



BOARD OF DIRECTORS MONTHLY MEETING MINUTES

January 21, 2016

The Board of Directors of Aspen Ridge Preparatory School, Inc. held a Board Meeting on Thursday, January 21, 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 4:06pm.

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. Gina Dattilo, CFO/Ex-Officio (non-voting)

BOARD MEMBERS ABSENT.:

ITEM 1.2 REVIEW AND APPROVAL OF AGENDA

Mr. Mazzocco made a motion to approve the Agenda as written. Dr. Laursen 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 DECEMBER 16, 2015 BOARD MINUTES

Dr. Laursen made a motion to approve the December 16, 2015 minutes as written. Ms. Burnell 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 Teacher of the Month – Mr. Massarotti noted that the board received the information late this week and to provide appropriate time to review nominees the request is to move the January award recognition to the February board meeting.

2.2 Grade of the Month – Mr. Torbeck , Ms. Jessica Manzanares and Ms. Courtney Smith presented all the exciting things the students are doing in enrichments this year at Aspen Ridge.

ITEM 3 – REPORTS

3.1 Report from Individual Board Members

Ms. Burnell – Ms. Burnell noted that Ms. Dattilo spent a lot of time in December working on all year end Bond Compliance reporting for the trustee and now we are 100% compliant with the bond and next week will be meeting with Ms. Dattilo to review all bank reconciliations and statements through January.

Mr. Massarotti – Mr. Massarotti welcomed Ms. Salmeron to Aspen Ridge and thank her for joining the team and Dr. Dana Laursen and Mr. Eric Rinard for donating their time joining the ARPS Board.

Mr. Mazzocco – none.

Mr. Rinard – none.

Dr. Laursen – none.

3.2 Report from the Principal – see attached principal report.

ITEM 4 – ACTION ITEMS

4.1 Review and Approval of Bond Compliance Officer position

Ms Burnell made a motion to approve Ms. Gina Dattilo as taking on the Bond Compliance Officer position as additional responsibilities including a \$1,000 Stipend for the 2015/16 school year. Mr. Massarotti seconded.

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

The motion carried unanimously.

4.2 Review and approval of offers of employment / resignations

Mr. Mazzocco made a motion to approve the resignation of Mr. Tom Blazon as Maintenance Engineer, Ms. Traci Silva stepping down as Executive Principal and the offer of employment for Ms. Charla Salmeron as Upper School Assistant Principal and Ms. Dattilo the Bond Compliance Officer. Ms. Burnell seconded.

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

The motion carried unanimously.

4.3 Review and Approval of 2015/2016 Executive Principal Job Description

Dr. Rader discussed a few minor changes to the Executive Principal description and that the position has been posted and that the Administrative team is working on reviewing and setting up interviews over the next few weeks. Ms. Burnell recommended looking at the description and responsibilities that the position would be more appropriately titled as Executive Director. Ms. Burnell made a motion to table the changes to the Executive Principal Job Description until the board workshop to discuss the organizational structure. Mr. Mazzocco seconded.

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

The motion carried unanimously.

4.4 Review and approvals of Q1 Budget to Actuals

Mr. Mazzocco made a motion to approve the Q1 Budget to Actuals. Mr. Massarotti seconded.

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

The motion carried unanimously.

4.5 Appointment of Charla Salmeron as Ex-Officio Board Member

Ms. Burnell made a motion to approve appointing Ms. Charla Salmeron as Ex-Officio Board Member. Mr. Rinard seconded.

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

The motion carried unanimously.

4.6 Review and approval to release confidentiality of 10/26/2015 executive session regarding matter concerning a student

Mr. Massarotti made a motion to waive the Board's confidentiality interests in this specific executive session dated October 26, 2015, regarding a confidential student matter for the limited purpose of providing a copy of the recording to St. Vrain Valley School District, with the understanding that the District will disclose the recording to the Office of Civil Rights and that OCR has provided the District an appropriate waiver reflecting that the parents in question have waived or released their privacy interests for purposes of disclosure to the District and OCR. Ms. Burnell seconded.

The discussion surrounded the board's concern that proof be provided that the parents waived confidentiality. The board asked our Attorney to secure proof to his satisfaction prior to delivering the recording to the appropriate parties.

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

The motion carried unanimously.

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 5 – DISCUSSION ITEMS

Ms. Burnell made a motion to move #8 in the discussion items to #1.

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

The motion carried unanimously.

Ms. Burnell left the meeting at 6:07pm.

5.8 Volunteer policies – Ms. Burnell discussed that the parents would like to see a more formalized volunteer process in the school. Ms. Pratt noted that there was some shift taking place with the volunteer happenings at the school. Ms. Pratt has set up regular meetings with volunteers for the ongoing functions of the school throughout the year. Dr. Rader mentioned that we need to completely revamp our volunteer and visitor handbook and that we should be posting volunteer positions transparently to all the parent population at the school.

5.1 Employee search, interview and hiring procedures – Dr. Rader discussed that there were three different committees set up in the past working on hiring and recruiting and that he and the Administrative team has put together a revised basic process for who should be responsible in all parts of the interview and hiring processes at the school.

5.2 ARPS Bond Update – Ms. Dattilo discussed that she and Dr. Rader will be reviewing with the board the Account Synopsis and bond specific requirements during the annual budgeting process and that she has been working and will continue working with the Trustee to ensure bond requirements are complete and that the school has an annual calendar available to the board and admin of annual, monthly and quarterly requirements.

5.3 SVVSD Bond Update – Dr. Rader discussed that the school has submitted our facilities requests for the SVVSD bond including an addition of a café-gym-atorium, increased safety measures such as secure fencing and blinds and that the bond request must be submitted to the district by the beginning of March.

5.4 Lottery / enrollment update – Ms. Pratt discussed that the lottery will be held tomorrow, January 22nd at 1:30pm in the lunchroom and they have been working hard to prepare for the event.

5.5 Board meeting day/time – Mr. Massarotti discussed the time and day schedule for the board meeting times currently is the third Wednesday of the month at 4:30pm. Dr. Rader discussed that the district reports are usually due on the 15th or the 1st of the month so having the second week of the month would assist in getting documents changed. There were no board requests to make changes to day or time and agreement so the board agreed to change the board meeting to the second Weds of every month at 4:30pm starting February 10th, 2016.

5.6 Communication policies and procedures – Dr. Rader discussed that part of the communication policies also needs to address more specifically staff communication to parents and the community. Mr. Rinard recommended directives on where to go if you don't believe you are being heard within the organization. Ms. Pratt recommended drawing out a chain of command for communication.

5.7 Administrative tasks and responsibilities – Dr. Rader discussed that he identified the major tasks that need to be completed by Administration now through June 30, 2016 to ensure that all tasks are accounted for and who is responsible for each item. Dr. Laursen noted that curriculum review and recommendation needs to be included in that process for the spring as part of these items and Dr. Rader noted that he and the Admin team are including that in the process.

5.9 Other Items from Board Members –

Mr. Mazzocco – none.

Mr. Rinard – none.

Dr. Laursen – none.

Mr. Massarotti – Mr. Massarotti discussed a spring Board workshop and training and wanted to discuss days and times for the board and Dr. Laursen requested to have the board sent available dates to work from and Dr. Rader will work on those dates. Mr. Massarotti noted he was volunteering to be at the Spelling Bee February 5th in the afternoon and if any other board members would be available please let Ms. Pratt know.

ITEM 6 – ADJOURNMENT

Dr. Laursen motioned to adjourn at 6:48 pm. Mr. Mazzocco seconded.

Mr. Massarotti – aye

Mr. Mazzocco – aye

Mr. Rinard – aye

Dr. Laursen - aye

The motion carried unanimously.

---END OF MINUTES---

Approved 2-10-10



PRESIDENT

Kera Pratt- Assistant Principal
Aspen Ridge Preparatory School
January Board Report
January 21, 2016

Successes:

Spelling Bee-Ms. Tyson has taken on leading and organizing our ARPS Spelling Bee. This year Lower School students (K-3) students participated in their classroom/grade level spelling bees, and our Upper School students (4-6) grade will be participating in our Upper School Spelling Bee on Friday, February 5th in the afternoon. More details will come via our parent messenger.

6th Grade Hallway Expectations Video-At one of our January staff meetings there was much discussion centered on student culture and school climate. Staff brainstormed ideas to set and maintain school wide behavior expectations. Ms. Mangus's 6th grade class volunteered to create a positive and fun hallway behavior video to share with all students. Our amazing 6th grade students went in to classroom and presented their video and discussed topics on appropriate school expectation. The process was a great opportunity for student leadership and role modeling. All students really enjoyed the experience.

<https://www.youtube.com/watch?v=09ioCtX4aKU&feature=youtu.be&noredirect=1>

4th-6th Grade Musical-Ms. Smith has been coordinating our Upper School (4-6) Musical which will be held on Thursday, January 28th from 7:00pm-8:00pm at the ECC. Ms. Smith and several other staff/parent volunteers have dedicated many extra hours to ensure a successful and fun evening for our students and their families.

Uniform Donations-Ms. Cross an active parent volunteer has kindly organized a gently used uniform donation for all ARPS families. This event will be held the week of February 22nd-25th. This is a great opportunity for our parents and families to positively support one another.

Spring Book Fair-Ms. Warlock is once again coordinating our Spring Scholastic Book Fair. This will be held the week of parent teacher conferences February 22nd-25th and has a history of being a wonderful success for our school community. Please look for further information to come!

Spring Parent Teacher Conferences-Our 2nd round of parent teacher conferences are fast approaching and will be held February 22nd-25th. Our administrative team and teachers are working together to outline expectations and student PEP (Personal Education Plans). In addition, Ms. Todd/Ms. Cross are helping coordinate staff meals during our parent teacher conferences to show our amazing teacher support.

Learning Fair-Ms. Wild has taken on the leadership to coordinate this year's Spring Learning Fair. Originally this started off as the ARPS Science Fair. Based on the State Science Fair timeline we have adjusted the outline of the event to fit the needs of our students. Please look for further information coming soon!

100th Day of School Celebration-Ms. Miller/Ms. Sasser have worked together to outline a fun day of school. Hard to believe we will be hitting the 100th day of the school year on....

Jump Rope for Heart-Mr. Torbeck has scheduled a fun and healthy all school assembly to kick off our Jump Rope for Heart event. A Jump Rope for Heart representative will be conducting the assembly in the gym. It is scheduled for February 5th with two assemblies

One for lower grades 10:30-11:00

One for upper grades 11:15-11:45

Coffee with the Principal- We are excited to continuing bridging our partnership with our families to ensure collaborative and positive learning environment. Ms. Salmeron and Ms. Pratt will be finalizing dates and times for families to enjoy coffee and muffins with the Principals.

ARPS Open Tours-All ARPS Open House Tours were very successful thus far and the administrative team will continue several discussions on how we can successfully implement more tours throughout the school year.

Enrollment Projection 2016-2017

Below is the enrollment information that has been collected from the Intent to Return forms for returning students and Intent to Enroll forms for new students. This is information through today, January 21st.

Preschool to Preschool = 1

Kindergarten= 97

(Approximately 31 are requesting half day)

1st Grade =83

(70 returning; 13 intents)

2nd Grade=94

(85 returning; 9 intents)

3rd Grade =72

(66 returning; 6 intents)

4th Grade = 59

(57 returning; 2 intents)

5th Grade =50

(42 returning; 8 intents)

6th Grade =34

(26 returning; 8 intents)

7th Grade = 14

(12 returning; 2 intents)

Upcoming Events:

January 22 ECC Field Trip, 3rd & 5th Grade

January 22 Dress Down Day for \$1.00

January 28 Music Performance

January 29 ECC Field Trip, 1st & 6th Grade

*No Early Release Day in February our next PD is March 2nd