



**BOARD OF DIRECTORS MONTHLY MEETING MINUTES**  
**July 22, 2015**

The Board of Directors of Aspen Ridge Preparatory School, Inc. held a Board Meeting on Wednesday, July 22nd, 2015 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 1.1 - CALL TO ORDER/ROLL CALL**

A quorum of Board members was present. With Mr. Massarotti presiding, the meeting was called to order at 4:31 pm.

**BOARD MEMBERS PRESENT**

Mr. Glenn Massarotti, Board President  
Mr. Eric Guerrero, Board Vice-President  
Ms. Krista Burnell, Treasurer  
Mr. Mike Mazzocco, Board Member  
Dr. Bill Rader, Ex-Officio (non-voting)  
Ms. Gina Dattilo, CFO/Ex-Officio (non-voting)

**BOARD MEMBERS ABSENT.:**

Ms. Pratt, Assistant Principal, Ex-Officio (non-voting)

**ITEM 1.2 REVIEW AND APPROVAL OF AGENDA**

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

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

The motion carried unanimously.

### **ITEM 1.3 – PUBLIC COMMENTS**

#### **ITEM 1.4 - REVIEW AND APPROVAL OF MINUTES June 23, 2015**

Mr. Massarotti made a motion to approve the minutes as written. Ms. Burnell seconded.

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

The motion carried unanimously.

### **ITEM 2 – REPORTS**

#### **2.1 Reports from Individual Board Members**

Mr. Guerrero – none.  
Ms. Burnell – Ms. Burnell went through the website with a fine tooth comb to help with the redesign of content, made a slew of recommendations that were implemented and it looks very good.  
Mr. Massarotti – none.  
Mr. Mazzocco – none.

**2.2 Report from the Principal** - Dr. Rader gave an update on enrollment stating the enrollment looks good for all grade levels and on track, with a good waitlist for the preschool program.

**2.3 Construction Manager's Report** – Phil Irwin presented an update on construction and showed the stages of construction with the proposed parking and pickup/dropoff plans for the first month of school.

### **ITEM 3 – ACTION ITEMS**

#### **3.1 Approval of Check Registers**

Mr. Guerrero made a motion to approve the March – June 2015 Check Registers. Ms. Burnell Seconded.

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

The motion carried unanimously.

### **3.2 Approval of Q4 Draft Budget to Actuals**

Mr. Massarotti made a motion to table the approval of the Q4 Budget to Actuals until September when the audit is closer to being done to have all transactions and accruals included. Mr. Guerrero seconded.

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

The motion carried unanimously.

### **3.3 Approval of Pre-K and K-6 Student Handbook**

Ms. Dattilo and Dr. Rader reviewed the student handbook and Pre-k handbook with the board. They will be reviewing the handbook over the next few weeks to make any needed changes. Mr. Mazzocco noted there was an issue with no 6<sup>th</sup> grade release time and Ms. Dattilo noted that would be fixed. Mr. Guerrero noted that the early release days affecting pre-K were not outlined and Ms. Dattilo and Dr. Rader both noted they would correct that information as part of the review process.

### **3.4 Approval of Employee Handbook**

Ms. Dattilo and Dr. Rader reviewed the student handbook and Pre-K handbook with the board. They will be reviewing the handbook over the next few weeks to make any needed changes prior to reviewing with the staff at the beginning of year training.

### **3.5 Approval of Revised Student Fee Policy**

Mr. Massarotti made a motion to approve the Revised Student Fee policy with the typo correction for kindergarten and the total. Ms. Burnell seconded.

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

The motion carried unanimously.

## **ITEM 4 – DISCUSSION ITEMS**

**4.1 Update on Executive Principal Search** Dr. Rader discussed that the Executive Principal search is underway and we have received a pool of applicants and will be screening over the next several weeks and will be looking for a great candidate rather than hurrying through the process. Dr. Rader noted that he will meet with the Administrative Team next week to send out a communication to parents that includes introducing new staff.

**4.2 Library Fine Policies/Procedures** Dr. Rader discussed that he would be reviewing the fine policy and library procedures and will be reviewing the budget to determine the possibility of having a staff member manage the library functions on a part time basis.

**4.3 Groundbreaking** Mr. Massarotti was looking at August 11<sup>th</sup> or the 12<sup>th</sup> for the groundbreaking ceremony late afternoon around 4:30pm and will be looping back for finalizing the time. Dr. Rader discussed putting together an overall agenda for the groundbreaking and determine invitees.

**4.4 JUA possibilities with neighboring properties** Mr. Massarotti discussed the possibility of having a JUA with neighboring properties for use of parking and wanted to introduce to get a better understanding of the potential issues.

**4.5 Other Items from Board Members**

None.

**ITEM 5 - ADJOURNMENT:**

Mr. Guerrero motioned to adjourn at 6:10pm. Mr. Mazzocco seconded.

Mr. Massarotti - aye  
Mr. Guerrero - aye  
Mr. Mazzocco - aye

The motion carried unanimously.

---END OF MINUTES---

APPROVED 8-26-15

A handwritten signature in black ink, appearing to read "Dan [unclear]", is written below the "APPROVED" text.