



BOARD OF DIRECTORS MONTHLY MEETING MINUTES

June 12, 2013

The Board of Directors of Aspen Ridge Preparatory School, Inc. held a Board Meeting on Wednesday June 12, 2013 at Erie Community Center 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 Ms. Schnell presiding, the meeting was called to order at 4:10pm.

ITEM 2 - ROLL CALL

BOARD MEMBERS PRESENT:

Dr. Bill Rader, Ex-Officio (non-voting)
Jeff Smith, Board Member
Krista Burnell, Treasurer
Peter Janett, Board Member
Glenn Massarotti, Board Member
Eric Guerrero, Board Member
Ms. Pam Richau, Interim Principal/Ex-Officio (non-voting, via Skype)
Ms. Gina Dattilo, Finance Manager/Ex-Officio (non-voting)

BOARD MEMBERS ABSENT:

Allison Schnell, Board President
Sherrie Reed, Vice President

ITEM 3 - INTRODUCTION OF GUESTS

Terri Roberts (COO of Rader)

ITEM 4 - PUBLIC COMMENTS

None.

ITEM 5 - REVIEW AND APPROVAL OF AGENDA

Dr. Rader requested that we add the auditor engagement letter, officer insurance, start-up grant options and a contract for financial consulting services to assist Gina. Mr. Janett moved to approve these additions. Mr. Massarotti seconded.

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

The motion carried unanimously.

ITEM 6 - REVIEW AND APPROVAL OF MINTUES

Mr. Massarotti made a motion to accept the minutes as written. Mr. Janett seconded.

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

The motion carried.

REPORTS:

1. Reports from Board---

- a) Mr. Massarotti asked if we could increase our marketing while we have summer camp with lots of new faces coming and going. It was agreed to post a sign-up sheet so that we can contact any interested students.
- b) Mr. Massarotti suggested that we collect some of the loose equipment not being used by Summer Camp and secure it.
- c) Mr. Smith reported that progress has been made towards a new facility plan with Phil Irwin and his team. Much is left to do, but next steps are to engage an architect to get some nice renderings to help sell the vision. We have about one year from right now to get to a point where we can say definitively we are moving forward so that Phil can move forward.
- d) Mr. Guerrero reported that a marketing plan should be focused on direct mailings, word of mouth, etc.

2. Report from the Principal--- None with school on Summer Break.

3. Report from Operations and Finance Manager---

- a) Three contracts for approval tonight
 - 1. Nutrition Services through SVVSD
 - 2. Nurse Services through SVVSD (flat fee of \$6,600)
 - 3. Financial Services Consultant (hourly)

CONSENT ITEMS:

1. Offers of Employment

Julia Rodgers – Classroom Teacher
Maria Reseigh – Spanish Teacher
Tori Hollis – Music Teacher
Julie Adkins – Art Teacher

2. Amendments to Offers of Employment

Pam Richau
Gina Dattilo
Kristen Marrachini

Amend terms to start on July 1 vs. August 1.

3. Resignation of Josie Hamlin

Motion to approve all Consent Agenda Items by Mr. Smith
Seconded by Mr. Janett.

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

The motion carried.

ACTION ITEMS:

1. Memorandum of Understanding (MOU) – 2012 Mill Levy Override

This is the final version for SVVSD, but is unchanged from the previously approved draft.

Motion to approve by Mr. Massarotti.
Seconded by Mr. Janett.

Mr. Janett – aye

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

The motion carried.

2. 2013-2014 Charter School Contract

We got about 90% of what we requested. On the SVVSD Board agenda to be approved on June 26. We were not able to get approval to remove a 264 FTE cap. Most of the contract is about financial details and accounting.

Motion to approve by Mr. Massarotti.
Seconded by Mr. Janett.

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

The motion carried.

3. Contract for Nurse Services from SVVSD

Reported by Ms. Dattilo in her report. Will need to be added to the budget and we have room.

Motion to approve by Ms. Burnell
Seconded by Mr. Janett.

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

The motion carried.

4. Additional Services Agreement with SVVSD – Exhibit H of 2013-2014 Charter Contract

All related to IT required by SVVSD

Motion to approve by Ms. Burnell
Seconded by Mr. Janett.

Mr. Janett – aye

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

The motion carried.

5. 2013-2014 Adopted Budget (Detailed and CDE-18 Formats)

By law we need to approve this by June 30 and send to SVVSD by June 15. The district PPR is now about \$80 higher than last year. The capital construction grant has been reduced. Our carry forward amount will be about \$250,000, with about \$50,000 for TABOR. There is no official requirement for reserve percentage of operating expenses, but 10% is a good rule of thumb that SVVSD will likely want to see.

Current head count for 2013-2014 is around 269 students. Understanding that we typically have about 15-20% below our intent to enroll, we are likely to expect about 240-245 students this fall (as of today). We would like to target closer to our maximum of 264 FTE (or about 280-300 intent to enroll) by October 1, 2013.

There is no money included from Fundraising or Annual Giving right now. PTA is overdue in transferring funds to ARPS prior to dissolution of the PTA. We do have the 2013 silent auction money totaling about \$17,000. We are expecting an additional \$8-10,000 by June 30.

Budget has 13 full time teachers.

Motion to approve by Mr. Guerrero.
Seconded by Mr. Janett.

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

The motion carried.

6. Agreement for Annual Financial Audit

We are looking to use John Cutler who we used last year at the same cost of \$5,000.

Motion to approve by Mr. Janett.
Seconded by Mr. Smith

Mr. Janett – aye
Mr. Massarotti – aye

Mr. Guerrero – aye
Mr. Smith – aye
Ms. Burnell – aye

The motion carried.

7. Agreement for Professional Insurances

We have \$25,000 in our budget, and our proposal is for about \$12,000. The additional can be reallocated to another line item, but we expect increased premiums for health care, etc. as enrollment increases. We are right in line

Motion to approve by Mr. Janett.
Seconded by Ms. Burnell.

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

The motion carried.

8. Agreement for Financial Services Consultant

Hourly up to about \$1,900

Motion to approve by Mr. Massarotti.
Seconded by Mr. Janett

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

The motion carried.

DISCUSSION ITEMS:

1. Start-Up Grant for Expansion of existing schools

Based on recent changes, significant expansions are now eligible for start-up funds. This is a one-time offer and would not be available if we expanded further than the proposed middle school.

Discussion of search for the Assistant Principal.

2. Public Discussion Time after Meetings – Peter Janett

Hear a lot from parents that the Board is not as accessible as they would like primarily due to Roberts Rules of Order governing the meeting format. They would like to participate in a discussion and Mr. Janett proposes a 15 minute session after the regular meeting adjourns to interact with parents.

We need to advertise this on our agendas and be very cognizant of making no commitments or promises outside of the full Board meeting.

We discussed adding a place in the Agenda just prior to Adjournment to have 15 minutes of Public Feedback and interaction.

3. Resolutions to establish Communication and Community Outreach Policies

At Ms. Richau's request, we are looking for a volunteer coordinator to assist in the Community Outreach. We also discussed setting aside a small stipend to commit this person to the position. This will be included in our next Agenda to be approved.

4. Procedures for replacing Policies waived by SVVSD and State BOE

Waivers from our contract are not applied until we prepare a Policy substitute. Ms. Dattilo indicated we have a parent that has written some of our Policies and could be engaged to assist in this. She would like to add this person to the Policy Committee and will bring this before the Board in July. All Policies will still need to be approved by the Board.

5. Other Items

Mr. Guerrero asked if we will have something about Annual Giving on our website. Ms. Dattilo indicated that we would.

Mr. Guerrero also indicated that the all school functions be published well and all Board members present and introduced at the beginning of these meetings.

Mr. Massarotti has worked up a drop off and pick up plan with the Security Committee and will forward it digitally to the Board. It will be printed on the back of the pick up name tags.

6. Adjourn

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


Mr. Janett – aye
Mr. Massarotti – aye
Mr. Guerrero – aye
Mr. Smith – aye

Ms. Burnell – aye

The motion carried.

---END OF MINUTES---

Approved 7/8/2013



Jeffrey R. Smith
Secretary