



BOARD OF DIRECTORS MONTHLY MEETING MINUTES

February 18, 2015

The Board of Directors of Aspen Ridge Preparatory School, Inc. held a Board Meeting on Wednesday February 18, 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 4:08pm.

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT:

Dr. Dana Laursen, Board Member

ITEM 1.3 PUBLIC COMMENTS

Ms. Tiffanie Mahan discussed a field trip option for fifth graders to the Open Air Adventure Park as they have been to the Capitol building last year. The cost for the field trip is \$25 per student and suggested that parents might be willing to pay extra if it doesn't fit into the current budget.

ITEM 1.3 - 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

The motion carried unanimously.

ITEM 1.4 - REVIEW AND APPROVAL OF MINUTES January 21, 2015

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

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

The motion carried unanimously.

ITEM 2 – RECOGNITION AND AWARDS

2.1 Teacher of the Month

Mr. Massarotti recognized Bethany Scinta as the Teacher of the Month. Ms. Scinta spent countless hours managing the Science Fair and did an amazing job and the board greatly appreciates her efforts.

ITEM 3 - REPORTS

3.1 Reports from Individual Board Members:

1. Mr. Guerrero – Mr. Guerrero discussed that the building phase one activities are getting underway and believes we have some very exciting things coming up over the next few months and thanks the parent volunteers that support our school.
2. Ms. Burnell – Ms. Burnell discussed that our Fundraising account was hacked and we added positive pay via our bank to all of our accounts to help protect from fraud. Ms. Burnell confirmed that the school was not responsible for the fraudulent activity and the amount was credited back to the account once fraud was reported to the bank.
3. Mr. Massarotti – none.

3.2 Report from the Principal: (see attached Principal report at end of minutes).

3.3 Report from the Safety and Security Committee:

Mr. Guerrero discussed the challenges next year for driveline. The security committee looked at a variety of tools and the committee reviewed an app for driveline that charters use and other schools use to significantly reduce driveline time. Mr. Guerrero mentioned we can do a free trial and they will be working in the next few weeks to talk about the technology and will be working with Ms. Silva to discuss the options. Ms. Silva discussed changing the entrance process this school year and let dropoff be directly into the classrooms versus going to the playground as this provides both teachers and students to prepare in the morning versus being outside.

ITEM 4 – CONSENT AGENDA ITEMS

- 4.1** Review and Approval of January Check Register
- 4.2** Review and Approval of Amended offers of Employment and Job Descriptions
- 4.3** Review and Approval of resignations

Ms. Burnell made a motion to approve the Consent Items. Mr. Massarotti seconded.

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

The motion carried unanimously.

ITEM 5 - ACTION ITEMS:

5.1 Review and Approval of 2015-16 School Calendar

Ms. Silva discussed that the proposed calendar is very similar to last year with the exception of the addition of early release days once a month on Wednesdays for staff professional development. This allows for training, professional development and team planning to occur. St. Vrain has a 2.5 hour late start. Mr. Massarotti would like to have input from Dr. Laursen as she has a wealth of experience on the education side and specifically professional development. Dr. Rader would like to see a PD plan put in place before we amend the calendar. Ms. Silva accepted the task of creating a PD plan this spring.

Mr. Massarotti made a motion to table the 2015-16 School Calendar approval to the March Board meeting. Ms. Burnell seconded.

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

The motion carried unanimously.

5.2 Review and Approval of 2015-16 Committee Appointments

Mr. Massarotti discussed that there was never a unified list for all our committees and went through a detailed analysis to put together a list of the committees developed since the beginning of the school. Mr. Massarotti reviewed the roles of board committees and each committee has a mission and that mission is what that committee should be working on. Dr. Rader discussed that there is only one committee that is required by law or our charter which is our SAC committee and all committees must report back to the board with their recommendations. Mr. Massarotti proposed that the board clean up the committees in this board meeting and that Ms. Dattilo would be working with him to post all the approved committees on the website.

Finance Committee

Ms. Burnell made a motion to appoint Ms. Silva and Dr. Rader to the Finance Committee. Mr. Guerrero seconded.

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

The motion carried unanimously.

Policy Committee

Ms. made a motion to appoint Mr. Massarotti, Ms. Silva and Dr. Rader to the Policy Committee, re-appoint Gina Dattilo and remove Ms. Loomis from the Policy Committee. Mr. Guerrero seconded.

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

The motion carried unanimously.

School Advisory Committee

Mr. Massarotti discussed the School Advisory Committee has been mis-titled and/or mistaken as the School Accountability Committee. Mr. Massarotti reviewed the charter document reviewing the mission of the SAC. Mr. Massarotti discussed there are several opening on the SAC currently.

Ms. Burnell made a motion to appoint Dr. Laursen as the board member, Ms. Silva as the Administrator, Ms. Hogan as the teacher and Angie Peacock as the Parent Representative to the SAC Committee. Mr. Guerrero seconded with the clarification that the Committee Chair either be the Board Committee Member or the Administrator Committee Member.

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

The motion carried unanimously.

Security and Safety Committee

Mr. Massarotti discussed that the chair was required to be a board member. The action would be to re-appoint all current committee members.

Mr. Guerrero made a motion to re-appoint all the existing members to the Safety and Security Committee as follows: Mr. Massarotti as Committee Chair, Mr. Guerrero as Vice-Chair and Eric Rinard, Craig Sisneros, Donna El-Hehiawy and Kevin Harner as members. Ms. Burnell seconded.

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

The motion carried unanimously.

Hiring Committee

Dr. Rader discussed the recommendation to change the name from Hiring Committee to Recruitment Committee that will have the charge of screening and recruiting candidates. The chair will be the principal and the CFO will be a member. Ms. Silva will bring two bring two staff nominees to the board at the next board meeting to nominate as members of the recruitment committee,

Mr. Massarotti made a motion to re-appoint Ms. Burnell, Mr. Guerrero, and Dr. Rader to the Hiring committee, and designate Ms. Silva as Chair of the Recruitment Committee with Ms. Dattilo as a member. Ms. Burnell seconded.

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

The motion carried unanimously.

Technology Committee

Mr. Guerrero made a motion to re-appoint all the Technology Committee members as follows: Dr. Laursen, Steven Pinto, Paul Williams, Mark Dombrowski, Chad Stanley, Lucas Gensimore, Amy Sasser. And Colleen Lataille. Mr. Massarotti seconded.

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

The motion carried unanimously.

Wellness Committee

The original intent was to develop programs and get participation from the students for health and wellness. Ms. Lisa Amerine is the current chair.

Mr. Guerrero made a motion to re-appoint Laura Loomis, Lisa Amerine, Jamie Miller, Jennifer Smith and Eric Guerrero to the Wellness Committee. Mr. Massarotti seconded.

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

The motion carried unanimously.

Public Relations Committee

Ms. Burnell made a motion to dissolve the Public Relations members. Mr. Guerrero seconded.

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

The motion carried unanimously

Fundraising Committee

This committee never had members assigned. Mr. Guerrero recommended that the Fundraising Committee be dissolved. Ms. Burnell seconded.

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

The motion carried unanimously

New School Funding Capital Ad Hoc Committee

Mr. Guerrero attempted to garner interest but it never got up and running. Ms. Burnell recommended that the New School Funding Capital Ad Hoc Committee be dissolved. Mr. Massarotti seconded.

Mr. Massarotti – aye

Mr. Guerrero – aye
Ms. Burnell - aye

The motion carried unanimously.

Erie Rec Center Logistics Committee

Ms. Burnell made a motion to dissolve the Erie Rec Center Logistics Committee.
Mr. Guerrero seconded.

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

The motion carried unanimously.

Math Curriculum Committee

Ms. Guerrero made a motion to dissolve the Math Curriculum Committee. Mr. Massarotti seconded.

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

The motion carried unanimously.

ITEM 6 - DISCUSSION ITEMS:

6.1 Discussion of Staff Dress Policy

Ms. Silva looked back through the staff handbook and noted that there is not a dress policy in our current handbook. The board directed the Policy Committee to revise the staff handbook and include the Staff Dress Policy.

6.2 Discussion of GOCO playground grant from Lanae Davis

Ms. Lanae Davis noted that she has taken a look at this GOCO playground grant and would like the board to approve her moving forward with it. Its Great Outdoors Colorado and provides grants for school play yard initiatives. The timeline is basically a year. Ms. Davis has reached out to GOCO and folks at the Town of Erie and would like a few volunteers to help put the grant together. The application for the next round will be announced between August and October. Next January the applications will be due and April will announce grantees. There

is a student engagement process and to get the kids involved. Mr. Massarotti and the board members thought it was a great idea and recommended moving forward.

6.3 Discussion of Facility Bonding proposal from Jim Blandford

Dr. Rader discussed that he met with the bond underwriting group and discussed the plans and requirements for the school to pursue the bonding of the current and future building. The fee for underwriting is approximately 2% and would like to have a board meeting to approve moving forward with getting the funding. The bond group believes we can close the bond by June 2015 and our percentage rates could be less than 4.5%.

6.4 Other items or Requests from Board Members

Mr. Massarotti – none.
Ms. Burnell - none.
Mr. Guerrero – none.


ITEM 7 – ADJOURNMENT:

Ms. Burnell motioned to adjourn at 6:22pm. Mr. Guerrero seconded.

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

The motion carried unanimously.

—END OF MINUTES—

APPROVED 3-18-15
 PRESIDENT