



BOARD OF DIRECTORS MONTHLY MEETING MINUTES

November 19, 2014

The Board of Directors of Aspen Ridge Preparatory School, Inc. held a Board Meeting on Wednesday November 19, 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 1.1 - CALL TO ORDER

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
Dr. Dana Laursen, Board Member
Ms. Cam Campbell, Board Member
Ms. Pam Richau, Principal/Ex-Officio (non-voting)
Ms. Gina Dattilo, CFO/Ex-Officio (non-voting) - excused
Dr. Bill Rader, Ex-Officio (non-voting)

BOARD MEMBERS ABSENT:

None.

ITEM 1.2 REVIEW AND APPROVAL OF AGENDA

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

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

The motion carried unanimously.

ITEM 1.3 - REVIEW AND APPROVAL OF MINUTES October 15, 2014

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

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

The motion carried unanimously.

ITEM 2 – RECOGNITION AND AWARDS

2.1 Student of the Month

Ms. Richau introduced the Aspen Ridge Owl Student of the Month.

2.2 Teacher of the Month

Ms. Richau introduced the Teacher of the Month for October as Ms. Kathy Krashoc. Mr. Massarotti discussed that this award was created by the Aspen Ridge Board members to recognize outstanding teacher achievement and that Ms. Krashoc was receiving the first award.

ITEM 3 - REPORTS

3.1 Reports from Individual Board Members:

1. Mr. Guerrero – attended a few meetings about the building expansion. Mr. Guerrero also attended the financial committee review meeting with regards to the budget that will be discussed later tonight.
2. Dr. Laursen – no report.
3. Ms. Burnell – Signed a deposit check for Colorado National Golf Club for the spring auction for approx \$2,000. Our main bank account got hacked this week and noted that Ms. Dattilo will be filing a police report and the account has been credited back by the bank and noted as fraud. Ms. Burnell participated in the finance committee meeting to discuss teacher salaries last week.

4. Mr. Massarotti – Discussed his attendance at the all staff school meeting to review the expansion plans and he appreciates everyone's attendance and noted it was a very productive and positive meeting.
5. Ms. Campbell – no report.

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

ITEM 4 - CONSENT AGENDA ITEMS:

- 4.1 Approval of CDE Expansion Grant Award - \$192,000 for 3 years
- 4.2 Approval of Final Audit of 2013-2014
- 4.3 Approval of IRS Form 990
- 4.4 Approval of Social Media Policy – New
- 4.5 Approval of Enrollment Policy (AR-JFBA) – Revised as required for Expansion Grant
- 4.6 Approval of Resignations

Dr. Laursen made a motion to approve the Consent Items. Ms. Burnell seconded.

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

The motion carried unanimously.

ITEM 5 - ACTION ITEMS:

5.1 Review and Approval of 2014-2015 Employee Salary Plan

First Motion: Ms. Burnell made a motion to approve the 2014-15 Employee Salary Plan. Mr. Guerrero seconded. After further discussion among the board the motion failed.

Mr. Massarotti – nay
Dr. Laursen – nay
Ms. Campbell – nay
Mr. Guerrero – nay
Ms. Burnell - nay

The motion failed.

Second Motion: Mr. Guerrero made a motion to provide all staff a 1.7% cost of living salary increase effective November 1st, 2014. Ms. Burnell seconded.

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

The motion carried unanimously.

Third Motion: Mr. Guerrero made a motion to provide a 2% bonus to be paid in April 2015 to all staff who were hired prior to November 1, 2014 and who meet minimum expectations of their positions and that are not on a performance plan at the time of bonus distribution. Ms. Burnell seconded.

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

The motion carried unanimously.

Fourth Motion: Mr. Guerrero made a motion to provide \$24,000 of discretionary budget to the CEO to be distributed at his discretion to staff. Ms. Burnell seconded.

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

The motion carried unanimously.

Fifth Motion: Mr. Massarotti made a motion that all salary increases and bonuses during the 2014-15 school year will be added to the base salary for the 2015-16 school year. Mr. Guerrero seconded.

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

The motion carried unanimously.

5.2 Review and Approval of Updated 2014-2015 Budget

Dr. Laursen made a motion to approve the 2014-15 Revised Working Budget. Ms. Burnell seconded.

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

The motion carried unanimously.

5.3 Election of Board of Directors Secretary

Mr. Guerrero made a motion to elect Dr. Laursen as the Board of Directors Secretary. Mr. Massarotti seconded.

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

The motion carried unanimously.

5.4 Review and Approval of Nominations to School Accountability Committee (SAC)

Ms. Richau recommended the nomination of Eric Rinard and Meosha Brooks to the SAC. Ms. Burnell made a motion to approve the election of Eric Rinard and Meosha Brooks to the School Accountability Committee. Ms. Campbell seconded.

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

The motion carried unanimously.

ITEM 6 - DISCUSSION ITEMS:

6.1 Discussion of Pre-K Update and Changes for 2015-2016

Dr. Rader and Ms. Richau discussed that the curriculum used is really directed at 4 year olds and has shown not to be as workable for a 3 year old setting. Dr. Rader and Ms. Richau are proposing that the program for next school year be having a 4 year old program only for the 2015-16 school year.

6.2 Upper School Building Update

Dr. Rader discussed that Ms. Mahan will be moving positions from School Secretary to work as a consultant to manage Upper School Communications, news releases, parent and community communications.

6.3 Other Items or Requests from Board Members

Eric Guerrero noted that there will be some expenses that the school will have responsibility for some additional expenses this summer for the upper school. He also mentioned that he is working on a project called Hacker High that is an innovation program for middle and high school students surrounding technologies and encouraged the board to take a look.

Mr. Massarotti mentioned that the staff has requested to know what the playground area will look like in the fall. Mr. Massarotti mentioned that the board is working on all options to look at for the play area in the next several months as part of the expansion planning.


ADJOURNMENT:

Mr. Massarotti motioned to adjourn at 6:20pm. Mr. Guerrero seconded.

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

The motion carried unanimously.

—END OF MINUTES—

APPROVED 12-17-14

PRESIDENT