



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

July 23, 2014

The Board of Directors of Aspen Ridge Preparatory School, Inc. held a Board Meeting on Wednesday July 23, 2014 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 - CALL TO ORDER**

A quorum of Board members was present. With Mr. Massarotti presiding, the meeting was called to order at 4:07pm.

### **BOARD MEMBERS PRESENT:**

Mr. Glenn Massarotti, Board President  
Mr. Eric Guerrero, Board Vice-President  
Mr. Peter Janett, Board Secretary  
Ms. Krista Burnell, Treasurer  
Dr. Dana Laursen, Board Member  
Ms. Cam Campbell, Board Member  
Ms. Pam Richau, Principal/Ex-Officio (non-voting)  
Dr. Bill Rader, Ex-Officio (non-voting)  
Ms. Gina Dattilo, CFO/Ex-Officio (non-voting)

### **BOARD MEMBERS ABSENT:**

none

### **ITEM 2 – PUBLIC COMMENTS**

None

### **ITEM 3 – REVIEW AND APPROVAL OF AGENDA**

There was a revision to the agenda per Mr. Massarotti. He requested to move item #5 to item #6 under Discussion Items, to add item #5 Discussion of Gmail under Discussion Items, and add #7 to Action Items Approval of Appointment of Upper School Dean. Mr. Massarotti made a motion to approve the agenda as revised. Mr. Janett seconded.

Mr. Massarotti – aye  
Mr. Janett – aye  
Dr. Laursen - aye  
Ms. Burnell – aye  
Mr. Guerrero – aye

The motion carried unanimously.

#### **ITEM 4 - REVIEW AND APPROVAL OF MINUTES JUNE 11, 2014**

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

Mr. Massarotti – aye  
Mr. Guerrero – aye  
Dr. Laursen – aye  
Ms. Burnell – aye  
Mr. Janett - aye

The motion carried unanimously.

#### **REPORTS FROM INDIVIDUAL BOARD MEMBERS:**

1. Mr. Guerrero - no report.
2. Mr. Janett – no report.
3. Ms. Laursen – no report.
4. Ms. Burnell has been reviewing financials this month with Ms. Dattilo and will be meeting with Ms. Dattilo to reconcile the final YE bank statements and reconciliations.
5. Mr. Massarotti – no report.

\*Ms. Campbell joined the board meeting at 4:11pm.

#### **REPORT FROM THE PRINCIPAL:**

See attached report at the end of minutes.

#### **ACTION ITEMS:**

1. **Approval of Draft Fund Balance Report**

Ms. Dattilo reviewed the 2014-15 Draft Fund Balance Budget. She stated the YE Fund Balance currently stands at approximately \$590K, with the caveat that numbers may change as they go through the audit process. The most recent Amended Budget had a YE Fund Balance of \$262K. The variance is largely due to an increase of actual fundraising and donations that came in towards the last quarter of the year aligned with strong fiscal expense management. Mr. Janett made a motion to approve the 2014-2015 Draft Fund Balance Report. Ms. Burnell seconded.

Mr. Massarotti – aye  
Mr. Janett – aye  
Dr. Laursen – aye  
Ms. Campbell – aye  
Mr. Guerrero – aye  
Ms. Burnell - aye

The motion carried unanimously.

## **2. Approval of Fundraising Budget**

Ms. Dattilo reviewed the proposed Fundraising Budget with the Board. Mr. Guerrero made a motion to approve the 2014-2015 Fundraising Budget. Ms. Burnell seconded.

Mr. Massarotti – aye  
Mr. Janett – aye  
Dr. Laursen – aye  
Ms. Campbell – aye  
Mr. Guerrero – aye  
Ms. Burnell - aye

The motion carried unanimously.

## **3. Approval of Addendum to Modular Contract to add windows**

Ms. Dattilo presented the additional cost to add south facing windows to the classroom modulares of \$3,600 amortized over the life of the contract. Mr. Janett made a motion to approve the Addendum to the Modular Contract. Ms. Campbell seconded.

Mr. Massarotti – aye  
Mr. Janett – aye  
Dr. Laursen – aye  
Ms. Campbell – aye  
Mr. Guerrero – aye  
Ms. Burnell - aye

The motion carried unanimously.

#### **4. Approval of School Advancement Coordinator Position Description**

Ms. Dattilo presented the School Advancement Position Description. This position will be a direct report of the CFO and be responsible for all fundraising activities for the 2014-15 school year. Ms. Burnell made a motion to approve the School Advancement Position Description. Mr. Janett seconded.

Mr. Massarotti – aye  
Mr. Janett – aye  
Dr. Laursen – aye  
Ms. Campbell – aye  
Mr. Guerrero – aye  
Ms. Burnell - aye

The motion carried unanimously.

#### **5. Approval of Upper School Lead Teacher Position Description**

Mr. Janett made a motion to approve the Lead Teacher Position Description. Dr. Laursen seconded.

Mr. Massarotti – aye  
Mr. Janett – aye  
Dr. Laursen – aye  
Ms. Campbell – aye  
Mr. Guerrero – aye  
Ms. Burnell - aye

The motion carried unanimously.

#### **6. Approval of Terminations and Offers of Employment**

Ms. Dattilo reviewed the staffing changes and offers of employment for the upcoming school year. Mr. Guerrero made a motion to approve the Terminations and Offers of Employment as written with removing Julie Adkins from the Terminations, adding Denise Collard as lunchroom aide and adding Ms. Jennifer Hays. Dr. Laursen seconded.

Mr. Massarotti – aye  
Mr. Janett – aye  
Dr. Laursen – aye  
Ms. Campbell – aye  
Mr. Guerrero – aye  
Ms. Burnell - aye

The motion carried unanimously.

#### **7. Review and Approval of Appointment of Upper School Dean**

Ms. Richau introduced Ms. Kathy Krashoc to the Board and stated how excited she was to have Ms. Krashoc join the team as Dean of the Upper School. Ms. Krashoc joined the School in August of 2012 as a Kindergarten teacher. Ms. Krashoc has over 15 years of experience in teaching, along with a Masters in Curriculum. Mr. Massarotti commented that he truly supports promoting from within the organization to develop leaders. Mr. Guerrero stated his excitement for the future of the school and how this position will support the development of the Upper School and expansion of ARPS. Ms. Campbell stated that as a parent of 4<sup>th</sup> and 5<sup>th</sup> graders she is very excited to see the upper school grow and be a part of this exciting time of change and expansion. Mr. Guerrero made a motion to appoint Ms. Kathy Krashoc as the Upper School Dean. Mr. Massarotti seconded.

Mr. Massarotti – aye  
Mr. Janett – aye  
Dr. Laursen – aye  
Ms. Campbell – aye  
Mr. Guerrero – aye  
Ms. Burnell - aye

The motion carried unanimously.

## **DISCUSSION ITEMS:**

### **1. Discussion of Driveline Issues**

Mr. Massarotti started the discussion regarding the plans for mitigating the increased traffic for pick-up and drop-off this year. Ms. Burnell recommended we might stagger start and end times. Staff will continue to work and provide the outcome to the board.

### **2. Discussion of iReady Assessment**

Ms. Richau recommended that the school change from Gmade assessment tool to iReady which is an online, smart assessment tool. Ms. Richau noted that iReady also has an online curriculum piece that will be a valuable tool for our students. Ms. Richau also noted Gmade is not an online assessment tool and has been very cumbersome to manually grade and test. Ms. Richau will notify the district that we are changing our online testing assessment tool.

### **3. Discussion of Revisions to Student Handbook**

Ms. Richau presented revisions to the Student Handbook. Mr. Guerrero believes the recommendation for healthy snacks is extremely positive. Ms. Richau noted that she met with Ms. Amerine, the Chairman of the Health and Wellness Committee. She discussed that they are developing a healthy food alternatives and education plan for parents for bringing snacks for our students.

#### 4. Discussion of Final Changes to Expansion Application

Dr. Rader started the discussion regarding the Expansion Application document. Dr. Rader noted that the Colorado League has reviewed the document and we have incorporated changes based on their recommendation. The document will be presented to the district by August 1<sup>st</sup>, 2014.

#### 5. Discussion of Gmail

Mr. Massarotti started the discussion regarding the use of Gmail versus another email application for the school. Mr. Massarotti and Dr. Laursen have discussed limitations and security of Gmail accounts and that there might be another application that best serves our future needs. Dr. Laursen discussed that as we continue to grow there may be tools that are extremely helpful for example uses with Robocalling for parent weather alerts and frequent communication via phone calls and other services. The board recommended that the Technology Committee might take a look at these services and all the available options such as Microsoft, Google and other services that support educational institutions.

#### 6. Other items or requests from Board Members

Ms. Campbell discussed the proximity of the gas station and the possibility of a privacy fence. Mr. Massarotti noted that this will be considered as part of the future expansion facility planning. Mr. Massarotti discussed that there were some access issues that the security committee found that were resolved previously.

Mr. Guerrero requested that the staff continue to work on the communication to parents with regards to the Upper School.

#### ADJOURNMENT:

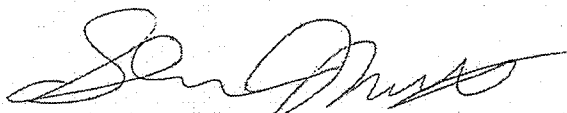
Mr. Janett motioned to adjourn. Seconded by Ms. Burnell.

Mr. Massarotti – aye  
Mr. Janett – aye  
Dr. Laursen – aye  
Ms. Campbell – aye  
Mr. Guerrero – aye  
Ms. Burnell – aye

The motion carried unanimously. The meeting ended at 6:56pm.

—END OF MINUTES—

APPROVED AUGUST 27, 2014

 , PRESIDENT