



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

**December 16, 2015**

The Board of Directors of Aspen Ridge Preparatory School, Inc. held a Board Meeting on Wednesday, December 16, 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 4:32pm.

#### **BOARD MEMBERS PRESENT**

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

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

Ms. Kera Pratt, Ex-Officio (non-voting), excused absence

### **ITEM 1.2 REVIEW AND APPROVAL OF AGENDA**

Mr. Mazzocco made a motion to approve the Agenda as written with moving the Grade of the month – 6<sup>th</sup> grade to the beginning of the agenda this evening. Ms. Burnell seconded.

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

The motion carried unanimously.

**5.1 Grade of the Month – 6<sup>th</sup> grade** – moved to the beginning of the agenda. Ms. Mangus's class presented to the board with a presentation with regards to what their class is doing this year.

### **ITEM 1.3 REVIEW AND APPROVAL OF MINUTES November 18, 2015**

Mr. Mazzocco made a motion to approve the November 18, 2015 minutes as written. Ms. Burnell seconded.

Mr. Massarotti – aye

Ms. Burnell - aye

Mr. Mazzocco - aye

The motion carried unanimously.

### **ITEM 2 – RECOGNITION AND AWARDS**

**2.1 Teacher of the Month** – Mr. Massarotti recognized Ms. Tori Hollis as Teacher of the Month for December. Mr. Massarotti noted Tori's positive attitude this year and has voluntarily stepped in to run the 4<sup>th</sup> grade classroom while maintaining her other duties and the school and the board greatly appreciate her efforts.

### **ITEM 3 – REPORTS**

#### **3.1 Report from Individual Board Members**

**Ms. Burnell** – none.

**Mr. Massarotti** – none.

**Mr. Mazzocco** – none.

**3.2 Report from the Construction Manager** – Phil Irwin presented an update on the construction of the new building.

**3.3 Report from the Principal** – see attached principal report.

### **ITEM 4 – ACTION ITEMS**

#### **4.1 Review and Approval of Audit**

Ms. Burnell made a motion to approve the final FY15 audit. Mr. Mazzocco seconded.

Mr. Massarotti – aye

Ms. Burnell – aye

Mr. Mazzocco - aye

The motion carried unanimously.

#### **4.2 Review and approval of bond lease budget appropriation resolution**

Ms. Burnell made a motion to approve the bond lease budget appropriation resolution. Mr. Massarotti seconded.

Mr. Massarotti – aye

Ms. Burnell – aye

Mr. Mazzocco - aye

The motion carried unanimously.

#### **4.3 Review and Approval of 2015/2016 final budget and staffing plan**

Mr. Massarotti asked Dr. Rader the options the school has to increase overall revenues and Dr. Rader discussed that if the school would increase class sizes and that would provide the school with more funding to increase staff salaries. Ms. Burnell mentioned that increasing classes would go against the small class sizes that the school was founded on but understands that there is also a need to maintain competition in the marketplace in terms of salaries. Mr. Mazzocco stated as a community member, Aspen Ridge has a reputation for class sizes and he would like to see the school stay committed to why Aspen Ridge was opened. Mr. Mazzocco and Mr. Massarotti discussed requesting parent volunteer hours to help with working around. Ms. Burnell requested that administration researches next month as to what can be done to bring in more volunteering into the building to help with things like lunchroom, building general maintenance. Ms. Burnell requested that Administration works together to determine what volunteer needs the school really has and get an action plan together.

Ms. Burnell made a motion to approve the 2015/2016 Amended Budget and staffing plan. Mr. Massarotti seconded.

Mr. Massarotti – aye

Ms. Burnell – aye

Mr. Mazzocco - aye

The motion carried unanimously.

#### **4.4 Review and approvals of offers of employment and resignations**

Ms. Burnell made a motion to approve the offers of employment for Cara Shepard – First Grade, Malysa Hiskett – 4<sup>th</sup> Grade and Sallie Gutierrez – Spanish and the resignation of Katie Howard – 2<sup>nd</sup> Grade. Mr. Mazzocco seconded.

Mr. Massarotti – aye

Ms. Burnell – aye

Mr. Mazzocco - aye

The motion carried unanimously.

**4.5 Review and approval of offer of employment for upper school assistant principal**

Ms. Burnell made a motion to approve the offer of employment for Ms. Charla Salmeron as the new Upper School Assistant Principal. Mr. Mazzocco seconded.

Mr. Massarotti – aye

Ms. Burnell – aye

Mr. Mazzocco - aye

The motion carried unanimously.

**4.6 Appointment of new board members and new board member office positions**

Ms. Burnell made a motion to approve the appointment of Dr. Dana Laursen and Mr. Eric Rinard to the board. Mr. Mazzocco seconded. Mr. Massarotti requested that Eric Rinard be appointed as Secretary and Mr. Mazzocco as Vice President.

Mr. Massarotti – aye

Ms. Burnell – aye

Mr. Mazzocco - aye

The motion carried unanimously.

Mr. Massarotti made a motion that Eric Rinard be appointed as Secretary and Mr. Mazzocco as Vice President, effective in the January 2016 Board Meeting.

Mr. Massarotti – aye

Ms. Burnell – aye

Mr. Mazzocco - aye

The motion carried unanimously.

**ITEM 5 – DISCUSSION ITEMS**

**5.1 Grade of the Month – 6<sup>th</sup> grade** – moved to the beginning of the agenda.

**5.2 Update on Executive Principal search** – Dr. Rader discussed that the announcement of Executive Principal search will begin in January and hoping to have that individual hired by late spring. Dr. Rader noted that last year when we were unable to fill the position, we were very fortunate to have Traci Silva step in and fill that position and has done a great job for the school.

**5.3 Long term Kindergarten Plan and Pre-K Update** – Mr. Mazzocco wanted to follow up and has requested that the school provides clarity whether full or half day kindergarten will be provided and has asked Administration to clarify to families the long term plan for kindergarten.

**5.4 Other Items from Board Members –**

**Mr. Mazzocco** – Mr. Mazzocco discussed that Aspen Ridge is dealing with a lot of change recently with doubling the size of school, staff with new requirements that we may not know about and we are starting to get into a lot of change for the organization. Mr. Mazzocco noted we are feeling the uncomfortableness of change and he will commit to guiding to stay true to our charter and who we are going to be and the 22 students per class are who we are and what we offer to the community and we should try and stay true to those values.

**Ms. Burnell** – none.

**Mr. Massarotti** – none.

**ITEM 6 – PUBLIC COMMENT**

Michael Sousa, Shelby Matsuda, Celine Todd, Gabby Gordon, and Eric Rinard made public comments.

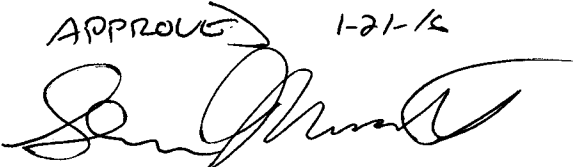
**ITEM 7 – ADJOURNMENT**

Mr. Massarotti motioned to adjourn at 7:12 pm. Ms. Burnell seconded.

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

The motion carried unanimously.

---END OF MINUTES---

APPROVED 1-21-12  
  
PRESIDENT

Traci Silva, Executive Principal  
Aspen Ridge Preparatory School  
December Board Report  
December 16, 2015

#### Events

The ARPS holiday parties will take place in classrooms this week. The teachers and parents have a variety of events planned (crafts, games, snacks, etc).

ARPS recently held four open house tours for prospective parents. All tours were filled to capacity (10 for day tour and 40 for evening tours). Several teachers stayed for the evening tours to assist with breaking the tour into smaller groups. We had a lot of great feedback and a lot of questions. Most questions centered around Pre-k and Kindergarten. We will be adding more tours to our calendar for January.

#### Community

With the help of parents volunteers ARPS sponsored A Precious Child giving tree. We are proud to say that all of our children's needs were met (and even some of their wants)! A huge thank you to every family that donated to make this holiday extra special for some very deserving children. We were in awe of the generosity of our families!

#### Staffing

We are excited that we have several new staff member employment agreements to present to the board this month for approval. We have filled positions for first grade, fourth grade, part time Spanish and the upper school assistant principal. We are still screening and interviewing for openings for a second grade teacher, curriculum coordinator, lunchroom monitor and part time tech.

#### Curriculum

Our new Pearson social studies curriculum has been well received by our staff. The curriculum lends itself to utilizing vocabulary from the text for spelling words and the content aligns perfectly with our standards. The teachers are very excited to have a timely text that they now longer have to supplement.