



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

**March 12, 2014**

The Board of Directors of Aspen Ridge Preparatory School, Inc. held a Board Meeting on Wednesday March 12, 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 Mr. Massarotti presiding, the meeting was called to order at 5:34 pm.

### **ITEM 2 - ROLL CALL**

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

Glenn Massarotti, Board President  
Eric Guerrero, Vice President  
Krista Burnell, Treasurer  
Peter Janett, Board Member  
Pam Richau, Principal/Ex-Officio (non-voting)  
Dr. Bill Rader, Ex-Officio (non-voting) via Skype  
Gina Dattilo, CFO/Ex-Officio (non-voting)

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

### **ITEM 3 - INTRODUCTION OF GUESTS**

Mr. Chris Lee, Assistant Principal  
Dr. Dana Laursen  
Ms. Tiffanie Mahan

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

None

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

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

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

The motion carried unanimously.

## **ITEM 6 - REVIEW AND APPROVAL OF MINUTES FROM 2/19/14**

Mr. Janett made a motion to approve the Feb 19, 2014 minutes as written. Mr. Guerrero seconded.

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

The motion carried unanimously.

## **REPORTS:**

### **1. Reports from Board---**

- a) Mr. Janett reported that an ARPS parent, Mr. Wacker, has agreed to join the Technology Committee.
- b) Mr. Janett reported that there has been some interest in the position of Parent Board Member. The deadline for applying has been extended. The Board is hoping to move forward with a new parent board member at the next board meeting in April
- c) Mr. Guerrero announced that Jonathan Roche has stepped down from the Wellness Committee. Ms. Amarine has graciously offered to lead the Wellness Committee as they move forward as a team.
- d) Ms. Burnell reported that she recently worked with Gina on the reconciled bank statements.
- e) Mr. Massarotti reported that he met with the Safety Committee regarding the safety of the modular. Mr. Massarotti has communicated with Mr. Lee the needs the Safety Committee has addressed.

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

- a) See attached.

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

- a) 5 Year Strategic Plan from Gina Dattilo:

1. Provided a high level overview of a 5 year draft budget projection. Estimating PPR with a 2% annual increase.

**ACTION ITEMS:**

**1. Election and Appointment of Board of Directors**

Mr. Guerrero made a motion to appoint Dr. Dana Laursen to Executive Board Member. Ms. Burnell seconded the motion. The board recognized that there is still a vacancy for the Community Board Member position.

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

The motion carried unanimously.

**2. Election of Board of Directors Secretary**

Mr. Massarotti announced that Ms. Mahan has accepted the position as Secretary to the Board. Ms. Massarotti made a motion for Mr. Janett to accept the role of Secretary. Ms. Burnell seconded the motion.

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

The motion carried unanimously.

**3. Employment Contract-Tiffanie Mahan**

Mr. Guerrero made a motion to approve the Employee Contract for Ms. Mahan. Mr. Janett seconded the motion.

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

The motion carried unanimously.

**DISCUSSION ITEMS:**

Mr. Massarotti made a motion to move Discussion item #6 on the Agenda to item #1. Mr. Janett seconded.

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

The motion carried unanimously.

#### **1. Other items or requests from Board Members**

Mr. Massarotti opened up a discussion about changing the Board Meetings start time. The Board agreed that meetings will take place on to the 3<sup>rd</sup> Wednesday of each month at 4pm beginning in April.

Mr. Janett left the meeting at 6:47pm.

#### **2. Changes to Two-Year Charter Contract**

Dr. Rader discussed when our Charter is up for renewal this June that we will propose signing a two year contract. After the two year contract is up we would sign a three year contract to align with the other Charter Schools in SVVSD.

#### **3. Modular Update**

Dr. Rader reported that we are close to contracting for the modular for the 2014-2015 school year. Mr. Massarotti made a motion to direct staff to proceed getting the contract in place and not to exceed the amount on the contract. Mr. Guerrero seconded.

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

The motion carried unanimously.

#### **4. Building Corporation By-Laws and Officers**

Dr. Rader has requested that we put officers in place to represent Aspen Ridge Preparatory School Foundation.

#### **5. Upper School Planning and Intent to Apply Form**

Dr. Rader reported that he has enjoyed working with staff going through the plans for upper school. The plans are moving along rapidly. Draft for application to be completed by the end of the month and the Intent to Apply form for the charter will also be submitted soon. One requirement of the application is a five year budget projection. Dr. Rader and Ms. Dattilo presented a high level overview of a 5 year draft budget projection- Estimating PPR with a 2% annual increase.

**6. Annual Employee Evaluations- Timeline and Evaluators**

- a. Teacher**
- b. Staff**
- c. School Administrators**
- d. Board Staff**

Dr. Rader and Ms. Richau will work together to develop an evaluation tool that will be used in annual evaluations. All Teachers, Staff, School Administrators and Board Staff will be evaluated annually.

**ADJOURNMENT:**

Ms. Burnell motioned to adjourn. Seconded by Mr. Guerrero.

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

The motion carried unanimously.

—END OF MINUTES—

A handwritten signature in black ink, appearing to be "S. Rader", written in a cursive style.

4-16-14

Pamela Richau, Principal  
 Chris Lee, Vice Principal  
 Aspen Ridge Preparatory School  
 March 12, 2014



## ENROLLMENT UPDATE AND CLASSROOM PLANNING

Grade	Students	Grade	Students	Grade	Students	Grade	Students
Kinder AM	15	First	22	Second	23	Third	26
Kinder PM	10	First	22	Second	23	Third	26
Kinder Full	22	First	21	Second	23	Fourth	26
Kinder Full	22					Fourth-Fifth	20
Kinder Full	11					Fifth	26
<b>5 Classrooms</b>		<b>3 Classrooms</b>		<b>3 Classrooms</b>		<b>5 classrooms</b>	

This chart reflects our enrollment numbers to date. Currently we have 338 students enrolled with paperwork and fees paid. Because of a strong waiting list in kinder we decided to add a third full day class. That class is currently filling. Waiting list parents have been notified and have 7 days to make a decision on taking the open spot. This list changes daily and enrollment calls continue to come in to the school. We continue to host campus tours on the second and fourth Monday of each month.

Our newly added pre-school is also full with 18 in each classroom and a waiting list. If we add two modular classrooms we will have a full house at Aspen Ridge.

Current proposed enrollment = 338 (FTE = 327.5) Current bodies expected at Aspen Ridge next year including pre-school = 374. WE ARE GROWING!!!!

### CALENDAR

I have submitted a proposed calendar for the 2014-2015 school year. This calendar mirrors the SVVSD calendar. Aspen Ridge will have the same start and end dates, holidays and non-student contact days.

### SCIENCE FAIR

Our first annual Science Fair was a success with almost one-third of our students participating. Congratulations to our winners! Conner Alexander and Ari Velasco presented "The Forgotten Death Ray", Brett Hogan presented "Raging Rocks" and Alex Collard and Leonard Dattilo presented "Different Quantities of Vinegar and Baking Soda". These representatives will advance to the SVVSD Science and Tech Fair in April. Hearty congratulations to ALL our Science Fair participants for their hard work and dedication to their projects, and a special thank-you to all the supporting parents.

### PEAK TO PEAK CHARTER SCHOOL JOB FAIR

An Aspen Ridge team of administrators and teachers will attend the Peak to Peak Charter School Job Fair this Saturday, March 15<sup>th</sup>. This is the largest teacher job fair in Colorado

exclusively for charter schools and presents an excellent opportunity for schools and teaching candidates to participate in face-to-face interviews and discuss career opportunities. Teachers, counselors, administrators, and schools from Colorado and surrounding states will attend. Approximately 40 charter schools and approximately 500 teacher candidates attend this annual event. We successfully attended the job fair last year and hired two top candidates for our school.

### **PARENTING SAFE CHILDREN**

The Aspen Ridge staff spent their Tuesday evening tackling a tough subject: keeping children safe from sexual abuse in our school community. The "Parenting Safe Children" workshop focused on educating our teachers about sexual abuse so they can recognize it, prevent it and act responsibly if they witness it. The workshop also focused on sexual abuse policies a school could adopt to reduce the incidence of child sexual abuse.

### **SAFETOUCH PRESENTATIONS**

SafeTouch classroom presentations begin March 12th at Aspen Ridge. SafeTouch was created to teach elementary school-age children to recognize abusive situations and how to seek help if being victimized. SafeTouch is a school-based program for elementary students kindergarten through fifth grade. SafeTouch uses a sensitive, developmentally appropriate curriculum that includes group activities, age-appropriate discussions, role-play, puppets, and videos. The broad objectives of SafeTouch are to ensure children recognize abusive and inappropriate situations, to reduce children's vulnerability to abuse and unwanted touch, help children learn to say "No," get away, and tell an adult, and teach children how to identify trusted adults who can help.

Aspen Ridge has taken a proactive stance in keeping our kids safe and preventing child sexual abuse, offering prevention education for all staff and all students. A parent-focused workshop is scheduled for May.

### **TESTING UPDATE**

Students in grades 3 through 5 are taking TCAP tests for the next two weeks. Our testing schedule runs from 9:00 till 12:20, Tuesday, Wednesday and Thursday. ALL students at the school join in to ensure a quiet testing environment for this important event.

Online testing for science and social studies (CMAS) is scheduled for April 15-24. I have enlisted the technology committee to help support our computer lab for the CMAS test. Peter Janett and I will attend training March 13<sup>th</sup> to learn about the technology infrastructure needed to deliver the test.

A special thanks to Peter Janett and Paul Williams for their tech support for CMAS.

### **SILENT AUCTION PLANS AND DRAWING**

The Silent Auction Fundraiser is coming up April 12<sup>th</sup>. An added piece to the auction this year is a drawing for a Steamboat Vacation Package. Each student has been asked to sell 10 tickets for the drawing. If each ARPS student met this goal, we would raise nearly \$28,000 that will go directly to the school. I am happy to hear reports of students taking this opportunity to tell people about our wonderful school as they sell tickets to the drawing.

## **EDUKITS**

Our staff has been working to develop school supply lists for each grade level. These lists will transform to complete kits of prepackaged school supplies, made with high quality, name brand products. "EduKits" are made to match a teacher's supply list for any grade level and are delivered directly to our school. We are presenting the pre-packaged school supply kits to our parents as an option for "hassle free" school supply shopping. EduKit information will soon be rolled out to parents. Thank-you to Angie Peacock for her dedicated efforts to pull the EduKit offering together!

## **ARPS UPCOMING DATES TO REMEMBER**

I've listed upcoming dates for March, April and May with a few event dates in blue that are pending. We continue to be VERY BUSY at Aspen Ridge as this school year is quickly moving to a close.

March 12	Board Meeting 5:30pm
March 14	\$1 Dress Down Day
March 18-20	TCAP Testing 3rd-5th grades
March 18	Martino's Restaurant Fundraiser
March 19	First Grade Field Trip to Butterfly Pavilion
March 24-28	Spirit Week
March 28	\$1 Dress Down Day
Mar 31-Apr 4	Spring Break
April 11	\$1 Dress Down Day
April 12	Dinner & Silent Auction Fundraiser
April 14-24	Science & Social Studies On-line Testing
April 16	Board Meeting 5:30pm
April 17	Fourth and Fifth Grade Field Trip to Capitol
April 25	\$1 Dress Down Day
April 28	Second Grade Field Trip to WOW Museum
April 28	Kinder Field Trip to Sunflower Farms
May 2	All Box Tops Due for Competition
May ?	PARCC Testing (field testing for grade 3)
May 9	\$1 Dress Down Day
May 9	Art Show Open House & Dessert
May 13	Chick-Fil-A Restaurant Fundraiser
May 16	Field Day at the ECC ???
May 21	Kindergarten and 5th Grade Graduation ???
May 22	Last Day of School – Early Dismissal