Process) facilitator, Enneagram Coach, and a Coach Training Alliance (CTA) leadership coach.