



BOARD OF DIRECTORS MONTHLY MEETING MINUTES

March 18, 2015

The Board of Directors of Aspen Ridge Preparatory School, Inc. held a Board Meeting on Wednesday March 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 4:06pm.

BOARD MEMBERS PRESENT:

Mr. Glenn Massarotti, Board President
Mr. Eric Guerrero, Board Vice-President
Dr. Dana Laursen, Board Member
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:

Ms. Krista Burnell, Treasurer

ITEM 1.2 REVIEW AND APPROVAL OF AGENDA

Dr. Laursen made a motion to approve the Agenda as written. Mr. Guerrero seconded.

Mr. Massarotti – aye
Mr. Guerrero – aye
Dr. Laursen – aye

The motion carried unanimously.

ITEM 1.3 PUBLIC COMMENTS

ITEM 1.4 - REVIEW AND APPROVAL OF MINUTES FEBRUARY 18, 2015 BOARD MEETING

Dr. Laursen made a motion to approve the February 18, 2015 Board Minutes. Mr. Guerrero seconded.

Mr. Massarotti – aye

Mr. Guerrero – aye

Dr. Laursen – aye

The motion carried unanimously

ITEM 1.5 - REVIEW AND APPROVAL OF MINUTES FEBRUARY 23, 2015 BOARD MEETING

Mr. Guerrero made a motion to approve the February 23, 2015 Board Minutes. Dr. Laursen seconded.

Mr. Massarotti – aye

Mr. Guerrero – aye

Dr. Laursen – aye

The motion carried unanimously.

ITEM 2 – RECOGNITION AND AWARDS

2.1 Teacher of the Month

Mr. Massarotti recognized Akie Teters as the Teacher of the Month and thanked her for her hard work and dedication in supporting our students and families at ARPS.

ITEM 3 - REPORTS

3.1 Reports from Individual Board Members:

1. Mr. Guerrero – Mr. Guerrero stated that he coordinated the meeting with Ms. Silva and the company that provides the driveline app and it was a productive meeting.
2. Dr. Laursen – none.
3. Mr. Massarotti – none.

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

ITEM 4 – CONSENT AGENDA ITEMS

- 4.1** Approval of Revisions to Staff Dress Code
- 4.2** Appointment of Ms. Katie Howard as teacher member of SAC
- 4.3** Appointment of staff members Katie Wells, Leann Tyson, Katie Howard, and Sarah Meyer to the Recruitment Committee
- 4.4** Approval of Check Register

Dr. Laursen made a motion to approve the Consent Agenda Items. Mr. Guerrero seconded.

Mr. Massarotti – aye
Mr. Guerrero – aye
Dr. Laursen – aye

The motion carried unanimously.

ITEM 5 - ACTION ITEMS:

5.1 Review and Approval of 2015-16 School Calendar (tabled from February Meeting)

Ms. Silva discussed that the needs of the school have changed given the expansion, the new curriculum needs and the new staff there is a need for continued monthly Professional Development for the staff. New technology provided through the grant will require necessary training that cannot all be front loaded prior to school start. Ms. Silva believes the proposed calendar will provide such needed PD for the staff.

Mr. Massarotti made a motion to approve the 2015-16 School Calendar with the removal of the April 13th early release day. Dr. Laursen seconded.

Mr. Massarotti – aye
Mr. Guerrero – aye
Dr. Laursen – aye

The motion carried unanimously.

5.2 Portable Building Contract

Ms. Dattilo discussed the portable contract from Satellite Shelters. The quote is \$74,000 with approximately \$17,800 of that cost assigned to aluminum ramps, along with a conservative estimate of \$26,000 of site prep, electrical, networking and fire alarm installation services. There is a possibility that the ramps may be able to be adjusted based on building code. Dr. Laursen made a motion to approve the portable building contract. Mr. Guerrero seconded.

Mr. Massarotti – aye
Mr. Guerrero – aye
Dr. Laursen – aye

The motion carried unanimously.

ITEM 6 - DISCUSSION ITEMS:

6.1 Wellness Committee Update

Mr. Guerrero emailed the current chair and is waiting to hear back and Ms. Sasser has volunteered to be on the team as well. Mr. Guerrero will provide a formal update next month to re-affirm or change the members.

6.2 Update on potential candidates for appointment of community member to SAC

Mr. Massarotti discussed that Ms. Burnell was going to provide some recommendations and they will continue the discussion at next board meeting.

6.3 Discussion of Kindergarten Curriculum

Mr. Massarotti discussed that our Kindergarten staff is doing an outstanding job. Mr. Massarotti mentioned he had received a question as to how the students are grouped based on their benchmarks in Kindergarten. Mr. Massarotti mentioned he wasn't knowledgeable as to how the kindergarten students were grouped so asked Ms. Silva to invite the Kindergarten teachers to provide an overview and let the board know if there are any needs or issues they are experiencing. Ms. Sasser discussed that SFA for Kindergarten curriculum is very structured and there is not necessarily ability grouped per se. Ms. Sasser mentioned that the kinder students that test for first grade level do move up to 1st grade reading. Ms. Sasser mentioned that SFA doesn't recommend to move students up to higher grade as there is foundation level learning in the kinder program that is extremely important before students move to the next levels of SFA in first grade.

Dr. Laursen had a question as to whether the staff has looked at software and Ms. Sasser and Ms. McKenzie mentioned they currently have only one iPad in each classroom. Ms. Silva mentioned that with the expansion grant for the upper grades some iPads maybe released to the lower grades.

Dr. Laursen mentioned she heard three themes in terms of needs from the Kindergarten staff: technology, PARA assistance and literacy that should be addressed.

Mr. Massarotti posed the question if there is anything systemic that needed to be addressed by the SAC committee, and the staff did not believe there were any larger issues with the curriculum.

6.4 Discussion of Bell Schedule

Dr. Rader discussed that the bell schedule is one of the most difficult and intricate tasks for any given school. Dr. Rader provided the board with an overview of the bell schedule year over year to ensure we are complying with and following our charter goals. Dr. Rader mentioned that we are spot on in terms of reading goals of 90 minutes per day and our goals for teaching planning hours of 60 minutes per day. Dr. Rader stated that we are off on student lunch period, transition times, math and science instruction. Dr. Rader discussed that he and Ms. Silva are looking at all of these factors in producing the bell schedule for the upcoming school year to ensure that our academic instructional hours are maintained. Dr. Rader mentioned that he anticipates bringing the board the bell schedule proposal for next year in the April Board meeting.

6.5 Update on Bonding

Ms. Dattilo discussed that she was working with Ms. Silva, Phil Irwin and Dr. Rader in obtaining all the required documents for the due diligence for the bonding process. Dr. Laursen made the motion to approve an additional \$8,000 for engaging borrower's legal counsel for the bonding process. Mr. Massarotti seconded.

6.6 Discussion of construction management contract

Dr. Rader discussed the request of Phil Irwin has requested that we make him Project Manager for the building. Dr. Rader recommends that this be turned over to the attorney to verify who the new owner of the new building will be and bring back to the April meeting after it is thoroughly reviewed by legal counsel.

6.7 Discussion of budget for new building construction

Dr. Rader discussed that he has received preliminary numbers from Phil. Phil will have a final GMP from Sun Construction on March 28th. Dr. Rader will also request a bid on the land as a separate component.

6.8 Discussion of incorporating possible GOCO grant into playground

Mr. Massarotti discussed that the challenges for the grant were the timelines and the need for a fenced area. Mr. Massarotti recommended that we price out all the requested items for the playground and take a look at options such as rubber matting, rubber mulch and turf so the school has options based on the budget. Mr. Massarotti mentioned that the second phase of the playground for GOCO could be an area that is an open unlocked fenced area if that is a requirement for the GOCO grant.

Dr. Laursen noted that there needs to be planning for recreational space for the upper school students such as picnic areas, PE areas and other areas for social development for the students. Dr. Rader mentioned a review of the recent Upper School Parent Survey to take a look at what the parents are requesting for their students in those grade levels. Mr. Guerrero recommended researching other

charters in the area to see what types of outdoor options are being offered that our students would benefit from and that we need to take a close look at the budget to make it a priority for the students.

6.9 Staffing Plan

Dr. Rader discussed that we must turn in our preliminary budget to the district in April and that the budget begins with a staffing plan. Dr. Rader reviewed the new positions of the staffing plan including Executive Principal, Lower School Assistant Principal, Curriculum and Assessment Coordinator and Technology Teacher, all of which are full time employees. Dr. Rader discussed the part-time PE Teacher, the increase to 4 days per week for Preschool Teacher and Preschool Assistant Teacher from their current half time and an 8 hour per week School Counselor. He noted that the total increase for staffing would be approximately \$280K which is proportionate to the increase in the number of students for next year. Dr. Rader requested feedback from the board on the staffing plan for the next board meeting so he can prepare the preliminary budget due to the district.

Mr. Massarotti posed the question if there is opportunity for a PARA individual for the teachers to assist in the classroom, knowing the needs and requests for a PARA from the teaching staff. Dr. Rader discussed that he starts with a preliminary budget and then when students show up in August based on the actual needs then that is when they would review the budgetary needs and make adjustments at that time when the school knows more of the numbers of students in the classrooms.

6.10 By-law amendments

Dr. Rader discussed that he feels we have an excellent school board and the amendments would be going to 5 board members with a quorum of three all with a tenure of 3 years and continue that our ex-officio members would continue to be non-voting members. Dr. Rader recommends those members be appointed to maintain continuity and hold true to the vision and mission of the school's charter and have one educator and one community member. Mr. Massarotti recommended to put this on the agenda for next month.

6.11 Other items from Board Members

Mr. Massarotti – none.

Mr. Guerrero – Mr. Guerrero requested that we reach out to the ECC to see if they can accommodate early release days. Mr. Guerrero recommended that we reach out to Prospect Ridge Academy to take a tour of their facilities and obtain some recommendations on expansion.

Dr. Laursen – none.

ITEM 7 – ADJOURNMENT:

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

Mr. Massarotti – aye

Mr. Guerrero – aye

Dr. Laursen – aye

The motion carried unanimously.

—END OF MINUTES—

APPROVED 4-15-15


PRESIDENT