



APPROVED 11-20-2013
Jeffrey Smith, Secretary

A handwritten signature in black ink, appearing to read "J. Smith", is positioned below the typed name.

BOARD OF DIRECTORS MONTHLY MEETING MINUTES

October 16, 2013

The Board of Directors of Aspen Ridge Preparatory School, Inc. held a Board Meeting on Wednesday October 16, 2013 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 - CALL TO ORDER

A quorum of Board members was present. With Dr. Rader presiding, the meeting was called to order at 5:34pm.

ITEM 2 - ROLL CALL

BOARD MEMBERS PRESENT:

Glenn Massarotti, Board President
Eric Guerrero, Vice President
Krista Burnell, Treasurer
Jeff Smith, Secretary
Peter Janett, Board Member
Pam Richau, Interim Principal/Ex-Officio (non-voting)
Dr. Bill Rader, Ex-Officio (non-voting)

BOARD MEMBERS ABSENT:

Gina Dattilo, Finance Manager/Ex-Officio (non-voting)

ITEM 3 - INTRODUCTION OF GUESTS

Kristin McKenzie, Kindergarten Teacher

ITEM 4 - PUBLIC COMMENTS

Ms. McKenzie wants to know if a teacher representative can be an ex-officio non-voting Board Member? The answer is yes, anyone can be made an ex-officio member. Board bylaws can be amended to allow this in January. The

Board agreed to study this for best practice and any precedent for this, but in general understands the need for teacher advocacy to the Board. Consider a teacher liaison to the Board. Concerns were voiced about chain of command. Consider a specific point of contact for providing a report to Ms. Richau that becomes part of her Principal Report and a documented part of the minutes.

ITEM 5 - REVIEW AND APPROVAL OF AGENDA

Mr. Massarotti requested to move Item #8 to #10 and add in it's place to discuss the Board Committee Policy, and add #9 Approval of Technology Committee members. Mr. Janett moved to approve these additions, Mr. Guerrero seconded.

Mr. Massarotti – aye
Mr. Guerrero – aye
Mr. Smith – aye
Mr. Janett – aye
Ms. Burnell - aye

The motion carried unanimously.

ITEM 6 - REVIEW AND APPROVAL OF MINUTES

Mr Guerrero asked to move approval of the minutes to #6 and the motion to adjourn to #7.

Mr. Massarotti – aye
Mr. Guerrero – aye
Mr. Smith – aye
Mr. Janett – aye
Ms. Burnell - aye

The motion carried unanimously.

REPORTS:

1. Reports from Board---

- a) Ms. Burnell reported that Ms. Dattilo closed our Wells Fargo account and will deposit the funds into a Colorado Business Bank account for the formation of our fundraising account.
- b) Mr. Guerrero noted the Fall Festival is the weekend and asked if we would have Board representation. Ms. Richau indicated that we could print out name tags and generally be present and circulating.
- c) Mr. Janett asked if we could take the banner off the building for now as we are past our head count date. Ms. Richau indicated we would begin enrollment in December for 2014-15, so we should just leave it up.
- d) Mr. Janett asked if the rear gate had been fixed. It does not permanently latch. We need to follow up with Phil Irwin.
- e) Mr. Janett asked if the teachers should have a desk phone and that the technology committee could explore this. Ms. McKenzie indicated that the walkie talkies and cell phones are working fine. Ms. Richau indicated

that teachers may be interested in being able to call parents with reports from school, and that infrastructure has been installed, so the expense would not be enormous.

- f) Mr. Janett suggested that we keep a consistent graphic owl on our t-shirts in the future to maintain our brand.
- g) Mr. Janett asked if we had a new school speed limit sign yet, and we do not.
- h) Mr. Janett indicated he is still looking for technology requests.
- i) Mr. Janett asked if and when Board photos would be posted.
- j) Mr. Massarotti reminded the Board we need to complete the fingerprinting process. He also welcomed Mr. Lee to his first Board meeting.
- k) Mr. Massarotti indicated that the security committee noted that the drive line is moving more smoothly this year. They are suggesting installing some permanent signs controlling traffic flow and drop off zones.

2. Report from the Principal--- (see attached document at end of minutes)

- a) Ms. Richau and Mr. Lee went through the report.
- b) Of note, our October 1 head count was 262!

*At 6:40pm. Mr. Janett had to leave. We still had a quorum present.

3. Report from Chief Financial Officer---

- a) Ms. Dattilo was absent (excused) from this meeting.

ACTION ITEMS:

1. Approval of Offers of Employment

Mr. Guerrero made a motion to approve the offers of employment for Registrar, School, Secretary, Art, Music and Spanish teachers as included in the Board packet. Mr. Smith seconded.

Mr. Massarotti – aye
Mr. Guerrero – aye
Mr. Smith – aye
Ms. Burnell - aye

The motion carried unanimously.

2. Approval of Resolution of donation to Erie Uplink

Ms. Burnell made a motion to approve the resolution as written to donate \$483.81 to Erie Uplink. Mr. Guerrero seconded.

Mr. Massarotti – aye
Mr. Guerrero – aye
Mr. Smith – aye
Ms. Burnell - aye

The motion carried unanimously.

3. Approval of Resolution to pay employees during emergency school closures

Mr. Guerrero made a motion to approve the resolution to pay employees during emergency school closures. Mr. Smith seconded.

Mr. Massarotti – aye
Mr. Guerrero – aye
Mr. Smith – aye
Ms. Burnell - aye

The motion carried unanimously.

4. Approval of Quarterly Financials

Mr. Guerrero made a motion to approve the quarterly financials as presented. Ms. Burnell seconded.

Mr. Massarotti – aye
Mr. Guerrero – aye
Mr. Smith – aye
Ms. Burnell - aye

The motion carried unanimously.

5. Approval of Employee Compensation Plan

Ms. Burnell made a motion to approve the employee compensation plan and bonus structure as written. Mr. Guerrero seconded. It was agreed that we would evaluate the financial impacts of additional salary increases.

Mr. Massarotti – aye
Mr. Guerrero – aye
Mr. Smith – aye
Ms. Burnell - aye

The motion carried unanimously.

6. Discussion and Approval of Site Plan, Modular Building Plan, Building Summary and Grant Plan

Board discussed the work session that occurred prior to the formal Board meeting. Mr. Massarotti made a motion to approve the revised Site Plan #2 in concept only and approve Mr. Irwin to proceed with further development. Mr. Guerrero seconded.

Mr. Massarotti – aye
Mr. Guerrero – aye
Mr. Smith – aye

Ms. Burnell - aye

The motion carried unanimously.

Board discussed the modular building concept and Phil Irwin's request that we at ARPS take on the responsibility to develop an implementation plan for the 2014-15 school year. It was agreed that the Board would ask Ms. Dattilo to assist with this process as operations manager. Mr. Smith volunteered to assist as needed and we can tap into additional staff as necessary. Need to evaluate the size required, location, cost, etc. Mr. Massarotti will discuss with Ms. Dattilo.

Board discussed the Grant application process as a mechanism for funding a portion of the upper school expansion. Overall this needs to be a fundraising and capital campaign. We still need an approved 501(c)3 status before we can start our campaign. It was agreed that Grant writing and a capital campaign would be two slightly separate efforts. Need renderings of the future vision to assist in these efforts. Also need to determine the magnitude of the fundraising needed. A few potential parent coordinators were discussed.

Mr. Massarotti made a motion to form an Ad-Hoc Committee with the purpose of managing capital collection specific to the school expansion through Grants or otherwise. Ms Burnell seconded the motion.

Mr. Massarotti - aye

Mr. Guerrero - aye

Mr. Smith - aye

Ms. Burnell - aye

The motion carried unanimously.

Phil Irwin asked for a summary of what spaces would be used for what in the existing and proposed building. He is asking for a building program summary. Ms. Richau and Mr. Lee agreed to indicate on the plans which classrooms would be used for what and forward to Mr. Smith, who will summarize and forward to Phil. We will have this completed by Monday the 28th.

7. Approval of Wellness Committee Members

Ms. Burnell made a motion to approve the Wellness Committee members. Mr. Smith seconded.

Mr. Massarotti - aye

Mr. Guerrero - aye

Mr. Smith - aye

Ms. Burnell - aye

The motion carried unanimously.

8. Approval of Board of Directors Committee Policy

Mr. Massarotti presented the existing Committee policy and suggested that we amend the policy to include a clear, codified outline of how to form a Committee. Ms. Burnell made a motion to add the procedure to the Policy. Mr. Guerrero seconded.

Mr. Massarotti – aye
Mr. Guerrero – aye
Mr. Smith – aye
Ms. Burnell - aye

The motion carried unanimously.

9. Approval of Technology Committee Members Resolution

Mr. Guerrero made a motion to approve the Technology Committee members. Mr. Smith seconded.

Mr. Massarotti – aye
Mr. Guerrero – aye
Mr. Smith – aye
Ms. Burnell - aye

The motion carried unanimously.

10. Discussion and Approval of Pre-K Planning

Dr. Rader requested Board direction on moving forward with Pre-K Planning and requested approval to move forward with a plan in implement next August. Ms. Richau expressed concern about having the bandwidth to accomplish this right now with a charter application in process. We will continue to discuss the planning and timing throughout the fall.

Mr. Massarotti made a motion to continue develop a Pre-K program as soon as practical. Mr. Smith seconded.

Mr. Massarotti – aye
Mr. Guerrero – aye
Mr. Smith – aye
Ms. Burnell - aye

The motion carried unanimously.

DISCUSSION ITEMS:

1. School Communications

Mr. Massarotti indicated two errors in the school calendar that are inconsistent with SVVSD. One was Columbus Day and the next is around conferences in the Spring 2014. After much discussion, it was agreed that we would leave the Calendar as approved.

Mr. Massarotti asked that Ms. Richau send her reports earlier than the day of the Board meetings, and ideally by Monday prior to a meeting.

2. Parent Parking Letter from Coal Creek Center Owners Association, Inc.

We discussed the letter and Mr. Massarotti indicated he had responded to the CCCOA and would like to make his response a formal part of the Board record. It was agreed that we would include a reminder to parents to be respectful of legal parking restrictions along Lloyd Lane.

3. Board of Directors Retreat

Dr. Rader has requested a BOD retreat around the first weekend in November. Proposed to look at November 4 evening.

4. Other Items or Requests from Board Members

None.

REVIEW AND APPROVAL OF MINUTES

Mr. Massarotti moved to approve the minutes from Sept 4 and Sept 18 as written. Mr. Smith seconded.

Mr. Massarotti – aye

Mr. Guerrero – aye

Mr. Smith – aye

Mr. Janett – aye

Ms. Burnell - aye

The motion carried unanimously.

ADJOURNMENT:

Mr. Smith motioned to adjourn. Seconded by Mr. Janett.

Mr. Massarotti – aye

Mr. Guerrero – aye

Mr. Smith – aye

Mr. Janett – aye

Ms. Burnell - aye

The motion carried unanimously.

---END OF MINUTES---

Pamela Richau, Principal
 Chris Lee, Vice Principal
 Aspen Ridge Preparatory School
 October 16, 2013



Principal – Vice Principal Report to the ARPS Board

- Welcome to our new assistant principal
- Parent – Teacher conferences
- Count Day
- School of distinction accreditation
- Meeting with gifted coordinator
- Scholarship fund
- Charter renewal
- Scholastic Book Fair
- Our First Student Teacher
- Infinite Campus grades and attendance data for parents soon to go “live”
- Spirit wear sales
- Social study curriculum review
- Emergency schedule and pending trainings
- Teacher licenses and substitute authorizations submitted and pending with CDE
- 4 square, hopscotch, and twister games on asphalt
- Teacher evaluation process

Upcoming Dates to Remember for ARPS:

October 16	ARPS Board Meeting 5:30pm
October 19	3rd Annual Fall Festival 11:00-2:00pm
October 23	Martino’s Pizza Fundraiser/ Restaurant Night
October 26	ECC Trunk or Treat
October 31	Classroom Halloween Parties
November 4	Canned Food Drive
November 7	Picture Retakes
November 15	End of 1 st Trimester
November 20	School Board Meeting 5:30pm
November 21	Report Cards Sent Home
November 21	Coffee with the Principal, Thankful Sharing in Classrooms
November 22-29	Thanksgiving Break

