



GLENN M. MASSAROTTI, PRESIDENT  
*Glenn M. Massarotti* 3-12-14

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

**February 19, 2014**

The Board of Directors of Aspen Ridge Preparatory School, Inc. held a Board Meeting on Wednesday February 19, 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 5:35pm.

### **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**

Mr. Chris Lee, Assistant Principal  
Dr. Dana Laursen

### **ITEM 4 - PUBLIC COMMENTS**

None

## **ITEM 5 - REVIEW AND APPROVAL OF AGENDA**

Mr. Massarotti requested that we move a Q/A session with Dr. Laursen to the beginning of the Discussion items. Mr. Guerrero made a motion to approve as amended. Mr. Janett 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 FROM 12/18/13 AND 1/15/14**

Ms. Burnell made a motion to approve the Dec 18, 2013 minutes as written. Mr. Janett seconded.

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

The motion carried unanimously.

Mr. Janett made a motion to approve the Jan 15, 2014 minutes as written. Ms. Burnell 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 reported that progress is being made towards renderings for the new facility. The goal is to have further development for review at the March meeting.
- b) Mr. Guerrero reported that the Colorado State Childcare Contribution Credit will qualify / apply for ARPS families in 2014 based on our pre-school and current K-5 programming. He requested that Ms. Dattilo look into it further.

- c) Mr. Guerrero asked if we had to make up the 5 flood days from last September. Ms. Richau reported that as it was a declared state of emergency, so they do not count the same way as a snow day.
- d) Mr. Guerrero wanted to acknowledge that Ms. Marrachini, Ms. Mahan and staff did an outstanding job organizing the enrollment lottery!
- e) Mr. Guerrero reported that the Wellness Committee is meeting and will report to the Board in the coming months.
- f) Ms. Burnell reported that the Financial Committee will be meeting soon.
- g) Mr. Janett reported that we should try to have crosswalks painted on Austin to assist with pick-up and drop-off. He also requested that we re-hang the banner on Lloyd. Mr. Janett also requested that we consider a merge lane on Lloyd Lane as part of the expansion project.
- h) Mr. Massarotti reported that the Safety Committee will be meeting next Tuesday and will look to include a member of the Erie PD.
- i) Mr. Massarotti reported that the SVVSD has issued a brochure with Erie School options. None of the charter schools are included. We feel this is a good sign for our school that traditional public schools feel the need to advertise to remain competitive with charters.
- j) Mr. Massarotti requested that we move the March meeting to the 12<sup>th</sup> from the 19<sup>th</sup>. All agreed.

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

- a) See attached.
- b) Ms. Richau wished to add that she, Dr. Lee and Ms. Dattilo will be attending a Charter Schools conference this Friday.

## **3. Financial Report from the CFO---**

- a) Budget to Actuals:
  - 1. Performance compared to adopted budget from June, we are at 46% of revenue at the halfway point of the year. The reason we are below 50% is that we have not yet received our mill levy funds, which come in the Spring.
  - 2. We are continuing to be fiscally conservative in our purchasing.
- b) Reconciled bank statements were reviewed.
- c) Check register was reviewed.
- d) Discussed 2014-15 student fees. We are hoping to include student planners for 3/4/5 graders next year.

## **DISCUSSION ITEMS:**

### **1. Introduction to Dr. Dana Laursen**

Dr. Laursen discussed her background and career history in education. She is interested in contributing to ARPS in some manner.

## **2. Charter Renewal Update**

Mr. Massarotti reported that our staff did a spectacular job presenting to the SVVSD and received approval for our renewal for 10 years essentially as written! Staff will issue a formal announcement to parents and the community.

## **3. Enrollment Update**

Ms. Richau presented our current enrollment data. Currently we have 329 students (299 FTE) on the roster for 2014! We are currently enrolling 31 in fifth grade, which is too few for two classes. We also have 40 enrolled in fourth, with a waitlist of 5. Ms. Richau is proposing that we create a combo 4/5 grade class. Staff will continue to research the pros and cons of this scenario. We would have one traditional fourth, one combo, and one fifth – all with 23-24 students.

Mr. Guerrero requested that we allow one more student in to fourth grade. This gets our FTE to an even 300, allowing us to approach funding sources for bonding of the new facility.

## **4. Status of Facility Expansion / Modulars**

Mr. Lee reported that we have finalized a location for modular facilities for next school year. We cannot afford to re-locate playgrounds to accommodate modular. Currently we are awaiting one more bid from vendors and Mr. Lee will compile the information and present to the Board.

Mr. Irwin is having his architect further develop our site plan to incorporate a temporary modular building. Options will be presented to the Board. We will have a double building for a PE room and two classrooms.

We need to consider restroom utilization and someone to safely chaperone kids to the main building when needed. Mr. Lee will request the bidders provide an alternate cost for two restrooms. It was agreed that we would at least find a real cost for sewer and water taps prior to finalizing the modular plans.

## **5. Founding Board Member Recognition**

Recognition for the original founding Board was discussed. Ms. Dattilo will ask Front Range Apparel about producing a plaque displaying their names. It should include an editable section to display current Board members.

### **ACTION ITEMS:**

#### **1. Approval on Contract for Leann Tyson**

Mr. Janett made a motion to approve the contract as written for our interim second grade teacher for the remainder of the 2013-14 school year. Mr. Massarotti seconded.

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

The motion carried unanimously.

## **2. Approval of School Calendar for 2014 / 2015 School Year**

It was agreed that this is not the right meeting for an approval of the 2014-15 calendar. Ms. Richau asked that we table the conversation until she has a chance to edit to our calendar specifically. Mr. Janett made a motion to table the calendar approval until we are ready. Ms. Burnell seconded.

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

The motion carried unanimously.

## **3. Approval of Financials / Agreements**

Mr. Janett made a motion to approve the budget-to-actuals, the check register and student fees (with the inclusion of a family cap and student planners). Ms. Burnell seconded.

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

The motion carried unanimously.

## **4. Approval of Joint Use Agreement**

Ms. Burnell made a motion to approve the Joint Use Agreement as written. Mr. Janett seconded.

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

The motion carried unanimously.

## **5. Board Member Resignations, Appointments, and Election**

Mr. Smith has decided to NOT seek re-appointment for his Board term that expires in March 2014.

Mr. Massarotti asked that Staff try to get paperwork out to parents seeking a parent Board position to be filled by the April meeting.

The Board discussed Dr. Laursen's resume and fit for our Board.

### **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—