



Approved 10.16.2013
Jeffrey Smith, Secretary

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BOARD OF DIRECTORS MONTHLY MEETING MINUTES
August 7, 2013

The Board of Directors of Aspen Ridge Preparatory School, Inc. held a Board Meeting on Wednesday, August 7, 2013 at the 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 4:05 pm.

ITEM 2 - ROLL CALL

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

BOARD MEMBERS ABSENT:
Jeff Smith, Secretary

ITEM 3 - INTRODUCTION OF GUESTS

Jonathan Roche, Breakthrough Health and Wellness Solutions

ITEM 4 - PUBLIC COMMENTS

None

ITEM 5 - REVIEW AND APPROVAL OF AGENDA

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

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

The motion carried unanimously.

ITEM 6 - REVIEW AND APPROVAL OF MINTUES

It was noted that the minutes for the July meeting were not submitted with the Board packet, and the July minutes would need to be approved at the September Board meeting.

REPORTS:

1. **Report from Individual Board Members---** Ms. Burnell reported that she had completed a review of the reconciled bank statements for all previous months in July with Ms. Datillo.

Mr. Guerrero questioned whether any damage had been reported to the building from Saturday's storm. He asked that Phil Irwin confirm any damages as noted to the building as well as the grounds, along with his written intent to make any repairs.

Mr. Massarotti reported that he will begin participating in a bi-weekly with Phil and Dr. Rader regarding the construction of a new school building.

Mr. Janett noted that he wanted to discuss support for Ms. Richau upon the recent resignation of the Office Manager, Kristen Marrachini.

2. **Report from the Principal---** Ms. Richau reported that we are holding steady with enrollment during this week before school starts, and provided the head counts for each grade level. Student count with completed paperwork stands at 266, and without all paperwork completed, but with intent to attend is 273. There is currently a wait list for Kindergarten, First Grade, and Third Grade.

Ms. Richau reported that she had additional changes to the student handbook which included the notation of the student fee, fee sheet, and the written kindergarten tuition policy. She also asked the Board for their recommendation as to whether the handbook should be printed, or in electronic form to the parent population.

Ms. Richau reported that Kristen Marrachini had turned in her resignation letter as the Office Manager. She also indicated that Ms. Marrachini had offered to remain as an employee part-time to work as the registrar.

Upon discussion of the Assistant Principal position, it was decided to re-advertise the position and continue the search for new candidates.

3. Report from Finance Manager---

Ms. Dattilo reported that the audit would occur Tuesday and Wednesday of next week.

She also reported that she had completed her first payroll run now that she no longer uses the district for processing.

Ms. Dattilo reported that she recommended staying with our current health care plans for the upcoming year, with a savings of \$6.71 less per person.

She also asked the Board for approval for the healthcare stipends in the amount of \$209.47 for the upcoming year.

4. Reports from Board--- Mr. Guererro introduced Jonathan Roche with BreakThrough Health and Wellness Solutions. He was presenting an opportunity for a Health and Wellness Committee in conjunction with his company within the school.

Mr. Roche presented the opportunity for students, families and staff to feel fabulous. Their approach with children is very sensitive and presented as an opportunity to have fun and try your best. He introduced the possibility of a Family Fitness Challenge, make ARPS a real differentiator in our community.

It was suggested that a standing committee be formed, with Mr. Guererro returning to the Board with a Committee Resolution.

Mr. Roche also suggested the possibility of a marathon fitness goal in which upon meeting the goal his company may possibly make a donation back to the school.

DISCUSSION AND APPROVAL ITEMS:

1. Review and Approval of position description - Assessment and Volunteer Coordinator

Ms. Richau reported this is a combination of two positions. Ms. Burnell requested the addition of more detail to the Volunteer Coordinator description. Ms. Richau noted that she would take a look at descriptions from other schools.

Ms. Burnell made a motion to approve the Assessment and Volunteer Coordinator position as written with the addition of additional detail for the Volunteer Coordinator position.

Seconded by Mr. Janett.

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

The motion carried.

2. Review and Approval of Revisions to Student Handbook

This agenda item was deferred to the September meeting. It was agreed to provide a hard copy to parents on Back to School Night, to include an agreement sheet to sign as well. The driveline diagram needed to be added, and all feedback was due from the Board back to Ms. Richau by 8/21. The final version of the student handbook was to be included in the agenda packet for the September meeting.

3. Review and Approval of Employee Health Insurance

Mr. Janett made a motion to return to the insurance plan from last year with United Healthcare with 100% employee-only contribution and continuation of health care stipend of \$209.47 as described by Ms. Dattilo.

Mr. Guerrero seconded.

The motion carried.

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

The motion carried.

4. Review and Approval Teacher Supply Stipend Form

This item required no Board approval. Ms. Dattilo introduced the form as a means of tracking expenses for audit purposes going forward. For the 2013/2014 school year all full-time employees were provided \$200 for supplies and consumables for their classrooms.

5. Review and Approval of change of Bank for fundraising account

Ms. Burnell made a motion to approve moving our fundraising account from Wells Fargo to Colorado Business Bank for ease of use.

It was noted that the signers on the account should be listed as Mr. Massarotti and Ms. Burnell as Board President and Treasurer respectively.

Seconded by Mr. Janett

The motion carried.

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

6. Review and Approval Email Policy

After discussion amongst the Board regarding the presented policy. It was decided that the policy would be presented to Laura Loomis for revisions in order to match the consistency with our other policies.

Motion to approve made by Mr. Janett.
Seconded by Mr. Guerrero.

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

The motion carried.

7. Review and Approval of Resignation of Kristen Maracchini

Mr. Janett made a motion to reject the resignation of Kristen Maracchini and have Ms. Richau amend her contract in any way she sees fit, not to exceed her current salary rate.

Mr. Guerrero seconded.

The motion carried.

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

The motion carried.

8. Review and Approval of Salary Increase for Stacy Gray.

Mr. Guerrero made a motion to increase the salary of Stacy Gray for her completion of her Masters Degree effective August 1, 2013.

Mr. Massarotti seconded.

The motion carried.

None.

Discussion Items

1. Mr. Janett noted that the website needs to be updated with current information.

Ms. Guerrero motioned to adjourn at 5:20 pm.
Seconded by Mr. Janett.

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

The motion carried.

---END OF MINUTES---