



## **BOARD OF DIRECTORS MONTHLY MEETING MINUTES**

**January 21, 2015**

The Board of Directors of Aspen Ridge Preparatory School, Inc. held a Board Meeting on Wednesday January 21, 2015 at Aspen Ridge Prep School 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.

### **OUR MISSION:**

*"We are travelers on the Aspen Ridge Trailways. It is our mission to think independently, participate in our integrated world, and achieve individual goals in order to gain knowledge and understanding. We will approach challenges with confidence and assist others in our community while learning and growing together on the trail of success."*

### **ITEM 1.1 - CALL TO ORDER/ROLL CALL**

A quorum of Board members was present. With Mr. Massarotti presiding, the meeting was called to order at 4:05pm.

#### **BOARD MEMBERS PRESENT:**

Mr. Glenn Massarotti, Board President  
Mr. Eric Guerrero, Board Vice-President  
Ms. Krista Burnell, Treasurer  
Dr. Dana Laursen, Board Member  
Ms. Traci Silva, Interim Principal/Ex-Officio (non-voting)  
Ms. Gina Dattilo, CFO/Ex-Officio (non-voting)  
Dr. Bill Rader, Ex-Officio (non-voting)

#### **BOARD MEMBERS ABSENT:**

None.

### **ITEM 1.2 - REVIEW AND APPROVAL OF AGENDA**

Ms. Burnell made a motion to approve the minutes as written. Mr. Guerrero seconded.

Mr. Massarotti – aye  
Mr. Guerrero – aye

Dr. Laursen – aye  
Ms. Burnell – aye

The motion carried unanimously.

### **ITEM 1.3 PUBLIC COMMENTS**

Ms. Meosha Brooks – Ms. Brooks mentioned in the November meeting that the board was looking into updating the by-laws. Meosha also was interested in an update on security for the modular.

Ms. Jenni Lillie – Wished to voice some concerns with the abrupt leaving of Ms. Richau and if the teachers are getting the support that they need and if those needs are being met. Ms. Lillie discussed if there are any action items being met to support Ms. Silva and see if there are action steps to ensure the staff is being supported.

Ms. Karen Hogan – She mentioned some misinformation on discretionary bonuses and want to ensure that the items that were brought to the administrative staff and those grievances were brought to the board.

Ms. Maria Reseigh – Ms. Reseigh mentioned wanting to ensure that the teachers would have an opportunity to discuss the item on action item for discretionary bonuses.

Mr. Peter Janett – wanted to check on the board minutes being updated on the website as he saw one month missing.

### **ITEM 1.4 - REVIEW AND APPROVAL OF MINUTES December 17, 2014**

Ms. Burnell made a motion to approve the minutes as written. Mr. Guerrero seconded.

Mr. Massarotti – aye  
Mr. Guerrero – aye  
Dr. Laursen – aye  
Ms. Burnell – aye

The motion carried unanimously.

### **ITEM 2 – RECOGNITION AND AWARDS**

#### **2.1 Teacher of the Month**

Mr. Massarotti recognized Jennifer Hays as the December 2015 Teacher of the Month. Ms. Silva mentioned she always has a positive outlook and demeanor and always goes above and beyond for students and definitely deserves to be recognized.

### **ITEM 3 - REPORTS**

#### **3.1 Reports from Individual Board Members:**

1. Mr. Guerrero – Mr. Guerrero discussed the need to engage the security committee to review driveline as our school grows. Mr. Guerrero noted that there are apps available that help charter schools with driveline issues. Mr. Guerrero noted that the board had discussed a capital campaign to help drive fundraising for the new building. Mr. Guerrero asked the attendees to determine if they have any contacts or experience with capital campaigns.
2. Dr. Laursen – none.
3. Ms. Burnell – noted that all of the bank accounts are reconciled up to date through December. Ms. Burnell requested that Ms. Dattilo enforce all staff reimbursements be separate from their personal purchases on receipts.
4. Mr. Massarotti – Mr. Massarotti noted that he has been doing some coffee chats with ARPS parents and community members to engage in discussions and answer requests.

**3.2 Report from the Principal:** (see attached Principal report at end of minutes).

### **ITEM 4 – CONSENT AGENDA ITEMS**

- 4.1** Review and Approval of Q2 Budget to Actuals
- 4.2** Review and Approval of December Check Register
- 4.3** Review and Approval of 2014-2015 Amended Budget
- 4.4** Review and Approval of Offers of Employment

Dr. Laursen made a motion to approve the Consent Items. Mr. Guerrero seconded.

Mr. Massarotti – aye  
Dr. Laursen – aye  
Mr. Guerrero – aye  
Ms. Burnell - aye

The motion carried unanimously.

### **ITEM 5 - ACTION ITEMS:**

#### **5.1 Review and Approval of 2015-16 Kindergarten Tuition Policy AR-JQ-E2**

Dr. Laursen made a motion to approve the 2015-16 Kindergarten Tuition Policy. Ms. Burnell seconded.

Mr. Massarotti – aye  
Dr. Laursen – aye  
Mr. Guerrero – aye  
Ms. Burnell - aye

The motion carried unanimously.

### **5.2 Review and Approval of 2015-16 Preschool Tuition Policy AR-JQ-E3**

Mr. Guerrero made a motion to approve the 2015-16 Preschool Tuition Policy. Ms. Burnell seconded.

Mr. Massarotti – aye  
Dr. Laursen – aye  
Mr. Guerrero – aye  
Ms. Burnell - aye

The motion carried unanimously.

### **5.3 Review and Approval of 2015-16 Student Fees AR-JQ-E1**

Dr. Laursen made a motion to approve the 2015-16 Student Fees. Mr. Guerrero seconded.

Mr. Massarotti – aye  
Dr. Laursen – aye  
Mr. Guerrero – aye  
Ms. Burnell - aye

The motion carried unanimously.

### **5.4 Review and Approval of Lower School Assistant Principal and Executive Principal Job Descriptions**

Dr. Rader discussed the position descriptions and the goals of hiring the Executive Principal would be hired by this coming July to be in place for the expansion of the Upper School.

Mr. Guerrero made a motion to approve the Lower School Assistant Principal and Executive Principal job descriptions. Ms. Burnell seconded.

Mr. Massarotti – aye  
Dr. Laursen – aye  
Mr. Guerrero – aye  
Ms. Burnell - aye

The motion carried unanimously.

### **5.5 Review and guidance of staff discretionary bonuses**

Dr. Rader provided a history of salary increase at the last board meeting, a 1.7% starting Nov 2014 as a cost of living and a 2% bonus starting in April. The board then set aside a certain amount of money and the board wanted to ensure the monies were not based on evaluations. The board then wanted the discretionary bonuses not to be based on evaluations. Dr. Rader is asking the board to change the prior

approval and that we provide all full time teachers a \$2,000 bonus as soon as possible and all part-time teachers receive \$1,000 bonus. These amounts will be included in your base salary for next contract year. With the goal of next year basing the salary bonuses based on evaluations. Mr. Massarotti discussed that the school is successful because of all of our staff.

Mr. Massarotti made a motion to approve the staff discretionary bonuses. Mr. Guerrero seconded.

Mr. Massarotti – aye  
Dr. Laursen – aye  
Mr. Guerrero – aye  
Ms. Burnell - aye

The motion carried unanimously.

## **ITEM 6 - DISCUSSION ITEMS:**

### **6.1 Discussion of Pre-K classes for 2015-16**

Ms. Silva and Ms. Pan discussed the demand for a morning and afternoon M-Th 4 year old program for a higher tuition price and a lower class size. The board recognized there are current 3 year old families that should be given preference for next years 4 year old program. The board requested Dr. Rader and Ms. Dattilo to determine if a policy if necessary to allow that preference. The board stated they would be in favor of reducing class size to 16.

### **6.2 Discussion of State Mandated Teacher and Principal Evaluations**

Dr. Rader discussed that next year the school will follow the state mandated evaluation procedures for Teachers and Principals. Dr. Rader recommends that the staff attends a full training at the beginning of the year for the new model. Dr. Rader will make a recommendation that teachers and administration be evaluated by multiple groups. Dr. Rader noted that he would like all the evaluations shared with the board during a work session so they are aware of the evaluation process. Dr. Lauren noted that she fully supports his recommendation and knows there are some good tools out there to help with the process and can point Dr. Rader in the right direction if he needs assistance. Ms. Burnell noted that we want to be a pay for performance school and the top performers should be paid and recognized and that it is crucial for our students and parents as well. Mr. Massarotti discussed the need for the metrics to be understood by the staff upfront so they understand their goals.

### **6.3 Discussion of Staff Tuesday Jeans Day**

Ms. Silva discussed that she would like to initiate that each Tuesday be designated as Tuesday Jeans Day for the remainder of the year. Traci would like to throw something else fun during the week and a comfort issue for the teachers sitting on the floors with their children.

### **6.4 Other items or Requests from Board Members**

Mr. Massaroffi – none.

Ms. Burnell - none.

Mr. Guerrero – none.

Dr. Laursen – noted that the legislative session has been out and the League does not have a legislative update posted and believes that we should have a legislative update as part of our regular session.

#### **6.5 Discussion of communications to stakeholders**

Mr. Massarotti wanted to share feedback from his coffee talks with parents. He discussed that the board has not generally provided updates or general day to day communications as that has been handled mainly from the administration through the day to day operations of the school. Mr. Massarotti mentioned there are some options for the future for the board to be more pro-active and offer some type of communication to the families and do a better job to communication to the stakeholders of the school. Mr. Massarotti thanked Dr. Rader and Tiffanie and Traci for their Upper School parent meeting. Dr. Rader mentioned they are developing a survey and would like survey results available prior to putting the second parent meeting on the calendar.

#### **6.6 Status of committees**

Mr. Massarotti requested that a database be built with a committee tab linked to the website that lists their members, meeting dates and other pertinent information.

#### **ITEM 7 – ADJOURNMENT:**

Ms. Burnell motioned to adjourn at 5:33pm Mr. Guerrero seconded.

Mr. Massarotti – aye



Dr. Laursen – aye

Mr. Guerrero – aye

Ms. Burnell - aye

The motion carried unanimously.

—END OF MINUTES—

Approved  2-19-15  
 , PRESIDENT

Traci Silva, Interim Principal  
Aspen Ridge Preparatory School  
January Board Report  
January 21, 2015

### **Enrollment Tour**

On Thursday, January 15, ARPS had the final evening Enrollment Tour prior to our lottery enrollment on January 30, 2015. Our turn out was much larger than anticipated. Several staff members gave group tours to the parents. The vast majority of the parents were hoping to enroll preschool or kindergarten students.

### **CMAS**

Principal training for the upcoming CMAS test (Colorado Measure of Academic Assessment) will take place on February 6. Both Traci Silva and Laura Loomis, Testing Coordinator, will attend the training at a St. Vrain Valley School District offices.

### **Science Fair**

The Science Fair planning is well under way. The Science Fair will take place on February 13 at the ECC. Grades K-5 are invited to participate. The science fair committee is currently looking for judges for the fair. Volunteer judges are ideally community members with backgrounds in science, math and engineering. Although we love our parent volunteers, we are seeking volunteers who are not parents of children participating in the fair.

### **After School Programs**

Aspen Ridge Preparatory currently has several after school programs. Odyssey of the Mind, Bricks 4 Kidz, Young Rembrandts, and Computer Explorers are meeting at Aspen Ridge.

### **Enrollment Lottery**

The Enrollment Lottery for the 2015-2016 school year will take place on Friday, January 30 at 1:30pm at Aspen Ridge. Parents and the community are invited to attend. Those students that are not drawn for a classroom placement will be placed on the wait list in the order in which their names are drawn.

### **CDE Mandate Teacher Evaluations**

On January 20, 2015 the Aspen Ridge staff member were given copies of the Rubric for Evaluating Colorado Teachers. We discussed what this rubric meant and how the teachers would be evaluated in the upcoming weeks.

### **Upcoming Events**

January 23 – Dress Down Day

January 23 – 3<sup>rd</sup> Grade to ECC

January 29 – SAC meeting

January 30 – Kindergarten to ECC

January 30 – Lottery Enrollment

February 6 – Grade 1 to ECC

February 9 – School and Class Photos

February 13 – Science Fair

February 13 – Dress Down Day

February 13- Grade 5 to ECC

February 16 – No School

February 18 – Board Meeting 4pm

February 18 – Grade 4 ECC

February 20 – Grade 2 ECC