



BOARD OF DIRECTORS MONTHLY MEETING MINUTES

February 10, 2016

The Board of Directors of Aspen Ridge Preparatory School, Inc. held a Board Meeting on Wednesday, February 10th, 2016 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
Mr. Mike Mazzocco, Vice President
Ms. Krista Burnell, Treasurer
Mr. Eric Rinard, Secretary
Dr. Dana Laursen, Board Member
Dr. Bill Rader, Ex-Officio (non-voting)
Ms. Kera Pratt, Ex-Officio (non-voting)
Ms. Charla Salmeron, Ex-Officio (non-voting)
Ms. Gina Dattilo, CFO/Ex-Officio (non-voting)

BOARD MEMBERS ABSENT.:

ITEM 1.2 REVIEW AND APPROVAL OF AGENDA

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

Mr. Massarotti – aye
Ms. Burnell - aye
Mr. Mazzocco – aye
Mr. Rinard – aye
Dr. Laursen - aye

The motion carried unanimously.

ITEM 1.3 PUBLIC COMMENTS

ITEM 1.4 REVIEW AND APPROVAL OF JANUARY 21, 2016 BOARD MINUTES

Dr. Laursen made a motion to approve the January 21, 2016 minutes as written with the amendment of adding item 4.1 to specify the board approval of the \$1,000 stipend amount that was approved for the Bond Compliance Manager position responsibilities and the clarification of her comments in 4.6 to “Dr. Laursen made a motion that the appropriate official legal counsel communicate expectations to St. Vrain Valley School District regarding protocols for district contact and staff response for legal matters”. Mr. Massarotti seconded.

Mr. Massarotti – aye
Ms. Burnell - aye
Mr. Mazzocco – aye
Mr. Rinard – aye
Dr. Laursen - aye

The motion carried unanimously.

ITEM 2 – RECOGNITION AND AWARDS

2.1 Employee of the Month for January – Mr. Massarotti recognized Ms. Katie Wells as the January Employee of the Month. Mr. Massarotti noted that Ms. Wells has done an outstanding job and has a great positive attitude that is appreciated by the Board and Staff.

2.2 Employee of the Month for February – Mr. Massarotti recognized Ms. Amy Sasser as the February Employee of the Month and noted her support of ARPS and hard work on the Health and Wellness committee.

2.3 Grade of the Month – Ms. Colleen Lataille and Ms. Rachel Miller presented a video of the great things the third grade students have been doing at ARPS. The third grade teachers would like to have more team planning time.

ITEM 3 – REPORTS

3.1 Report from Individual Board Members

Ms. Burnell

Ms. Burnell noted that she and Ms. Dattilo are working through the reconciliations and that with the debit card use we are updating the reconciliations with more summary page detail to make the reconciliation reviews quicker. Ms. Burnell requested that the admin team provide reporting for parents that are leaving the school and documenting why they are leaving and what the issues are, not discussing individuals but graphical summary information for the board so we can look at ways to improve. Ms. Burnell noted that the business office has online donation capability on the website and that we need someone to take the lead for the annual giving. Dr. Laursen added to Ms. Burnell's data to look at our school versus the district level attrition rates. Dr. Rader noted that it is part of the overall facility discussion of now that we are more into the construction process to determine what we want to propose for the playground and facilities.

Mr. Mazzocco

Mr. Mazzocco discussed that he was able to take part in the lottery and he thought it was very efficient and wanted to make sure the families that did not get in were noted and he hopes they put themselves on the waitlist that he thought it was a great turnout.

Mr. Massarotti

Mr. Massarotti noted that he had a great time judging the recent school spelling bee and was very impressed with the students and thanked Ms. Tyson for her work coordinating the event.

Mr. Rinard

none.

Dr. Laursen

none.

3.2 Report from the Principal – see attached principal report.

ITEM 4 – ACTION ITEMS

4.1 Approval of Offers of Employment

Ms. Burnell made a motion to approve Joshua Nelson as the new Maintenance Engineer. Mr. Mazzocco seconded.

Mr. Massarotti – aye
Ms. Burnell - aye
Mr. Mazzocco – aye
Mr. Rinard – aye
Dr. Laursen - aye

The motion carried unanimously.

4.2 Official 2016/2017 FTE Enrollment Projection Dr. Laursen made a motion approve the enrollment projections of 390.85 FTE. Mr. Mazzocco seconded.

Mr. Massarotti – aye
Ms. Burnell - aye
Mr. Mazzocco – aye
Mr. Rinard – aye
Dr. Laursen - aye

The motion carried unanimously.

ITEM 5 – DISCUSSION ITEMS

5.1 Administration Organization for Remainder of School Year – Dr. Rader noted that the administration has been meeting on job responsibilities for the remainder of the school year through June 30th and noted Ms. Pratt would manage the Lower School, SFA, Lunchroom and volunteer activities including the Spring Auction. Charla will be focusing on Grade 4 – 8 and will be the supervisor of all Enrichment Teachers, GT, SPED and Counselors and working to find a Curriculum and Assessment coordinator for the school. Dr. Rader noted that the summer schedule and planning will be worked on in the several months. Ms. Burnell noted that prior to the summer that administration works on understanding summer goals so everything is ready to go for the beginning of the school year.

5.2 School Leadership Discussion: Executive Principal/Executive Director – Dr. Rader noted that we currently have two full-time administrators in a small school by adding currently an Executive Principal that would make the school very administratively heavy from a budget perspective currently for the size of the school. He would recommend tabling the position for now and we can re-group in the near future to discuss the long-term management structure of the school but that we are still looking to hire the Curriculum and Assessment Coordinator.

5.3 Planning Update: Volunteer Policy and Procedures – Ms. Pratt discussed that the admin team has created a volunteer opportunity list and will post those volunteer needs on the website and send out a big monthly push for volunteers for specific events. Ms. Pratt noted that she will manage the volunteer list for each month and post to the Business Office to update the website. Dr. Laursen asked who will be keeping track and manage the process and Dr. Rader discussed that Lobbyguard will be used to track volunteers, hours and Ms. Pratt noted she would be managing and tracking the lists.

5.4 2016/2017 Building Use Plan for Lower School and Upper School – Dr. Rader presented a draft of the building use to the board for both lower and upper schools.

5.5 Spring Auction Update – Ms. Pratt noted she has taken the lead to coordinate the auction activities. She stated there would be a volunteer meeting next week and will be posting on the website asking for specific volunteers for this event and that Sarah Tucker is our Auction coordinator this year.

5.6 Other Items from Board Members –

Ms. Burnell – none.

Mr. Mazzocco – none.

Mr. Rinard – discussed that we should find a way to reward our volunteers that consistently work hard for the school.

Dr. Laursen – none.

Mr. Massarotti – none.

ITEM 6 – EXECUTIVE SESSION

6.1 An Executive Session for the purpose of discussion strategies for negotiations related to the bond requests to SVVSD from Aspen Ridge

Mr. Massarotti made a motion to adjourn into Executive Session at 6:50 pm. Mr. Mazzocco seconded.

Mr. Massarotti – aye

Ms. Burnell - aye

Mr. Mazzocco – aye

Mr. Rinard – aye

Dr. Laursen - aye

Executive Session was adjourned at 7:26pm and moved back into public session.

ITEM 7 – ADJOURNMENT

Mr. Mazzocco motioned to adjourn at 7:27pm. Mr. Massarotti seconded.

Mr. Massarotti – aye

Ms. Burnell - aye

Mr. Mazzocco – aye

Mr. Rinard – aye

Dr. Laursen - aye

The motion carried unanimously.

--END OF MINUTES--

Approved → 3-9-16


PRESIDENT

Aspen Ridge Preparatory School
February Board Report
February 10, 2016

Kera Pratt- Lower School Assistant Principal
Charla Salmeron-Upper School Assistant Principal

Successes:

Lottery- A big thank you goes out to Ms. Harper for taking the lead and organizing a successful 2016 lottery. Projected enrollment for the 2016-2017 school year looks exciting!

Spelling Bee- Congratulations to our two Spelling Bee winners in the Upper School. Thank you to Ms. Tyson for doing a great job coordinating such a fun event.

- 1st Place Sydnee S. 5th Grade
- 2nd Place Max O. 4th Grade

Student Owl Points- Student have the opportunity to be recognized on our morning school announcements for their positive behavior.

Professional Development- This Friday our teachers will be receiving professional development on data collection and how to use data to drive instruction. Implemented within our PD day, our staff Sunshine Committee has organized a staff lunch, creating a great day of growth and recharging.

Upcoming Events

February 11 Valentine Classroom Celebrations (K-6th Grade @2pm-3pm)

February 12 No School-Teacher In-Service

February 15 No School-President's Day

February 19 ECC Field Trip (4th & 6th Grade)

February 23-25 Parent/Teacher Conferences

February 22-25 Scholastic Book Fair

February 26 No School