



APPROVED 2/19/14
JEFFREY SMITH,
SECRETARY

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

BOARD OF DIRECTORS MONTHLY MEETING MINUTES

January 15, 2014

The Board of Directors of Aspen Ridge Preparatory School, Inc. held a Board Meeting on Wednesday January 15, 2014 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 5:32pm.

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

BOARD MEMBERS ABSENT:

ITEM 3 - INTRODUCTION OF GUESTS

Dr. Chris Lee, Assistant Principal

ITEM 4 - PUBLIC COMMENTS

None

ITEM 5 - REVIEW AND APPROVAL OF AGENDA

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

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

The motion carried unanimously.

ITEM 6 - REVIEW AND APPROVAL OF MINUTES

December minutes will be tabled pending distribution. Mr. Guerrero made a motion to table minutes. Mr. Janett seconded.

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

The motion carried unanimously.

REPORTS:

1. Reports from Board---

- a) Mr. Smith presented in progress digital modeling of the middle school developments.
- b) Mr. Guerrero reported that the wellness committee is in progress.
- c) Mr. Guerrero reported that the first enrollment open house went well and feels we will have a wait list next year. Mr. Lee and the rest of the staff were commended for their unbelievable advocacy for the school.
- d) Ms. Burnell reported that the finance committee is working on budget updates, bank account reconciliations and financial policies for the school.
- e) Mr. Janett reported that the library is looking great and wants all to know that the library committee (volunteer, unofficial) has done a great job.
- f) Mr. Janett also reported that we need to fix the banner...it is loose from wind exposure.
- g) Mr. Massarotti reported that he and Mr. Guerrero and Dr. Lee will be meeting with Phil Irwin to discuss progress on the middle school building development.

2. Report from the Principal / Assistant Principal---

- a) See attached.
- b) Ms. Richau wished to add additional kudos to the library committee for all of their work.

- c) Ms. Richau and Dr. Lee will be interviewing for an additional second grade teacher next week.
- d) The Erie Chamber of Commerce has invited us to Casino night at the ECC on January 24th 6-9:30pm.
- e) Intent to Enroll forms are up to 101. Preschool / Pre-K has 37 intent to enroll as of today. No deposits will be accepted until after the enrollment lottery. Most other grades are trending significantly upward.
- f) The silent auction is tentatively planned for April 12.
- g) Dr. Lee led a discussion about a pending insurance issue.

DISCUSSION ITEMS:

1. Amended Corporate Bylaws

Dr. Rader presented a new Board Member profile incorporated into our Bylaws. There would be five Executive Board Members (formerly known as Founding Members), one Parent / Staff elected member, and one Board-appointed Community Member, who could also be a parent.

Also added were Ex-Officio members for Chief Executive Officer, Chief Financial Officer and Principals.

Mr. Massarotti made a motion to accept the Bylaw amendments with changes discussed. Mr. Guerrero seconded.

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

The motion carried unanimously.

2. Policies

Discussion was centered around our enrollment policy and complexities related to the addition of our Preschool / Pre-K program.

Mr. Janett made a motion to accept the Enrollment Policy (AR-JFBA) as written, as well as all of the policies listed below that have been previously discussed at other meetings and work sessions:

AR-JFBA	ENROLLMENT POLICY
AR-BOD	COMMUNICATION
AR-CA	ADMINISTRATION GOALS / PRIORITY OBJECTIVES
AR-CFBA(I)	OVERSIGHT OF INSTRUCTIONAL STAFF EVALUATIONS
AR-CFBA(II)	OVERSIGHT OF SUPPORT STAFF EVALUATIONS
AR-DD	FUNDING PROPOSALS AND GRANTS
AR-DGA-DGB	AUTHORIZED SIGNATURES / CHECK WRITING SERVICES

AR-GBK	STAFF CONCERNS / COMPLAINTS / GRIEVANCES
AR-GCE/GCF	STAFF RECRUITMENT AND HIRING
AR-IB	ACADEMIC FREEDOM
AR-IC/ICA	SCHOOL YEAR / SCHOOL CALENDAR
AR-IFC	MULTICULTURALISM
AR-IFU	USE OF INSTRUCTIONAL TIME
AR-IGA	CURRICULUM DEVELOPMENT
AR-IGD	CURRICULUM ADOPTION
AR-IGF/IL	CURRICULUM REVIEW
AR-IHA	BASIC INSTRUCTIONAL PROGRAM
AR-IHAM/IHAMB	HEALTH / SEX EDUCATION
AR-IJ	INSTRUCTIONAL RESOURCES AND MATERIALS
AR-IJJ/E	TEXTBOOKS OR MATERIALS ADOPTION FORM
AR-IJJ	TEXTBOOKS OR MATERIALS ADOPTION
AR-IJK-E2	ARPS VIDEO VIEWING PERMISSION SLIP
AR-IJK	SUPPLEMENTARY MATERIALS SELECTION AND ADOPTION
AR-IJOA	FIELD TRIPS
AR-IJK-E1	SUPPLEMENTARY MATERIALS SELECTION AND ADOPTION QUESTIONS FOR TEACHERS
AR-IJOA/E	FIELD TRIP PERMISSION FORM
AR-IJOA/R	FIELD TRIPS
AR-IMB	TEACHING ABOUT CONTROVERSIAL / SENSITIVE ISSUES
AR-JQ	STUDENT FEES, FINES, AND CHARGES

Ms. Burnell seconded.

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

The motion carried unanimously.

3. Amended 2013-14 Budget

Our budgeting process for subsequent years always starts in the spring of the coming school year. We can amend the budget as much as we like until January of the current school year.

For 2013-14, we budgeted for a pupil count of 233.5 initially, and now will submit our final 2013-14 budget with 236.9 pupils! The unrestricted reserve will end up being \$3,000 higher than originally projected (\$207k vs \$210k).

A proposed 2014-15 budget will be due in March.

Ms. Burnell made a motion to approve the 2013-14 budget as written. Mr. Janett seconded.

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

Ms. Burnell – aye
Mr. Janett - aye

The motion carried unanimously.

4. Other Items or Requests from Board Members

SVVSD meets on January 22nd for a study session to review our pending application.

ADJOURNMENT:

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

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

The motion carried unanimously.

---END OF MINUTES---

Pamela Richau, Principal
 Chris Lee, Vice Principal
 Aspen Ridge Preparatory School
 January 15, 2014



**It's a happy new year at Aspen Ridge Preparatory School!
 Principal – Vice Principal Report to the ARPS Board**

ENROLLMENT UPDATE

Our recent enrollment tour, Monday, January 13th, was a huge success. We counted 56 eager parents in attendance and filled our cafeteria area. The question we heard most often was, “what are my chances for getting into your school?”

Intent to enroll forms continue to come in at a steady pace. The following chart displays the number of forms collected as of 1/14/2014:

Kindergarten	82
First Grade	3
Second Grade	6
Third Grade	4
Fourth Grade	3
Fifth Grade	1
TOTAL	99

ENROLLMENT LOTTERY

The Aspen Ridge Enrollment Lottery will take place Friday, January 31st, at 2:00 in the cafeteria. Kristen Maracchini, our registrar, will prepare all lottery materials and communicate lottery results to parents. Jeff Smith has agreed to be the board member present for the lottery process.

PRESCHOOL PLANS

We have jumped in with both feet with our plans to open preschool for the 2014-2015 school year. Our preschool fact finding mission includes a meeting with a few area preschool teachers and conference call with Nikki Gill from the Colorado Department of Human Services. We are confirming that our planned room for preschool meets the state criteria for bathroom needs, space, and exits. We are also feeling confident about our plan to start small with a Tuesday-Thursday class for 3 year olds and a Monday-Wednesday-Friday class 4 year olds. I have attached a preschool application form with this report. We are hoping to serve 16 preschoolers in each of our classes. The table below reflects our preschool applications to date:

Tuesday-Thursday (3 year old)	10
Monday-Wednesday-Friday (4 year old)	12
TOTAL	22

READING GROUPS

Teachers recently assessed student reading skills and collaboratively made appropriate group changes for our readers. Prior to being placed in classes, all students took a reading assessment. This assessment, along with data and feedback from your child's previous reading teachers were all considered in the decision.

Teachers sent messages to parents to make them aware of reading group changes. We are beginning the 3rd quarter in our Success for All Reading year.

SPELLING BEE

Spelling lists went home with our students in grades 1-5 this Monday in preparation for our classroom spelling bees. Teachers are running classroom bees next week to determine winners for each grade. Three students from each grade level can qualify for our all school bee that will be held Wednesday, February 5th in the multipurpose room at 1:30.

SCIENCE FAIR

Many students have teamed up to prepare entries for the first annual ARPS Science Fair planned for Friday, February 28th. We have 50+ teams developing the early steps to their science projects including forming the hypothesis, researching and documenting research sources, and understanding their group's roles and responsibilities. Thanks to Meosha Brooks, our parent organizer, and Bethany Scinta, our teacher coordinator, for their work in producing our fair.

TEACHER PERFORMANCE PLANS

All Aspen Ridge teachers have submitted their revised Teacher Performance Plans stemming from the meetings with administration prior to going on winter break. This is part of the teacher evaluation process connected with educator effectiveness.

GIFTED AND TALENTED (GT)

Mr. Lee is coordinating all Gifted and Talented activities for Aspen Ridge this year and has had several meetings with Glenna Alexander, the district GT coordinator. Eighteen student names were submitted for GT testing by either teachers or parents and to date the third through fifth grade initial testing is complete. First and second grade testing is currently in progress. Bodies of evidence are being collected on all potential GT students. Once the students are identified Advance Learning Plans (ALP) will be written.

ACCESS TESTING

Mr. Lee is just beginning ACCESS testing for identified ELL students at Aspen Ridge. The ACCESS test measures grade level expectations for ELL students in their reading, writing, speaking and listening abilities. Currently there are 3 students needing testing over the course of the next week.

ARPS UPCOMING DATES TO REMEMBER

Jan 10	\$1.00 Dress Down Day
Jan 15	Hearing and Vision Rescreening
Jan 15	Board Meeting 5:30 PM
Jan 20	MLK Day – No School
Jan 21	Classroom Spelling Bees Begin
Jan 24	\$1.00 Dress Down Day
Jan 28	Lazy Dog Erie Fundraiser
Jan 31	Enrollment Lottery
Feb 5	School Wide Spelling Bee 1:30
Feb 14	\$1.00 Dress Down Day
Feb 14	Valentine’s Day Classroom Parties
Feb 17	President’s Day – No School
Feb 19	Chick-Fil-A Fundraiser – All Day
Feb 19	Board Meeting 5:30 PM
Feb 28	End of 2nd Trimester
Feb 28	\$1.00 Dress Down Day
Feb 28	All School Science Fair

☺ Ms. Richau and Mr. Lee